

Workplace Readiness Skills for the Commonwealth Grades 3 – 5 School

Technology Knowledge and Skills

19. **Information Technology:** Uses computers, file management techniques, and software/programs effectively

Objective: The student will use a computer to complete task.

Activities:

1. The student will save information on the hard-drive and flash-drive.
2. The student will use word-processing software to type reports and projects.
3. The student will learn keyboarding skills.

Resources for Activities:

Typing game:

<http://www.freetypinggame.net/>

Typing test:

<http://www.nimblefingers.com/>