

5th Grade Computer
 Long Range Plans – August, 2011 through May, 2012

<p>AUGUST/SEPTEMBER</p>	<ul style="list-style-type: none"> ❑ Use and understand basic computer terms: network, software, hardware, directory (folder), electronic mail (email), copyright, software piracy, file, license agreement, & database ❑ Show an understanding of appropriate legal and ethical conduct by following the school Acceptable Use Policy regarding technology resources ❑ 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 ❑ Show an understanding of appropriate legal and ethical conduct by following the school Acceptable Use Policy regarding appropriate behavior ❑ Show an understanding of appropriate legal and ethical conduct by obeying copyright laws ❑ Demonstrate ability to organize files ❑ Save files to network directories ❑ Use multiple storage devices (local and network drives) ❑ Identify and properly use basic computer hardware & software components: digital camera and flash drives ❑ Demonstrate use of Microsoft PAINT tools ❑ Demonstrate use of web browser ❑ Learn about uses of computers and the impact of technology on people's lives ❑ Demonstrate appropriate use of network printing ❑ Use the network to access information from a directory
<p>OCTOBER</p>	<ul style="list-style-type: none"> ❑ Learn keyboarding skills: practice proper posture and finger positions and correct finger reaches ❑ Continue working with Microsoft PAINT tools ❑ Continue working on websites ❑ Demonstrate use of Microsoft WORD ❑ Identify the functions and advantages of productivity software: word processing ❑ Use and understand basic computer term: edit ❑ Use a word processor in a real world context to type reports ❑ Use desktop publishing techniques to insert and manipulate graphics ❑ Format documents: indent ❑ Format documents: align text ❑ Identify different file types and file extensions ❑ Use the Internet to access online information for research ❑ Learn and practice Internet safety ❑ Access/retrieve information; take notes/paraphrase from search ❑ Edit text: cut, copy, paste, delete text ❑ Edit text: use spell check ❑ Format documents: set margins ❑ Edit text: Use the thesaurus
<p>NOVEMBER</p>	<ul style="list-style-type: none"> ❑ Continue to practicing keyboarding skills

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	<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"/> Use a word processor in a real world context to type stories and/or poems <input type="checkbox"/> Format documents: select page orientation <input type="checkbox"/> Use a word processor in a real world context to type stories or poems <input type="checkbox"/> Edit text: use the find and replace function
DECEMBER	<ul style="list-style-type: none"> <input type="checkbox"/> Continue to practicing keyboarding skills <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"/> Introduce <u>Microsoft Publisher</u> <input type="checkbox"/> Use and understand basic terms: "Desktop publishing" <input type="checkbox"/> Use desktop publishing techniques: insert tables
JANUARY	<ul style="list-style-type: none"> <input type="checkbox"/> Continue to practicing keyboarding skills <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 <u>Microsoft Publisher</u> <input type="checkbox"/> Identify the functions and advantages of presentation software <input type="checkbox"/> Use and understand basic computer term: "multimedia" <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 and edit text (font, style, size, color) <input type="checkbox"/> Prepare a presentation for class display: customize the background <input type="checkbox"/> Prepare a presentation for class display: arrange objects on the slide / screen <input type="checkbox"/> Prepare a presentation for class display: insert graphics, clip-art <input type="checkbox"/> Prepare a presentation for class display: use special effects (e.g. WordArt) to enhance titles <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: save a presentation to a new location <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"/> Prepare a presentation for class display: deliver presentation using projection device
FEBRUARY	<ul style="list-style-type: none"> <input type="checkbox"/> Continue to practicing keyboarding skills <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 with Microsoft PUBLISHER <input type="checkbox"/> Continue working with Microsoft POWERPOINT <input type="checkbox"/> Introduce Microsoft Excel <input type="checkbox"/> Use and understand basic computer terms: spreadsheet, cell, column, row <input type="checkbox"/> Identify the functions and advantages of productivity software: Spreadsheet

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MARCH	<ul style="list-style-type: none"><input type="checkbox"/> Continue to practicing keyboarding skills<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 with Microsoft PUBLISHER<input type="checkbox"/> Continue working with Microsoft POWERPOINT<input type="checkbox"/> Continue working with Microsoft Excel
APRIL	<ul style="list-style-type: none"><input type="checkbox"/> Continue to practicing keyboarding skills<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 with Microsoft PUBLISHER<input type="checkbox"/> Continue working with Microsoft POWERPOINT<input type="checkbox"/> Continue working with Microsoft Excel
MAY	<ul style="list-style-type: none"><input type="checkbox"/> Continue to practicing keyboarding skills<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 with Microsoft PUBLISHER<input type="checkbox"/> Continue working with Microsoft POWERPOINT<input type="checkbox"/> Continue working with Microsoft Excel