Strand:

Basic Operations

Students will demonstrate proficiency in the use of computers, as well as an understanding of the concepts underlying hardware and connectivity.

Big Ideas

❑ Understanding the basic operations of a computer provides access to a powerful tool.

Key Outcomes

Students will demonstrate an understanding of **basic computer operations** by being able to:

❑ Identify successful troubleshooting strategies for minor hardware and software issues/problems.
❑ Independently operate peripheral equipment such as a scanner, digital camera, and a camcorder.
❑ Identify and use a variety of storage media and provide a rationale for using a certain medium for a specific purpose.
❑ Use keyboarding techniques that result in accuracy, and general efficiency in computer operation.

Essential Knowledge and Skills

Students will be able to:

❑ Determine the available space on local storage devices and remote storage resources.
❑ Create, save, open, import, and export documents in different file formats.
❑ Identify the version of an application.
❑ Know how to force quit an application.
❑ Burn a file on a CD or a DVD.
❑ Save a file to a flash drive, school server, and an online storage space like a Wiki.

As students progress from grade six to grade eight their skills in these areas will move from exploratory to mastery. By the end of eighth grade students should be able to use the computer tools available for them to use for learning.

Technology Instruction at all grade levels should be planned in conjunction with the classroom teachers.

Strand:

Word Processing

Students will demonstrate proficiency in the use of a word processor program.

Big Ideas

❑   A word processor can help people manage and create effective written communication.

Key Outcomes

Students will demonstrate an understanding of the **intermediate features of using a word processor** by being able to:

❑   Store, manipulate, and format text and images.
❑   Use menu and toolbar functions to format text.
❑   Incorporate images and text from various sources into a document.

Essential Knowledge and Skills

Students will be able to:

❑   Use the ClipArt and WordArt tools to visually enhance written documents.
❑   Use the picture toolbar to edit images.
❑   Use the drawing toolbar to insert or draw objects.
❑   Insert tabs, headers, footers, captions, columns, borders, and tables in word processing applications.
❑   Use the thesaurus and dictionary features to improve their written projects.
❑   Insert hyperlinks from a word processing document to a web site.
❑   Create, save, open, and import a word processing document in different file formats.

   As students progress from grade six to grade eight their skills in these areas will move from exploratory to mastery. By the end of eighth grade students should be able to use the computer tools available for them to use for learning.

   Technology Instruction at all grade levels should be planned in conjunction with the classroom teachers.

Strand:

Spreadsheet

Students will demonstrate proficiency in the use of a spreadsheet program.

Big Ideas

❑ A spreadsheet is a tool that helps people organize, analyze, and present information.

Key Outcomes

Students will demonstrate an understanding **of how to use a spreadsheet** by being able to:

❑ Create an original spreadsheet, using formulas.
❑ Use various number formats such as percentages, exponents, and scientific notations, appropriately.
❑ Produce simple charts and graphs from a spreadsheet.
❑ Distinguish among different types of charts and graphs, and choose the most appropriate type to represent given data.
❑ Apply advanced formatting features to customize tables, charts, and graphs.

Essential Knowledge and Skills

Students will be able to:

❑ Identify and explain terms and concepts such as cell, column, row, labels, charts and graphs.

   As students progress from grade six to grade eight their skills in these areas will move from exploratory to mastery. By the end of eighth grade students should be able to use the computer tools available for them to use for learning.

   Technology Instruction at all grade levels should be planned in conjunction with the classroom teachers.

Strand:

Internet and Networking

Students will demonstrate proficiency in the use of both internal networks and the Internet for school related activities.

Big Ideas

❑ A network is a connected group of computers or other devices that can communicate with one another, allowing people to work with information and data on multiple devices in the same building or around the world.

Key Outcomes

Students will demonstrate an understanding of the **internet and networks** by being able to:

❑ Describe a network as a group of interconnected computers and differentiate different types of networks.
❑ Use a web browser to find information.
❑ Identify probable types and locations of web sites by examining their domain names.
❑ Explain and correctly use terms related to networks and online learning.

Essential Knowledge and Skills

Students will be able to:

❑ Log into and open or save to their student account on the network.
❑ Enter a URL in the address bar, access links, create favorites/bookmarks, and print web pages.
❑ Select the correct printer in a network to print out documents.

As students progress from grade six to grade eight their skills in these areas will move from exploratory to mastery. By the end of eighth grade students should be able to use the computer tools available for them to use for learning.

Technology Instruction at all grade levels should be planned in conjunction with the classroom teachers.

Strand:

Presentation

Students will demonstrate proficiency in the use of multimedia and software applications.

Big Ideas

❏ Presentation software helps people organize and create multimedia presentations to share their knowledge with others.

Key Outcomes

Students will demonstrate an understanding of how **to use presentation software** by being able to:

❏ Create a multimedia presentation using various media as appropriate.
❏ Use a variety of tools to maximize the accuracy of work.

Essential Knowledge and Skills

Students will be able to:

❏ Create, edit, and format text and images on slides.
❏ Use painting and drawing tools to create and edit work.
❏ Judiciously add transitions and advanced animations to slide shows.
❏ Add sound files or sound effects appropriately.

As students progress from grade six to grade eight their skills in these areas will move from exploratory to mastery. By the end of eighth grade students should be able to use the computer tools available for them to use for learning.

Technology Instruction at all grade levels should be planned in conjunction with the classroom teachers.