

# Input Technologies: Grade 5

Adopted 2013

## Review of touch typing

### 1.1 Review touch typing technique

1. Demonstrate touch method to alpha-numeric keys/symbols. 1.1.1
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## Online Living

### 2.1 Explain how to search for information online.

1. Discuss how to use computers and the Internet safely, legally and responsibly:
    - Researching and information acquisition fluency,
    - Cyberbullying,
    - Digital citizenship,
    - Cybersafety, and
    - Copyright.2.1.1
  2. Explain the Internet. 2.1.2
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## Text Formatting

### 3.1 Explain formatting text

1. Demonstrate text formatting features.
    - Bold, italics, and underline
    - Change fonts, font size, and font colors3.1.1
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### 3.2 Explain formatting paragraphs

1. Demonstrate paragraph formatting features such as:
    - Alignment: left, center, right, justify
    - Line spacing: single, double3.2.1
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### 3.3 Explain page setup

1. Demonstrate page setup features
    - Apply landscape and portrait orientation
    - Change margins and vertical alignment3.3.1
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## Basic Document Formatting Skills

### 4.1 Explain proofreader's marks

1. Identify and apply proofreader's marks and review comments on keyed copy. 4.1.1
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### 4.2 Explain correct memorandum/e-mail format

1. Key memorandums/emails using proper email etiquette. 4.2.1
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### 4.3 Explain unbound report format with/without title page and reference page

1. Key unbound report with/without title page, reference page, and inserted page numbers. 4.3.1

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#### **4.4 Explain letter format for block style personal/business letter using open/mixed punctuation**

1. Key block style personal/business letter using open/mixed punctuation. [4.4.1](#)
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### **Formatting Columns and Tables**

#### **5.1 Explain column documents**

1. Key column documents. [5.1.1](#)
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#### **5.2 Explain table documents**

1. Key table documents. [5.2.1](#)
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### **Multimedia**

#### **6.1 Create a presentation**

1. Plan and format a presentation using transitions, graphics, animations, design template/theme, and slide layout. [6.1.1](#)