

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

<p><b>AUGUST /          SEPTEMBER</b></p>	<ul style="list-style-type: none"> <li>❑ Use and understand basic computer terms: electronic mail (email), software piracy, license agreement, telecommunication, database, field, record, retrieve</li> <li>❑ Identify and properly use basic computer hardware &amp; software components: digital camera, hard drive, and flash drives</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> <li>❑ Demonstrate ability to organize files</li> <li>❑ Identify different file types and file extensions</li> <li>❑ Save files to network directories</li> <li>❑ Identify inventors who contributed to the development of computer technology</li> <li>❑ Demonstrate use of Microsoft PAINT tools</li> <li>❑ Demonstrate use of web browser</li> <li>❑ Demonstrate appropriate use of network printing</li> <li>❑ Use the network to access information from a directory</li> </ul>
<p><b>OCTOBER</b></p>	<ul style="list-style-type: none"> <li>❑ Learn keyboarding skills: practice proper posture and finger positions and correct finger reaches</li> <li>❑ Continue working with Microsoft PAINT tools</li> <li>❑ Continue working on websites</li> <li>❑ Demonstrate use of Microsoft WORD</li> <li>❑ Use and understand basic computer terms: edit</li> <li>❑ Use a word processor in a real world context to type reports</li> <li>❑ Use desktop publishing techniques to insert and manipulate graphics</li> <li>❑ Use the Internet to access online information for research</li> <li>❑ Learn Internet safety</li> <li>❑ Access/retrieve information; take notes/paraphrase from search</li> <li>❑ Become aware of computer related careers</li> <li>❑ Edit text: Use the thesaurus</li> <li>❑ Edit text: use the find and replace function</li> <li>❑ Edit text: cut, copy, paste, delete text</li> <li>❑ Edit text: use spell check</li> <li>❑ Use a word processor in a real world context to generate letters</li> <li>❑ Use a word processor in a real world context to create a table of contents</li> <li>❑ Format documents: use headers, footers, pagination</li> <li>❑ Format documents: use page breaks</li> </ul>
<p><b>NOVEMBER</b></p>	<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>❑ Format documents: select page orientation</li> </ul>

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<p><b>DECEMBER</b></p>	<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 and understand basic computer terms: "multimedia", "desktop publishing"</li> <li>❑ Use desktop publishing techniques: insert tables</li> <li>❑ Use desktop publishing techniques: use columns</li> <li>❑ Introduce <u>Microsoft Publisher</u></li> </ul>
<p><b>JANUARY</b></p>	<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 on <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: add and edit text (font, style, size, color)</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> <li>❑ Prepare a presentation for class display: deliver presentation using projection device</li> </ul>
<p><b>FEBRUARY</b></p>	<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> <li>❑ Identify the functions and advantages of productivity software: spreadsheet</li> </ul>
<p><b>MARCH</b></p>	<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>❑ Continue working with Microsoft Excel</li> </ul>

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<b>APRIL</b>	<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>❑ Continue working with Microsoft Excel</li></ul>
<b>MAY</b>	<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>❑ Continue working with Microsoft Excel</li></ul>