

# 1<sup>st</sup> Grade Computer

## Long Range Plans – August, 2010 through May, 2011

<p><b>AUGUST / SEPTEMBER</b></p>	<ul style="list-style-type: none"> <li>❑ Demonstrate ability to turn computer on / off independently</li> <li>❑ Use and understand basic computer terms: login (or log in) and cursor</li> <li>❑ Use the network to demonstrate appropriate use of login names / passwords</li> <li>❑ Learn mouse skills: manipulate cursor using mouse, double-click to select, and click to select</li> <li>❑ Demonstrate where and what the following keys will do: CTRL, ALT, Delete, Backspace</li> <li>❑ Demonstrate ability to access and exit software</li> <li>❑ Demonstrate use of Microsoft PAINT tools</li> <li>❑ Identify and properly use basic computer hardware &amp; software components: keyboard, mouse, trackball, monitor, printer, headphones / speakers, CD-ROM, floppy disks, flash drives, and electronic whiteboard.</li> </ul>
<p><b>OCTOBER</b></p>	<ul style="list-style-type: none"> <li>❑ Demonstrate use of Microsoft PAINT tools</li> <li>❑ Use a graphics program in a real world context to create a picture that conveys an idea</li> <li>❑ Create and save a document to use "save" and "save as"</li> <li>❑ Demonstrate ability to manage files (save, retrieve)</li> <li>❑ Learn about uses of computers and the impact of technology on people's lives</li> <li>❑ Use and understand the following basic computer terms: Internet, web browser, website,</li> <li>❑ Learn keyboarding skills: practice proper posture and finger positions</li> </ul>
<p><b>NOVEMBER</b></p>	<ul style="list-style-type: none"> <li>❑ Continue to practice proper posture and finger positions</li> <li>❑ Continue working with Microsoft PAINT tools</li> <li>❑ Continue working on websites</li> <li>❑ Identify the functions and advantages of productivity software: word processing</li> <li>❑ Demonstrate use of Microsoft WORD</li> <li>❑ Format a documents: select font, style, size</li> <li>❑ Demonstrate where and what the following keys will do: Spacebar, Shift, and Enter</li> <li>❑ Use and understand basic computer term: word wrap</li> <li>❑ Use a word processor in a real world context to type stories or poems</li> <li>❑ Demonstrate the ability to print entire file or selected parts</li> </ul>
<p><b>DECEMBER</b></p>	<ul style="list-style-type: none"> <li>❑ Continue working with Microsoft PAINT tools</li> <li>❑ Continue working with Microsoft WORD</li> <li>❑ Continue working on websites</li> <li>❑ Continue to practice proper posture and finger positions</li> </ul>
<p><b>JANUARY</b></p>	<ul style="list-style-type: none"> <li>❑ Continue working with Microsoft PAINT tools</li> <li>❑ Continue working with Microsoft WORD</li> <li>❑ Continue working on websites</li> <li>❑ Identify the functions and advantages of presentation software</li> <li>❑ Prepare a presentation for class display: Create a new presentation</li> <li>❑ Prepare a presentation for class display: create and edit slides/screens</li> <li>❑ Prepare a presentation for class display: add slide transitions to slide show</li> <li>❑ Prepare a presentation for class display: save a presentation as a new file</li> <li>❑ Prepare a presentation for class display: open an existing multimedia project</li> <li>❑ Prepare a presentation for class display: practice presentation skills for an audience</li> <li>❑ Continue to practice proper posture and finger positions</li> </ul>

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<b>FEBRUARY</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Continue working with Microsoft PAINT tools</li><li><input type="checkbox"/> Continue working with Microsoft WORD</li><li><input type="checkbox"/> Continue working on websites</li><li><input type="checkbox"/> Continue working on Microsoft PowerPoint</li><li><input type="checkbox"/> Continue to practice proper posture and finger positions</li></ul>
<b>MARCH</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Continue working with Microsoft PAINT tools</li><li><input type="checkbox"/> Continue working with Microsoft WORD</li><li><input type="checkbox"/> Continue working on websites</li><li><input type="checkbox"/> Continue working on Microsoft PowerPoint</li><li><input type="checkbox"/> Continue to practice proper posture and finger positions</li></ul>
<b>APRIL</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Continue working with Microsoft PAINT tools</li><li><input type="checkbox"/> Continue working with Microsoft WORD</li><li><input type="checkbox"/> Continue working on websites</li><li><input type="checkbox"/> Continue working on Microsoft PowerPoint</li><li><input type="checkbox"/> Continue to practice proper posture and finger positions</li></ul>
<b>MAY</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Continue working with Microsoft PAINT tools</li><li><input type="checkbox"/> Continue working with Microsoft WORD</li><li><input type="checkbox"/> Continue working on websites</li><li><input type="checkbox"/> Continue working on Microsoft PowerPoint</li><li><input type="checkbox"/> Continue to practice proper posture and finger positions</li><li><input type="checkbox"/> Learn keyboarding skills: Increase speed and accuracy</li></ul>