

## **7<sup>th</sup> GRADE COMPUTERS**

This exploratory class will place emphasis on reviewing correct keyboarding skills and more challenging word-processor activities such as composing letters, doing column tables, reports with graphics, bulleting activities, designing creative signs. They will have a weekly journal topic with a website to research and illustrate from a paint program and then complete a power point presentations from there journal. They will be able to place spreadsheet graphs in word documents and label all axes including the titles and write a summary. Students will create databases to track their Journal topics, Internet research, explorations assignments, and domains of each website. All students are required to complete part an Education Development Plans (EDP). Students will complete a survey called matchmaker, which suggests the Michigan Career Pathway that best suits them. Students will select a pathway along with a career that interests them.

### **Objectives**

- 1 Review master of keyboard using correct fingering.
- 2 Review general computer Commands and Procedures
- 3 Review of one page reports,
- 4 Do vertical and horizontal centering of reports
- 5 Develop proof reading skills
- 6 Review MS Word commands using Office 2000
- 7 Review Excel spreadsheet procedures using Office 2000
- 8 Use Access database in Office 2000
- 9 Take timed writings using Mavis Beacon
- 10 Review importing graphics and position graphics in documents
- 11 Learn to use the Internet for research for Journal topics
- 12 Use CareerCruising.com to complete there EDP's

### **Grading**

Each assignment will be graded to the satisfaction of the teacher. To receive credit your assignments must be saved in the correct directory and in our own file.

You will receive observation grades on the following:

Keyboarding techniques, correct directory usage, proper page layout, proper login procedures, and drill work continued in Mavis Beacon

Behavior and cooperation will be considered in your final grade.

Data sharing (cheating) will result in zero grades for all students involved in the assignment.

I will not accept late work the last week of the marking period.

### **Rules and Requirements:**

Your personal password and login are your responsibility.

Behaviors that can result in no credit for the day and/or the privilege of using any computer in the school system are the following:

1. Improper use of the hardware, and software;
2. The use of any programs on the computer desktop without permission;
3. Improper login or logout such as; leaving messages in Novell
4. Changing any computer settings, icons, and speakers without permission;
5. Leaving the classroom without cleaning up your workstation, replacing workbooks, pushing in your chair, and returning the file folders to the file;
6. Binging bags, food or drinks in the classroom area.

It is your responsibility to make-up any work missed. I will help you in any way I can. You get one day for every day that you miss. LET'S LEARN AND HAVE FUN TOGETHER