

7th Grade Computer

Long Range Plans – August, 2010 through May, 2011

AUGUST / SEPTEMBER	<ul style="list-style-type: none">❑ Use and understand basic computer terms: electronic mail (email), copyright, software piracy, license agreement, computer manual, telecommunication, database, field, record, retrieve, query, format, copy, delete, backup❑ Identify and properly use basic computer hardware & software components: scanner, digital camera, hard drive, RAM, and flash drives❑ Show an understanding of appropriate legal and ethical conduct by demonstrating appropriate use of computers❑ 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 regarding electronic mail (where applicable)❑ Demonstrate ability to organize files❑ Save files to network directories❑ Identify inventors who contributed to the development of computer technology❑ Demonstrate use of Microsoft PAINT tools❑ Demonstrate use of web browser❑ Demonstrate appropriate use of network printing❑ Use the network to access information from a directory❑ Use multiple storage devices (local and network drives)❑ Access / retrieve information: use a database
OCTOBER	<ul style="list-style-type: none">❑ Learn keyboarding skills: practice proper posture, finger positions, correct finger reaches, and increase speed and accuracy❑ Continue working with Microsoft PAINT tools❑ Continue working on websites❑ Demonstrate use of Microsoft WORD❑ Use a word processor in a real world context to type reports❑ Use desktop publishing techniques to insert and manipulate graphics❑ Access/retrieve information; take notes/paraphrase from search❑ Become aware of computer related careers❑ Edit text: Use the thesaurus❑ Edit text: use the find and replace function❑ Edit text: cut, copy, paste, delete text❑ Edit text: use spell check❑ Use a word processor in a real world context to generate letters❑ Use a word processor in a real world context to create a table of contents❑ Format documents: use headers, footers, pagination❑ Format documents: use page breaks❑ Format documents: select page orientation❑ Format documents: set margins❑ Format documents: setting tabs❑ Use desktop publishing techniques: insert tables❑ Use desktop publishing techniques: use columns

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November	<ul style="list-style-type: none"> ❑ Continue to practicing keyboarding skills ❑ Continue working with Microsoft PAINT tools ❑ Continue working with Microsoft WORD ❑ Continue working on websites ❑ Use a word processor in a real world context to type stories and/or poems
December	<ul style="list-style-type: none"> ❑ Continue to practicing keyboarding skills ❑ Continue working with Microsoft PAINT tools ❑ Continue working with Microsoft WORD ❑ Continue working on websites ❑ Use and understand basic computer terms: "desktop publishing" ❑ Introduce <u>Microsoft Publisher</u>
January	<ul style="list-style-type: none"> ❑ Continue to practicing keyboarding skills ❑ Continue working with Microsoft PAINT tools ❑ Continue working with Microsoft WORD ❑ Continue working on websites ❑ Continue working on <u>Microsoft Publisher</u> ❑ Prepare a presentation for class display: create a new presentation ❑ Prepare a presentation for class display: create and edit slides / screens ❑ Prepare a presentation for class display: add and edit text (font, style, size, color) ❑ Prepare a presentation for class display: customize the background ❑ Prepare a presentation for class display: arrange objects on the slide / screen ❑ Prepare a presentation for class display: use special effects (e.g. WordArt) to enhance titles ❑ Prepare a presentation for class display: add slide transitions to slide show ❑ Prepare a presentation for class display: save a presentation as a new file ❑ Prepare a presentation for class display: save a presentation to a new location ❑ Prepare a presentation for class display: practice presentation skills for an audience ❑ Prepare a presentation for class display: deliver presentation using projection device ❑ Prepare a presentation for class display: use sound to enhance presentation ❑ Prepare a presentation for class display: create slide layouts for tables and charts ❑ Prepare a presentation for class display: create hyperlinks to websites ❑ Prepare a presentation for class display: set navigation (buttons, links, slideshow timings) ❑ Prepare a presentation for class display: arrange slides/screens in logical and appropriate order ❑ Prepare a presentation for class display: animate text and/or graphics to add impact ❑ Prepare a presentation for class display: create notes for final presentation ❑ Prepare a presentation for class display: create handouts for audience

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<p>February</p>	<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, formula <input type="checkbox"/> Identify the functions and advantages of productivity software: spreadsheet <input type="checkbox"/> Create and save spreadsheets: determine columns and rows <input type="checkbox"/> Create and save spreadsheets: set cell attributes <input type="checkbox"/> Create and save spreadsheets: create simple formulas <input type="checkbox"/> Create and save spreadsheets: enter and edit data <input type="checkbox"/> Create and save spreadsheets: print spreadsheets <input type="checkbox"/> Use spreadsheet software to manipulate data: sort data <input type="checkbox"/> Use spreadsheet software to manipulate data: create charts <input type="checkbox"/> Use spreadsheet software to edit data: insert column or row <input type="checkbox"/> Use spreadsheet software to edit data: delete column or row <input type="checkbox"/> Use spreadsheet software to edit data: save updated spreadsheet <input type="checkbox"/> Generate graphs from spreadsheets: determine appropriate format, create graph <input type="checkbox"/> Generate graphs from spreadsheets: incorporate graphs in word processing document <input type="checkbox"/> Identify trends in data using graphs
<p>March</p>	<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
<p>April</p>	<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
<p>May</p>	<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