

This chart shows the earliest grade and project at which each listed task is introduced. Note that each of these skills appears in several different projects. If a teacher has difficulty completing directions for the listed skill at a higher grade level, direct them to the project listed to provide more information and instruction.

TASK	GRADE
Embed a recording into PowerPoint (teacher task)	2
Record sounds for playback (teacher task)	2
Double-click a speaker icon to listen to a sound	2
Insert a video (movie) into PowerPoint	3
Insert sounds (audio) and video clips into PowerPoint	3
Insert text box for playing audio and video files	3
Make a voice recording (student task)	3
Inserting text into a predefined text box	1
Introduce spacebar, Backspace, Delete	1
Introduce vocabulary such as menu, icon, cursor	1
Use a computer to compose and type words, labels, and phrases	1
Use keyboard shortcut (Ctrl + Y) to redo	1
Use keyboard shortcut (Ctrl +Z) to undo	1
Use the Undo key	1
Insert a selection from the thesaurus	2
Make selections using icons and drop-down menus	2
Move an image or textbox	2
Replace a word by selecting and typing	2
Resize a callout	2
Use a callout to show thought balloons	2
Use a computer to compose and type simple sentences and paragraphs	2
Use Bold to highlight text	2
Use the built-in thesaurus	2
Click underlined text in directions for more information	3
Create a new folder, save files in a folder	3
Delete a shape	3
Draw and flip a callout	3
Enter data into a Venn diagram	3
Format font color	3
Insert a picture or photo from a file	3
Introduce the word processor terms Format, Layout, Revision	3
Locate and identify bold text in the directions	3
Open previously saved data files	3
Save a file in a new folder using New Folder command	3
Save a file using the Save icon	3
Use a Selection Box to select an object	3
Use Copy and Paste from the Edit menu	3
Use folders to keep all media files together for a PowerPoint	3
Use Spell Check and make spelling changes as needed	K
Use the Drawing toolbar to draw a text box	3
Use the Taskbar to move between applications and documents	3