

7th Grade Introduction to Computer Technology

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Length: 1 Quarter

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Course Description:

This is an introduction to computer technology class that is required for all students in the 7th grade; this is a 1-quarter course that will meet every day. The students will demonstrate mastery of touch keyboarding using correct keying techniques including correct posture and finger placement. The student will begin by learning about computer components and then learn about the basics of network management (creating folders, saving files, etc.). Students will compose word processing documents using Microsoft Word, produce desktop publishing documents using Microsoft Publisher, and design presentations using Microsoft PowerPoint. A unit will also be incorporated on searching the Internet efficiently and effectively while practicing Internet safety.

Unit: File Management

Time Frame: Continuous

Scope and Sequence of Instructional Topics	Concepts/Objectives
File Management	<ul style="list-style-type: none"> • Describe the difference between working and saving information to a network file server compared to working with a local PC • Save files to a network • Create, name, and rename various file folders to organize data in • Save to correct file folders • Move and retrieve files from folders • Delete files and folders

Unit: Introduction to Computers

Time Frame: 1 Week

Scope and Sequence of Instructional Topics	Concepts/Objectives
Computer Components	<ul style="list-style-type: none"> • Learn how computers impact our lives • Learn the components that make up a computer • Describe the difference between hardware and software • List parts found inside the processor and their function • Learn the different ways we can enter data into a computer • Learn about how technology has evolved since older generations • Compare online shopping computer packages
Printers and Storage Devices	<ul style="list-style-type: none"> • Learn about ink jet and laser printers • Learn about current technology for saving files i.e. flash drives, hard drives, etc. • Learn about the saving capabilities of CDs and DVDs; ROM vs Writeable vs. Re-writeable discs

Unit: Working with Microsoft Publisher**Time Frame: 3 weeks**

Scope and Sequence of Instructional Topics	Concepts/Objectives
Introduction to Desktop Publishing	<ul style="list-style-type: none"> • Learn about the uses of desktop publishing software • Explore the Publisher window • Navigate a publication using various methods • Printing specific pages in a publication • Name the main components of the Publisher window • Use task panes and templates to create publications
Working with Text and Graphics	<ul style="list-style-type: none"> • Create a tri-fold brochure using a template on a career • Participate in career exploration • Research a chosen career path • Select text and objects in a publication • Insert text files and pictures into a publication • Move and resize frames around text and objects • Create and change bulleted lists • Choose appropriate fonts and styles for each part of the publication • Change fonts, sizes, and styles and apply color to text boxes • Use AutoCorrect and Spelling to correct typos • Use the format painter

Unit: Working with Microsoft PowerPoint**Time Frame: 3 weeks**

Scope and Sequence of Instructional Topics	Concepts/Objectives
Introduction to Presentation Software	<ul style="list-style-type: none"> • Learn about the uses of presentation software • Explore the PowerPoint window • Navigate a presentation using various methods • Explore the different print options (print slides, handout, outline) • Name the components of the PowerPoint window • Use slide designs and slide layout • Create a presentation • Apply slide transitions and animations • Use formatting commands learned in Word and Publisher • Develop a slide show and give a presentation on a computer related subject i.e. Internet Safety, Cyber citizenship, History of Computers, Microsoft, Cyber-Bullying, Part of the Computer, etc.

Scope and Sequence of Instructional Topics	Concepts/Objectives
Introduction to Word Processing	<ul style="list-style-type: none"> • Learn about the uses of word-processing software • Explore the Word window • Navigate a document using various methods • Edit text using the arrow keys • Undo an action • Determine when to “save” or “save as” • Select text using various methods • Add a header • Print
Editing Documents in Word	<ul style="list-style-type: none"> • Align text left, right, center, and justified • Use Spell Check • Format spacing • Use the thesaurus • Use cut/copy/paste
Formatting Documents in Word	<ul style="list-style-type: none"> • Use bold, underline, italicize • Change font style, size, and color • Use custom bullets and numbers
Documents	<ul style="list-style-type: none"> • Learn the parts of a personal business letter • Format and create a personal business letter • Format a one-page report • Insert a page number • Cite books, Web sites, and encyclopedia articles • Format a bibliography for a report • Sort text alphabetically
Graphics	<ul style="list-style-type: none"> • Insert clip art • Move clip art • Wrap text around clip art • Format text into columns • Insert an image from the online clip gallery • Insert WordArt • Insert a shape • Change the color of a shape • Resize objects
Tabs and Tables	<ul style="list-style-type: none"> • Set and move tabs • Create a dot leader • Learn when to use different types of tabs • Insert a table • Shade the cells of a table