Grade 7/Computer Literacy

COURSE BENCHMARKS

1. Students will be able to use computer applications to gather and organize information and to solve problems.

2. Students will be able to demonstrate Grade Six technology skills.

3. Students will be able to use appropriate technology vocabulary.

4. Students will be able to navigate a computer network to organize, open and save files.

5. Students will be able to use the mouse and keyboard as input devices.

6. Students will be able to demonstrate proper touch keyboarding.

7. Students will be able to use shortcuts to access programs and commands.

8. Students will be able to identify parts of a spreadsheet.

9. Students will be able to input basic spreadsheet formulas.

10. Students will be able to identify consequences from improper use of technology.

11. Students will be able to apply advanced word processing commands such as custom tabs and tables.

12. Students will be able to combine multimedia presentations and word processing documents.

Grade 8/Computer Literacy

COURSE BENCHMARKS

1. Students will be able to use computer applications to gather and organize information and to solve problems.

2. Students will be able to demonstrate Grade Seven technology skills.

3. Students will be able to use advanced word processing skills such as text boxes, graphic cropping, grouping and text wrapping while creating a computer advertisement.

4. Students will be able to use different indents to create a works cited page.

5. Students will be able to emphasize information using custom bullets.

6. Students will be able to troubleshoot basic problems such as connections and programs that are not responding.

7. Students will be able to use a spreadsheet to present information such as a payroll.

8. Students will be able to present information in a database.

9. Students will be able to use microphones and digital cameras to input information.

10. Students will be able to create a multimedia project that utilizes hyperlinks, custom sounds and video.