

**Teacher: Core Computer Grade 6**

**Year: 2007-2008**

**Course: Computer Grade 6**

<b>Technology in Our World</b>		
<b>Content</b>	<b>Skills</b>	<b>Standards</b>
How technology is used Technological advances Communication using technology	Brainstorm a list on how people use technology  Determine what technology skills will be needed for college and the workplace  Analyze what effect the changes in technology have on society  Identify advances in world wide communication	

  

<b>Computer Usage and Guidelines</b>		
<b>Content</b>	<b>Skills</b>	<b>Standards</b>
Student Acceptable Use Agreement  Appropriate security measures and Internet etiquette	Understand safety issues when searching the internet  Treat computer equipment with care  Demonstrate the proper use of computer equipment and understand the consequences of misuse	

	Use the Internet appropriately Cite sources accurately	
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### Keyboarding

Content	Skills	Standards
Proper keyboarding posture Proper arm and hand positions for keyboarding Correct keystroking techniques Location of the keys without looking at the keyboard	Use the correct keyboarding techniques to input information. Practice keyboarding by composing original text, typing text from a book, typing handwritten text, and typing text on the computer screen Build speed and accuracy using drills and timed tests Apply keyboarding techniques when typing in all subject areas	

### Formatting Pictures and Graphics

Content	Skills	Standards
Proper formatting of pictures, graphics, and page borders Basic graphic design	Insert and format pictures from a file Create a decorative page border Insert and format clip art Compose a brief summary for a	

	class book  Design a class page that is visually appealing	
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### Software Basics

Content	Skills	Standards
Software commands in Microsoft Word	Use title bar, menu bar, and toolbars	
Proofreaders' Marks	Organize files and save to the appropriate location on the network	
Editing process on the computer	Use the Search command to locate files or folders	
Format graphics	Make changes indicated by Proofreader's Marks	
	Format text font and alignment	
	Copy and paste graphics	
	Format the size and layout of graphics	

### Internet

Content	Skills	Standards
The differences between search engines, subject directories, and	Use web browser, various web addresses, and the toolbar in the	

metasearch engines	web browser	
Techniques on searching the Internet	Use different search engines or directories to find information on the Internet	
Reasons why it is important to evaluate Internet resources	Use keywords and phrases to search for information	
Things to check to determine if an Internet site is reliable and accurate	Determine if a site has accurate and reliable information	
Proper format for citing Internet resources	Identify the domain of a web address	
	Navigate in web pages and from one page to another using hyperlinks	
	Cite Internet resources in the proper format	

## Word Processing

Content	Skills	Standards
Proper formatting techniques for a variety of documents	Manipulate margins, tabs, and paper size	
Editing tools such as spell check, grammar check, and thesaurus	Insert or import graphics from various locations	
Commands used in the Microsoft Word program	Format size, color, and layout of graphics	
	Format various documents including signs, poems, journal	

	<p>entries, outlines, letters, and envelopes</p> <p>Create and format tables</p> <p>Use drawing tools to create and format lines, shapes, and callouts</p> <p>Proofread and edit documents and projects</p>	
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### Desktop Publishing

Content	Skills	Standards
<p>Microsoft Publisher features including design templates, color schemes, font styles</p> <p>How to personalize a design with the help of a template</p>	<p>Design a greeting card using Publisher</p> <p>Create a personalized letterhead and an envelope with the help of templates</p>	

### Navigating the Internet

Content	Skills	Standards
<p>How to use various sites to gather information</p> <p>Techniques on how to search for information on a web page</p>	<p>Navigate from one page to another using links</p> <p>Skim through pages to identify important information</p>	

## Spreadsheets

Content	Skills	Standards
Commands and tools used in the Microsoft Excel program	Organize and identify the parts of a spreadsheet	
Navigating the Excel program	Edit and format data	
Techniques to collect and organize data	Insert, delete, and resize the different rows, columns, and cells	
Various types of charts	Format a grid by changing the line style and color	
	Input formulas	
	Use fill right and fill down commands to copy data and formulas	
	Create bar, line, and pie chart using the information from a spreadsheet	
	Format charts to change their size and colors	
	Add and format labels and legends on charts	
	Determine appropriate chart depending on data	
	Conduct a survey to gather information	

## Word Processing (continued)

Content	Skills	Standards
Proper letter and envelope formatting	Format a block-style personal and business letter	
Basic skills for composing and sending an email message	Practice keyboarding from both handwritten and printed material	
Proper netiquette when using email	Format and print an envelope	
	Spell check and proofread a document	
	Format an email message	
	Attach a document to an email	
	Describe and discuss email netiquette	
	Use email shorthand and emoticons to express feelings when emailing	

## Electronic Presentation

Content	Skills	Standards
Various drawing tools in PowerPoint program	Use drawing tools to create pictures	
Tools for formatting and editing a slide show presentation	Create a slide show to organize and present information	
Commands, menus, and	Navigate throughout the slide	

vocabulary used in the PowerPoint program	<p>show</p> <p>Select a design template and slide layout</p> <p>Apply text, graphics, background, sound, transition, and animation to slides</p> <p>Edit and proofread slides</p> <p>Present slide show to an audience</p>	
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**Teacher:** Core Computer Grade 7

**Year:** 2007-2008

**Course:** Computer Grade 7

<b>Changes in Technology</b>		
<b>Content</b>	<b>Skills</b>	<b>Standards</b>
<p>How technology has changed people's lives.</p> <p>Inventions and innovations</p>	<p>Analyze what effect new inventions and innovations have on society</p> <p>Discuss the changes in technology and how they affect the future</p>	

## Computer Usage and Guidelines

Content	Skills	Standards
<p>Student Acceptable Use Policy</p> <p>Appropriate use of computers</p> <p>Safety on the Internet</p>	<p>Demonstrate the proper use of computer equipment and understand the consequences of misuse</p> <p>Treat computer equipment with care</p> <p>Understand safety issues when using the Internet</p>	

## Searching on the Internet

Content	Skills	Standards
<p>Differences between search engines, directories and meta search engines</p> <p>How to narrow a search by using keywords</p> <p>Importance of evaluating Internet resources</p> <p>How to determine if an Internet site is reliable accurate and accurate</p>	<p>Utilize various search engines, directories and meta search engines to search for information on the Internet</p> <p>Conduct searches using keywords and phrases to narrow down a search and get the most useful results</p> <p>Describe why it is necessary to evaluate Internet sources</p> <p>Demonstrate techniques for evaluating Internet sites</p>	

## Keyboarding

Content	Skills	Standards
Proper posture, hand positions and key stroking techniques	Use the correct keyboarding techniques to input information	
Location of the keys without looking at the keyboard	Practice keyboarding by composing original text, typing text from a book, typing handwritten text, and typing text from the computer screen	
	Build speed and accuracy using drills and timed tests	
	Apply keyboarding techniques when typing in all subject areas	

## Computer Ethics

Content	Skills	Standards
Ethical use of the Internet	Identify proper uses of the Internet	
Information on plagiarism and copyright	Recognize plagiarism and study techniques on how to avoid plagiarizing	
Citing electronic sources	Determine copyright issues and know how to deal with them	
Appropriate etiquette for communicating on the Internet	Cite electronic sources properly	
	Identify appropriate means of communicating on the Internet	
	Demonstrate knowledge of proper	

	etiquette when communication on the Internet	
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### Word Processing

Content	Skills	Standards
<p>Proper formatting techniques for personal and business letters and envelopes</p> <p>Editing tools such as spelling and grammar checks</p>	<p>Identify the parts of a letter</p> <p>Format a block-style personal and business letter</p> <p>Format and envelope</p> <p>Key text from handwritten and printed material</p> <p>Utilize spelling and grammar checks to proofread and edit composition</p>	

### Spreadsheets (Microsoft Excel)

Content	Skills	Standards
<p>Commands and tools used in MS Excel</p> <p>Navigation procedures in MS Excel</p> <p>Simple formulas and functions used to calculate in a spreadsheet</p>	<p>Identify the parts of a spreadsheet</p> <p>Enter, format, edit, and sort data in a spreadsheet</p> <p>Format columns and rows in a spreadsheet</p> <p>Create simple formulas to add, subtract, multiply, and divide data</p>	

	<p>in a spreadsheet</p> <p>Use function button to calculate SUM, AVERAGE, MIN, and MAX in a spreadsheet</p>	
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## Desktop Publishing

Content	Skills	Standards
<p>Microsoft Word drawing tools and commands</p> <p>Microsoft Publisher features including design templates, color schemes and font styles</p> <p>How to personalize a design with the help of a template</p>	<p>Format borders, objects, and text boxes</p> <p>Change page orientation</p> <p>Use drawing tools to create pictures and objects</p> <p>Layer and group objects</p> <p>Insert and format columns and column breaks</p> <p>Design a title page, flyer, timeline, and newsletter</p> <p>Design a business card, stationary, calendar page, and brochure using a template</p>	

## Web Page Design

Content	Skills	Standards
Microsoft Word features including	Save a MS Word document as a	

<p>themes and hyperlinks</p> <p>Basic web design</p> <p>Navigation using hyperlinks</p>	<p>Web page</p> <p>Apply a theme, bullets and horizontal border to the Web page</p> <p>Insert and format photographs, graphics and tables</p> <p>Create hyperlinks in the current document, from one document to another and from a document to an Internet site</p>	
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### Electronic Presentation (Microsoft PowerPoint)

Content	Skills	Standards
<p>Microsoft PowerPoint program features for creating, formatting and editing a slide show presentation</p> <p>Internet searching techniques</p>	<p>Create and present a slide show to teach classmates about chosen topic</p> <p>Research Internet to gather information about topic</p> <p>Enhance slide show with text, graphics, background, sound, transition and animation</p> <p>Select pictures, transitions and animation appropriate to the topic</p> <p>Edit and proofread slides</p>	