

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								