

7th 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: electronic mail (email), copyright, software piracy, license agreement, telecommunication, database, field, record, retrieve, query, format, copy, delete, backup ❑ Identify and properly use basic computer hardware & software components: 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 ❑ 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 ❑ Learn Internet safety ❑ Use the network to access information from a directory ❑ Use multiple storage devices (local and network drives) ❑ Access / retrieve information: use a database ❑ Format documents: use headers, footers, pagination ❑ Format documents: set margins ❑ Edit text: use spell check
<p>OCTOBER</p>	<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 ❑ 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 page breaks ❑ Format documents: select page orientation ❑ 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"> <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"/> Use a word processor in a real world context to type stories and/or poems
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"/> Use and understand basic computer terms: "desktop publishing" <input type="checkbox"/> Introduce <u>Microsoft Publisher</u>
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"/> 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: 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: practice presentation skills for an audience <input type="checkbox"/> Prepare a presentation for class display: deliver presentation using projection device <input type="checkbox"/> Prepare a presentation for class display: use sound to enhance presentation <input type="checkbox"/> Prepare a presentation for class display: create slide layouts for tables and charts <input type="checkbox"/> Prepare a presentation for class display: create hyperlinks to websites <input type="checkbox"/> Prepare a presentation for class display: set navigation (buttons, links, slideshow timings) <input type="checkbox"/> Prepare a presentation for class display: arrange slides/screens in logical and appropriate order <input type="checkbox"/> Prepare a presentation for class display: animate text and/or graphics to add impact <input type="checkbox"/> Prepare a presentation for class display: create notes for final presentation <input type="checkbox"/> 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
<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