

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

<p>August / September</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Use and understand basic computer terms: network, software, hardware, directory (folder), electronic mail (email), copyright, software piracy, file, and license agreement</li> <li><input type="checkbox"/> Show an understanding of appropriate legal and ethical conduct by demonstrating appropriate use of computers</li> <li><input type="checkbox"/> Show an understanding of appropriate legal and ethical conduct by demonstrating appropriate computer etiquette</li> <li><input type="checkbox"/> Show an understanding of appropriate legal and ethical conduct by following the school Acceptable Use Policy regarding technology resources</li> <li><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</li> <li><input type="checkbox"/> Show an understanding of appropriate legal and ethical conduct by following the school Acceptable Use Policy regarding appropriate behavior</li> <li><input type="checkbox"/> Show an understanding of appropriate legal and ethical conduct by obeying copyright laws</li> <li><input type="checkbox"/> Demonstrate ability to manage files (save, open)</li> <li><input type="checkbox"/> Demonstrate ability to organize files</li> <li><input type="checkbox"/> Create a file for a saved document</li> <li><input type="checkbox"/> Create and save a document to use “save” and “save as”</li> <li><input type="checkbox"/> Save files to network directories</li> <li><input type="checkbox"/> Identify and properly use basic computer hardware &amp; software components: digital camera, hard drive, and flash drives</li> <li><input type="checkbox"/> Use multiple storage devices (local and network drives)</li> <li><input type="checkbox"/> Demonstrate use of Microsoft PAINT tools</li> </ul>
<p>October</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Learn keyboarding skills: practice proper posture and finger positions and correct finger reaches</li> <li><input type="checkbox"/> Continue working with Microsoft PAINT tools</li> <li><input type="checkbox"/> Use and understand basic computer terms: Internet, web browser, and website</li> <li><input type="checkbox"/> Learn and practice Internet safety</li> <li><input type="checkbox"/> Continue working on websites</li> <li><input type="checkbox"/> Demonstrate use of Microsoft WORD</li> <li><input type="checkbox"/> Identify the functions and advantages of productivity software: word processing</li> <li><input type="checkbox"/> Use and understand basic computer terms: word wrap, and edit</li> <li><input type="checkbox"/> Use a word processor in a real world context to type reports</li> <li><input type="checkbox"/> Use desktop publishing techniques to insert and manipulate graphics</li> <li><input type="checkbox"/> Right-click to access context menu</li> <li><input type="checkbox"/> Format documents: select font, style, size</li> <li><input type="checkbox"/> Format documents: indent</li> <li><input type="checkbox"/> Format documents: align text</li> <li><input type="checkbox"/> Format documents: select page orientation</li> <li><input type="checkbox"/> Format documents: set margins</li> <li><input type="checkbox"/> Format documents: use word wrap</li> <li><input type="checkbox"/> Edit text: cut copy, paste, delete text</li> <li><input type="checkbox"/> Edit text: use spell check</li> <li><input type="checkbox"/> Use the Internet to access online information for research</li> <li><input type="checkbox"/> Open, view, and print documents: print entire file or selected parts</li> <li><input type="checkbox"/> Access/retrieve information; take notes/paraphrase from search</li> </ul>

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November	<ul style="list-style-type: none"> <li>❑ Continue to practicing keyboarding skills</li> <li>❑ Continue working with Microsoft PAINT tools</li> <li>❑ Continue working with Microsoft WORD</li> <li>❑ Continue working on websites</li> <li>❑ Use a word processor in a real world context to type stories and/or poems</li> <li>❑ Use a word processor in a real world context to generate letters</li> </ul>
December	<ul style="list-style-type: none"> <li>❑ Continue to practicing keyboarding skills</li> <li>❑ Continue working with Microsoft PAINT tools</li> <li>❑ Continue working with Microsoft WORD</li> <li>❑ Continue working on websites</li> <li>❑ Introduce <u>Microsoft Publisher</u></li> </ul>
January	<ul style="list-style-type: none"> <li>❑ Continue to practicing keyboarding skills</li> <li>❑ Continue working with Microsoft PAINT tools</li> <li>❑ Continue working with Microsoft WORD</li> <li>❑ Continue working on websites</li> <li>❑ Introduce <u>Microsoft Publisher</u></li> <li>❑ Identify the functions and advantages of presentation software</li> <li>❑ Use and understand basic computer term: “multimedia”</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: customize the background</li> <li>❑ Prepare a presentation for class display: arrange objects on the slide / screen</li> <li>❑ Prepare a presentation for class display: insert graphics, clip-art</li> <li>❑ Prepare a presentation for class display: use special effects (e.g. WordArt) to enhance titles</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: save a presentation to a new location</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> </ul>
February	<ul style="list-style-type: none"> <li>❑ Continue to practicing keyboarding skills</li> <li>❑ Continue working with Microsoft PAINT tools</li> <li>❑ Continue working with Microsoft WORD</li> <li>❑ Continue working on websites</li> <li>❑ Continue working with Microsoft PUBLISHER</li> <li>❑ Continue working with Microsoft POWERPOINT</li> <li>❑ Introduce Microsoft Excel</li> <li>❑ Use and understand basic computer terms: spreadsheet, cell, column, row</li> </ul>

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March	<ul style="list-style-type: none"><li><input type="checkbox"/> Continue to practicing keyboarding skills</li><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 with Microsoft PUBLISHER</li><li><input type="checkbox"/> Continue working with Microsoft POWERPOINT</li><li><input type="checkbox"/> Continue working with Microsoft Excel</li></ul>
April	<ul style="list-style-type: none"><li><input type="checkbox"/> Continue to practicing keyboarding skills</li><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 with Microsoft PUBLISHER</li><li><input type="checkbox"/> Continue working with Microsoft POWERPOINT</li><li><input type="checkbox"/> Introduce Microsoft Excel</li></ul>
May	<ul style="list-style-type: none"><li><input type="checkbox"/> Continue to practicing keyboarding skills</li><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 with Microsoft PUBLISHER</li><li><input type="checkbox"/> Continue working with Microsoft POWERPOINT</li><li><input type="checkbox"/> Introduce Microsoft Excel</li></ul>