

Computers and Technology Learner Objectives

Grade 6 – The students will:

- Increase typing proficiency to at least 10 wpm through the utilization of keyboarding software as well as in class activities.
- Utilize word processing programs and understand basic formatting techniques.
 - The students will be able to manipulate fonts and line spacing, apply bold, italics, and underline, work with Clip Art, Word Art, Shapes, and Pictures, and be able to add Page Color and Page Borders to documents.
 - The students will be able to format a document in MLA style.
- Create and Deliver presentations using presentation software such as Microsoft PowerPoint.
 - The students will be able to add new slides, transitions, and animations to a slide show.
- Increase proficiency in utilization of the Internet.
 - The students will be able to use search engines and apply various search methods while seeking out information online.
 - The students will understand how to evaluate a website by asking if the website is Relevant, Reliable, Recent, Verifiable.
- Increase knowledge of Internet Safety including:
 - Understanding the meaning of “Netiquette” and how it applies to online behavior.
 - Understanding that personal information must remain personal and never be communicated to anyone online.
 - Understanding the dangers of Chat Rooms and Online Predators
- Understand and apply content specific vocabulary in everyday life.

Grade 7 – The students will:

- Increase typing proficiency to at least 20 wpm through the utilization of keyboarding software as well as in class activities.
- Continue to utilize word processing programs and understand basic formatting techniques.
 - The students will continue to manipulate fonts, line spacing, and margins, apply bold, italics, and underline, work with Clip Art, Word Art, Shapes, and Pictures, and be able to add Page Color and Page Borders to documents.
 - The students will be able to format a document in MLA style.
 - The students will understand how to create Tables using word processing software in order to organize data.
- Create and Deliver presentations using presentation software such as Microsoft PowerPoint.
 - The students will be able to add new slides, transitions, and animations to a slide show.
- Create and Format spreadsheets and charts using Microsoft Excel
 - The students will be able to change the size of cells, sort information, use functions, and formulas, and determine different types of charts to use based on given data.
- Increase proficiency in utilization of the Internet.
 - The students will be able to use search engines and apply various search methods while seeking out information online.
 - The students will understand how to evaluate a website by asking if the website is Relevant, Reliable, Recent, Verifiable.
- Increase knowledge of Internet Safety including:
 - Understanding the meaning and effects of “Cyberbullying”
- Understand and apply content specific vocabulary in everyday life.

Grade 8 – The students will:

- Increase typing proficiency to at least 30 wpm through the utilization of keyboarding software as well as in class activities.
- Continue to utilize word processing programs and understand basic as well as advanced formatting techniques.
 - The students will continue to manipulate fonts, line spacing, and margins, apply bold, italics, and underline, work with Clip Art, Word Art, Shapes, and Pictures, and be able to add Page Color, Page Borders, Picture and Text Watermarks to documents, as well as change the Page Orientation of documents.
 - The students will be able to format a document in MLA style.
 - The students will understand how to create Tables using word processing software in order to organize data.
 - The students will understand how to properly utilize templates.
- Create and Deliver presentations using presentation software such as Microsoft PowerPoint.
 - The students will be able to add new slides, transitions, and animations to a slide show.
 - The students will understand how to deliver an effective presentation.
- Create and Format spreadsheets and charts using Microsoft Excel
 - The students will be able to change the size of cells, sort information, use functions, and formulas, and determine different types of charts to use based on given data.
- Increase proficiency in utilization of the Internet.
 - The students will be able to use search engines and apply various search methods while seeking out information online.
 - The students will understand how to evaluate a website by asking if the website is Relevant, Reliable, Recent, Verifiable.
- Increase knowledge of Internet Safety including:
 - Understanding the “Need for Computer Security” “Identity Theft” “Spam” and “Phishing and Pharming”
- Understand and apply content specific vocabulary in everyday life.