

1st Grade Computer

Long Range Plans – August, 2011 through May, 2012

<p>AUGUST / SEPTEMBER</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Demonstrate ability to turn computer on / off independently <input type="checkbox"/> Use and understand basic computer terms: login (or log in) and cursor <input type="checkbox"/> Use the network to demonstrate appropriate use of login names / passwords <input type="checkbox"/> Learn mouse skills: manipulate cursor using mouse, double-click to select, and click to select <input type="checkbox"/> Demonstrate where and what the following keys will do: CTRL, ALT, Delete, Backspace, spacebar, shift, and enter <input type="checkbox"/> Demonstrate ability to access and exit software <input type="checkbox"/> Demonstrate use of Microsoft PAINT tools <input type="checkbox"/> Identify and properly use basic computer hardware & software components: keyboard, mouse, trackball, monitor, printer, headphones / speakers, CD-ROM, flash drives, and electronic whiteboard. <input type="checkbox"/> Show an understanding of appropriate legal and ethical conduct by demonstrating appropriate use of computers <input type="checkbox"/> Show an understanding of appropriate legal and ethical conduct by demonstrating appropriate computer etiquette <input type="checkbox"/> Show an understanding of appropriate legal and ethical conduct by following the school Acceptable Use Policy regarding technology resources <input type="checkbox"/> Show an understanding of appropriate legal and ethical conduct by respecting the privacy rights of all users through the use of security rules outlined in the school Acceptable Use Policy <input type="checkbox"/> Show an understanding of appropriate legal and ethical conduct by following the school Acceptable Use Policy regarding appropriate behavior <input type="checkbox"/> Show an understanding of appropriate legal and ethical conduct by obeying copyright laws
<p>OCTOBER</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Demonstrate use of Microsoft PAINT tools <input type="checkbox"/> Use a graphics program in a real world context to create a picture that conveys an idea <input type="checkbox"/> Create and save a document to use "save" and "save as" <input type="checkbox"/> Demonstrate ability to manage files (save, open) <input type="checkbox"/> Learn about uses of computers and the impact of technology on people's lives <input type="checkbox"/> Use and understand the following basic computer terms: Internet, web browser, website, <input type="checkbox"/> Learn and practice internet safety. <input type="checkbox"/> Learn keyboarding skills: practice proper posture and finger positions
<p>NOVEMBER</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Continue to practice proper posture and finger positions <input type="checkbox"/> Continue working with Microsoft PAINT tools <input type="checkbox"/> Continue working on websites <input type="checkbox"/> Identify the functions and advantages of productivity software: word processing <input type="checkbox"/> Demonstrate use of Microsoft WORD <input type="checkbox"/> Format a documents: select font, style, size <input type="checkbox"/> Use and understand basic computer term: word wrap <input type="checkbox"/> Use a word processor in a real world context to type stories or poems <input type="checkbox"/> Open, view and print documents
<p>DECEMBER</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Continue working with Microsoft PAINT tools <input type="checkbox"/> Continue working with Microsoft WORD <input type="checkbox"/> Continue working on websites <input type="checkbox"/> Continue to practice proper posture and finger positions

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JANUARY	<ul style="list-style-type: none"> <input type="checkbox"/> Continue working with Microsoft PAINT tools <input type="checkbox"/> Continue working with Microsoft WORD <input type="checkbox"/> Continue working on websites <input type="checkbox"/> Identify the functions and advantages of presentation software <input type="checkbox"/> Prepare a presentation for class display: Create a new presentation <input type="checkbox"/> Prepare a presentation for class display: create and edit slides/screens <input type="checkbox"/> Prepare a presentation for class display: add slide transitions to slide show <input type="checkbox"/> Prepare a presentation for class display: save a presentation as a new file <input type="checkbox"/> Prepare a presentation for class display: open an existing multimedia project <input type="checkbox"/> Prepare a presentation for class display: practice presentation skills for an audience <input type="checkbox"/> Continue to practice proper posture and finger positions
FEBRUARY	<ul style="list-style-type: none"> <input type="checkbox"/> Continue working with Microsoft PAINT tools <input type="checkbox"/> Continue working with Microsoft WORD <input type="checkbox"/> Continue working on websites <input type="checkbox"/> Continue working on Microsoft PowerPoint <input type="checkbox"/> Continue to practice proper posture and finger positions
MARCH	<ul style="list-style-type: none"> <input type="checkbox"/> Continue working with Microsoft PAINT tools <input type="checkbox"/> Continue working with Microsoft WORD <input type="checkbox"/> Continue working on websites <input type="checkbox"/> Continue working on Microsoft PowerPoint <input type="checkbox"/> Continue to practice proper posture and finger positions
APRIL	<ul style="list-style-type: none"> <input type="checkbox"/> Continue working with Microsoft PAINT tools <input type="checkbox"/> Continue working with Microsoft WORD <input type="checkbox"/> Continue working on websites <input type="checkbox"/> Continue working on Microsoft PowerPoint <input type="checkbox"/> Continue to practice proper posture and finger positions
MAY	<ul style="list-style-type: none"> <input type="checkbox"/> Continue working with Microsoft PAINT tools <input type="checkbox"/> Continue working with Microsoft WORD <input type="checkbox"/> Continue working on websites <input type="checkbox"/> Continue working on Microsoft PowerPoint <input type="checkbox"/> Continue to practice proper posture and finger positions