

Computer Tech 7

Grade level: 7

Content Area: Business Ed.

| | Week 1 | Week 2 | Week 3 | Week 4 | Week 5 | Week 6 | Week 7 | Week 8 | Week 9 |
|------------------------------|--|--|---|---|--|--|---|--|---|
| Content/Standard | Word XP Basics Improve keyboarding skills and WPM | Word XP Editing Improve keyboarding skills and WPM | Word XP Features Improve keyboarding skills and WPM | Word XP Formatting text, Improve keyboarding skills and WPM | Word XP Formatting paragraphs & documents, Improve keyboarding skills and WPM | Word XP Desktop Publishing, Improve keyboarding skills and WPM | Word XP Working with Documents, Improve keyboarding skills and WPM | Internet Unit Improve keyboarding skills and WPM | Basic Web Page Unit, Improve keyboarding skills and WPM |
| Essential question(s) | How do I use Word? | How do I edit a document? | What are the features of Word? | How do I format text? | How do I format documents? | How do I use Word as a publisher program? | How do I work with multiple documents? | How do I use the Internet as a research tool? Internet safety | How do I create a web page? |
| Skills/Process | Word XP document windows parts, task pane, document creation, locating, saving, printing, orientation. 5-7 minutes practicing timed writings daily | Select, delete, undo, redo, cut, copy, paste, drag & drop methods, clipboard, overtyping 5-7 minutes practicing timed writings daily | AutoFormat, AutoComplete, AutoText, AutoCorrect, Spelling and grammar options, date and time options, Thesaurus, Find and Replace, wildcards, 5-7 minutes practicing timed writings daily | Fonts, styles, size, colors, underline styles, font effects, highlight text, change case, format painter, toggling, points, sans/san serif, 5-7 minutes practicing timed writings daily | Margins, alignment, indents, line spacing, vertical alignment, click & type, set & modify tabs, bullets & numbering, outline numbered list, sort text, 5-7 minutes practicing timed writings daily | Columns, borders, shading, insert & scale clip art, wrap text, draw objects, select, resize, cut, copy past objects, change object appearance, text to drawings, create and modify diagrams, 5-7 minutes practicing timed writings daily | Multi-tasking, copy/paste between documents, page breaks, multipage documents, headers, footers, footnotes, endnotes, different section formatting, apply styles, insert & format tables, organize in outline view, 5-7 minutes practicing timed writings daily | What is it, how does it work, search engines, safety/security, searching strategies, 5-7 minutes practicing timed writings daily | Design a four page web page, text, links, graphics, tables, 5-7 minutes practicing timed writings daily |
| Assessments | Vocab, Review Questions, Projects; End of the week timed writing | Vocab, Review Questions, Projects; End of the week timed writing | Vocab, Review Questions, Projects; End of the week timed writing | Vocab, Review Questions, Projects; End of the week timed writing | Vocab, Review Questions, Projects; End of the week timed writing | Vocab, Review Questions, Projects; End of the week timed writing | Vocab, Review Questions, Projects; End of the week timed writing | Worksheets, Projects; End of the week timed writing | Creation of Web Page; End of the week timed writing |
| Resources | Microsoft Office XP Pasework and Pasework, MicroPace Pro | Microsoft Office XP Pasework and Pasework, MicroPace Pro | Microsoft Office XP Pasework and Pasework, MicroPace Pro | Microsoft Office XP Pasework and Pasework, MicroPace Pro | Microsoft Office XP Pasework and Pasework, MicroPace Pro | Microsoft Office XP Pasework and Pasework, MicroPace Pro | Microsoft Office XP Pasework and Pasework, MicroPace Pro | Internet Explorer, teacher generated materials, MicroPace Pro | FrontPage, Internet Explorer, MicroPace Pro |
| Standard addressed | MCREL Technology Standards (Level III grades 6-8): 1.1, 1.2, 1.3, 1.4, 2.2, 2.5, 3.3, 3.6, 4.3, 4.4, 4.5, 4.6, 4.7, 5.1, 5.2, 5.3, 5.4, 5.5, 5.6 | | | | | | | | |