

End Grade Expectations based on Curriculum Map

6TH GRADE

KEYBOARDING

NETWORK

1. Location and Purpose of Various Folders

HOW COMPUTERS WORK

1. Inputs, Outputs, Processing, and Peripherals

WORD

1. Margins vs. Indents
2. Most commonly used toolbars
3. Most commonly used Dialog Boxes

Publisher

1. Toolbars
2. Most commonly used Dialog Boxes

INTERNET SAFETY (I Safe)

7TH GRADE

KEYBOARDING (Practice Skills)

Project based designed to learn fundamentals of the programs.

WORD

1. Margins vs. Indents
2. Indents
3. Paragraph Dialog Box and Corresponding Toolbar / Ruler Shortcuts
4. Page and Column Breaks
5. Show / Hide White Space
6. Task Pane
7. Tables
8. Sorting of text in a Table and with Headings/Paragraphs
9. Borders and Shading
10. Drawing Toolbar
11. Columns
12. Tabs
13. Bullets and Numbering
14. Reading Ease
15. Change Case

STUDY / RESEARCH / PRESENTATION SKILLS

1. Outline View
2. Big 6 Research Model (Using the Writing Conventions **GLE's**)
3. PowerPoint
4. Front Page
5. Digital Portfolio

EXCEL

1. Basic Editing
2. Formulas
3. Graphing

NETWORK AND INTERNET REVIEW

8TH GRADE

KEYBOARDING (Practice Skills)

Project based designed to use programs to accomplish a task commonly encountered in school

REVIEW 7th and 6th GRADE CONCEPTS

STUDY / RESEARCH / PRESENTATION SKILLS

1. Outline View
2. Big 6 Research Model (Using the Writing Conventions **GLE's**)
3. PowerPoint
4. Front Page
5. Digital Portfolio

PROJECT BASED ASSIGNMENTS – STUDY SKILLS

1. Designed to practice skills previously learned to accomplish “real-world” tasks