

2<sup>nd</sup> Grade Computer  
 Long Range Plans – August, 2011 through May, 2012

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| <p><b>AUGUST /<br/>         SEPTEMBER</b></p> | <ul style="list-style-type: none"> <li>❑ Use and understand basic computer terms: login (or log in), cursor, hardware, and software</li> <li>❑ Use the network to demonstrate appropriate use of login names / passwords</li> <li>❑ Identify and properly use basic computer hardware &amp; software components: printer, digital camera, headphones / speakers, CD-ROM</li> <li>❑ Demonstrate appropriate care and use of keyboard and mouse</li> <li>❑ Demonstrate ability to manage files (save, open)</li> <li>❑ Create and save a document to use “save” and “save as”</li> <li>❑ Save files to network directories</li> <li>❑ Use and understand basic computer terms: Internet, web browser, and website</li> <li>❑ Demonstrate where and what the following keys will do: CTRL, ALT, Delete, Backspace</li> <li>❑ Develop an awareness of the computer as a communication tool</li> <li>❑ Demonstrate use of Microsoft PAINT tools</li> <li>❑ Show an understanding of appropriate legal and ethical conduct by demonstrating appropriate use of computers</li> <li>❑ Show an understanding of appropriate legal and ethical conduct by demonstrating appropriate computer etiquette</li> <li>❑ Show an understanding of appropriate legal and ethical conduct by following the school Acceptable Use Policy regarding technology resources</li> <li>❑ 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</li> <li>❑ Show an understanding of appropriate legal and ethical conduct by following the school Acceptable Use Policy regarding appropriate behavior</li> <li>❑ Show an understanding of appropriate legal and ethical conduct by obeying copyright laws</li> </ul> |
| <p><b>OCTOBER</b></p>                         | <ul style="list-style-type: none"> <li>❑ Learn keyboarding skills: practice proper posture and finger positions</li> <li>❑ Continue working with Microsoft PAINT tools</li> <li>❑ Learn and practice internet safety.</li> <li>❑ Use a web browser</li> <li>❑ Continue working on websites</li> <li>❑ Open, view, and print documents: use print preview</li> <li>❑ Right-click to access context menu</li> <li>❑ Demonstrate appropriate use of special keyboard keys: spacebar, enter, TAB, and shift keys</li> <li>❑ Identify the functions and advantages of productivity software: word processing</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 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> <li>❑ Use and understand basic computer term: word wrap</li> <li>❑ Format documents: use word wrap</li> <li>❑ Format documents: select font, style, size</li> <li>❑ Format documents: indent</li> <li>❑ Format documents: Align text</li> <li>❑ Use a word processor in a real world context to type stories and/or poems</li> <li>❑ Right-click to access context menu</li> <li>❑ Use and understand basic computer term: Edit</li> </ul>   |

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| <b>DECEMBER</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 to practice proper posture and finger positions</li> <li><input type="checkbox"/> Use desktop publishing techniques to insert and manipulate graphics</li> </ul>  |
| <b>JANUARY</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 to practice keyboarding skills... proper posture and finger positions and continue to work on increasing speed and accuracy</li> <li><input type="checkbox"/> continue to increase speed and accuracy</li> <li><input type="checkbox"/> Identify the functions and advantages of presentation software</li> <li><input type="checkbox"/> Prepare a presentation for class display: Create a new presentation</li> <li><input type="checkbox"/> Prepare a presentation for class display: create and edit slides/screens</li> <li><input type="checkbox"/> Prepare a presentation for class display: add slide transitions to slide show</li> <li><input type="checkbox"/> Prepare a presentation for class display: save a presentation as a new file</li> <li><input type="checkbox"/> Prepare a presentation for class display: open an existing multimedia project</li> <li><input type="checkbox"/> Prepare a presentation for class display: practice presentation skills for an audience</li> </ul> |
| <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 with Microsoft PowerPoint</li> <li><input type="checkbox"/> Continue working on websites</li> <li><input type="checkbox"/> Continue to practice keyboarding skills... proper posture and finger positions and continue to work on increasing speed and accuracy</li> <li><input type="checkbox"/> continue to increase speed and accuracy</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 with Microsoft PowerPoint</li> <li><input type="checkbox"/> Continue working on websites</li> <li><input type="checkbox"/> Continue to practice keyboarding skills... proper posture and finger positions and continue to work on increasing speed and accuracy</li> <li><input type="checkbox"/> continue to increase speed and accuracy</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 with Microsoft PowerPoint</li> <li><input type="checkbox"/> Continue working on websites</li> <li><input type="checkbox"/> Continue to practice keyboarding skills... proper posture and finger positions and continue to work on increasing speed and accuracy</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 with Microsoft PowerPoint</li> <li><input type="checkbox"/> Continue working on websites</li> <li><input type="checkbox"/> Continue to practice keyboarding skills... proper posture and finger positions and continue to work on increasing speed and accuracy</li> </ul>   |