

Computer Lit

2nd grade—

Quarters 1 and 2: Learn basic terminology and parts of the computer

Quarter 3: Learn to create, open and save to files; use a network file, manipulate graphics; learn how to make a slide show with pictures, and text boxes.

Quarter 4: Enhance slide shows with animation and transition. Merge different slides into one slide show.

3rd grade—

Quarters 1, 2 and 3: Use “All the Right Type” computer program with instructor supervision to learn proper keyboarding technique.

Quarter 4: Use keyboarding to produce word processing documents. Learn to create, open and save documents in a network file; format text to include font and paragraph alignments.

4th grade—

Literacy:

Quarter 1: History of Computers from the abacus to the 4 generations

Quarter 2: Hardware terminology

Quarter 3: Hardware terminology

Quarter 4: Software terminology and Internet safety

Lab:

Quarter 1: Keyboard review

Quarter 2: Learn to create, open and save documents in a network file. Use basic word processing such as word wrap, insert, and font formatting options.

Quarter 3: Advanced features of word processing such as vertical and horizontal alignment, headers and footers, advanced font formatting such as sub/super scripts, bullets and symbols.

Quarter 4: Internet safety and efficient use

5th grade—

Literacy

Quarter 1: Basic introduction to the nature of computers, kinds of computers and general terminology

Quarter 2: Hardware terminology

Quarter 3: Software terminology with an emphasis on how to interface with operating system

Quarter 4: Internet safety and ethics

Lab:

Quarter 1: Keyboard review

Quarter 2: Learn basics of spreadsheet applications

Quarter 3: Advanced spreadsheet options such as functions and formatting

Quarter 4: Internet use and efficient use and desktop publishing

6th grade

One quarter per year: How to create different slide shows using all available tools and good practices and an Introduction to Publisher as a desktop publishing program.

7th grade

One quarter per year: Review of Excel. Students are provided the knowledge to buy computers and troubleshoot problems. Understanding of the computer storage, input and output functions is provided so the student can make informed decisions about his/her computer needs.

8th grade

One quarter per year: Students review use of word processing, spreadsheets, presentation graphics, and desktop publishing while exploring the topic of Internet safety, ethical use of the Internet and using the Internet for research.

Students use the Office suite of programs when on the computers. These include:

Word processing (2nd-8th grades): MS Word

Spreadsheet (5th-8th grades): MS Excel

Slide Show/Presentation Graphics (2nd, 6th-8th grades): MS PowerPoint

Desktop Publishing (5th-8th grades): MS Publisher