

Computers/Technology Learning Goals

A. Kindergarten

- a. Mouse Skills-Students will be able to...
 - i. hold a mouse.
 - ii. use a mouse.
 - iii. click using a mouse.
 - iv. double-click using a mouse.
 - v. click and drag using a mouse.
- b. Equipment-Students will be able to...
 - i. identify the different parts of the computer.
 1. Monitor/Screen
 2. Computer Processing Unit(CPU)/Brain
 3. Headphones
 4. Mouse
 5. Keyboard
 - ii. use headphones.
 - iii. use a keyboard.
 - iv. turn on the monitor.
- c. Keyboarding-Students will be able to...
 - i. identify the letters on the keyboard.
 - ii. identify the numbers on the keyboard.
 - iii. capitalize letters using the SHIFT key.
 - iv. use ENTER.
 - v. use BACKSPACE.
 - vi. use SPACEBAR.
- d. Internet-Students will be able to...
 - i. navigate website(s).
 - ii. close the webpage(s).
 - iii. maximize their webpage.
- e. Windows-Students will be able to...
 - i. locate the desktop.
 - ii. locate the taskbar.
 - iii. identify the WINDOWS symbol.
 - iv. locate specific icons.
- f. Paint-Students will be able to...
 - i. illustrate a picture.
 - ii. use the toolbars.
 1. Shapes
 2. Colors
 3. Brushes

Computers/Technology Learning Goals

B. 1st Grade

- a. Mouse Skills-Students will be able to...
 - i. hold a mouse.
 - ii. use a mouse.
 - iii. click using a mouse.
 - iv. double-click using a mouse.
 - v. click and drag using a mouse.
- b. Equipment-Students will be able to...
 - i. identify the different parts of the computer.
 - 1. Monitor/Screen
 - 2. Computer Processing Unit(CPU)/Brain
 - 3. Headphones
 - 4. Mouse
 - 5. Keyboard
 - ii. use headphones.
 - iii. use a keyboard.
 - iv. turn on the monitor.
 - v. log-on/sign-off.
 - vi. turn computer on/off.
- c. Keyboarding-Students will be able to...
 - i. identify/use the letters on the keyboard.
 - ii. identify/use the numbers on the keyboard.
 - iii. capitalize a letter using the SHIFT key.
 - iv. capitalize multiples letters using the CAPS LOCK key.
 - v. use ENTER.
 - vi. use BACKSPACE.
 - vii. use SPACEBAR.
 - viii. locate home row keys.
- d. Internet-Students will be able to...
 - i. navigate website(s).
 - ii. close the webpage(s).
 - iii. maximize their webpage.
 - iv. minimize their webpage.
 - v. navigate between multiple open tabs.
 - vi. use the back button.
- e. Windows-Students will be able to...
 - i. locate the desktop.
 - ii. locate the taskbar.
 - iii. identify the WINDOWS symbol.
 - iv. locate specific icons.

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- v. search programs/applications.
- f. Paint-Students will be able to...
 - i. illustrate a picture.
 - ii. use the toolbars.
 - 1. Shapes
 - 2. Colors
 - 3. Brushes
- g. Word Processing-Students will be able to...
 - i. use the File Tab features.
 - 1. Save
 - 2. Print
 - ii. use the Home Tab features.
 - 1. Font Group
 - a. Size
 - b. Style
 - c. Color
 - d. Bold, italics, underline
- h. Digital Citizenship-Students will be able to...
 - i. use the internet safely.

C. 2nd Grade

- a. Mouse Skills-Students will be able to...
 - i. hold a mouse.
 - ii. use a mouse.
 - iii. click using a mouse.
 - iv. double-click using a mouse.
 - v. click and drag using a mouse.
- b. Equipment-Students will be able to...
 - i. identify the different parts of the computer.
 - 1. Monitor/Screen
 - 2. Computer Processing Unit(CPU)/Brain
 - 3. Headphones
 - 4. Mouse
 - 5. Keyboard
 - ii. use headphones.
 - iii. use a keyboard.
 - iv. turn on/off the monitor.
 - v. log-on/sign-off.
 - vi. turn computer on/off.
- c. Keyboarding-Students will be able to...
 - i. identify/use the letters on the keyboard.

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- ii. identify/use the numbers on the keyboard.
- iii. capitalize a letter using the SHIFT key.
- iv. capitalize multiples letters using the CAPS LOCK key.
- v. use ENTER.
- vi. use BACKSPACE.
- vii. use SPACEBAR.
- viii. locate home row keys.
- ix. identify the home row keys.
- d. Internet-Students will be able to...
 - i. navigate website(s).
 - ii. close the webpage(s).
 - iii. maximize their webpage.
 - iv. minimize their webpage.
 - v. navigate between multiple open tabs.
 - vi. use the back button.
 - vii. search online pictures.
- e. Windows-Students will be able to...
 - i. locate the desktop.
 - ii. locate the taskbar.
 - iii. identify the WINDOWS symbol.
 - iv. locate specific icons.
 - v. search programs/applications.
- f. Paint-Students will be able to...
 - i. illustrate a picture.
 - ii. use the toolbars.
 - 1. Shapes
 - 2. Colors
 - 3. Brushes
 - iii. insert image.
 - iv. format image.
- g. Word Processing-Students will be able to...
 - i. create a basic document using Microsoft Word.
 - ii. use the File Tab features.
 - 1. Save/Save As
 - 2. Print
 - iii. use the Home Tab features.
 - 1. Clipboard Group
 - a. Copy
 - b. Cut
 - c. Paste

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2. Font Group
 - a. Size
 - b. Style
 - c. Color
 - d. Bold, italics, underline, strikethrough, subscript, superscript
3. Insert
 - a. Alignment-left, center, right
 - b. Bullets
 - c. Numbering
- iv. use the Insert Tab features.
 1. Table Group
 - a. Table
 2. Illustration group
 - a. Pictures-Online Pictures/Clip Art
- v. use the Design Tab features.
 1. Page Background Group
 - a. Page Color
 - b. Page Border
- vi. use the Page Layout features.
 1. Page Setup Group
 - a. Orientation
 - b. Columns
- h. Digital Citizenship-Students will be able to...
 - i. use the internet safely.

D. 3rd Grade

- a. Mouse Skills-Students will be able to...
 - i. use a mouse effortlessly.
- b. Equipment-Students will be able to...
 - i. identify the different parts of the computer.
 - ii. use all parts of a computer.
- c. Keyboarding-Students will be able to...
 - i. further develop keyboard fluency.
 - ii. identify all symbols on the keyboard.
- d. Internet-Students will be able to...
 - i. navigate website(s).
 - ii. close the webpage(s).
 - iii. maximize their webpage.
 - iv. minimize their webpage.
 - v. navigate between multiple open tabs.

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- vi. use the back button.
- e. Windows-Students will be able to...
 - i. locate the desktop.
 - ii. locate the taskbar.
 - iii. identify the WINDOWS symbol.
 - iv. locate specific icons.
 - v. search programs/applications.
- f. Graphics-Students will be able to...
 - i. illustrate using the Paint Program.
 - ii. search online pictures.
 - iii. get pictures from ClipArt.
 - iv. format image(s).
 - v. insert images.
- g. Word Processing-Students will be able to...
 - i. create a document using Microsoft Word.
 - ii. use the File Tab features.
 - 1. Save/Save As
 - 2. Print
 - iii. use the Home Tab features.
 - 1. Clipboard Group
 - a. Copy
 - b. Cut
 - c. Paste
 - 2. Font Group
 - a. Size
 - b. Style
 - c. Color
 - d. Bold, italics, underline, strikethrough, subscript, superscript
 - e. Highlight
 - f. Format
 - g. Change Case
 - 3. Insert
 - a. Alignment-left, center, right
 - b. Bullets
 - c. Numbering
 - d. Indent
 - e. Header/Footer
 - f. Text Box
 - iv. use the Insert Tab features.

Computers/Technology Learning Goals

1. Table Group
 - a. Table
2. Illustration group
 - a. Pictures-Online Pictures/Clip Art
 - b. Shapes
- v. use the Design Tab features.
 1. Page Background Group
 - a. Page Color
 - b. Page Border
- vi. use the Page Layout features.
 1. Page Setup Group
 - a. Orientation
 - b. Margins
 - c. Columns
 2. Paragraph Group
 - a. Indent
- vii. use the Review Tab.
 1. Spell Check
- h. Digital Citizenship-Students will be able to...
 - i. use the internet safely.
- i. Presentations-Students will be able to...
 - i. create a simple slideshow with text and graphics.
- j. Coding-Students will be able to...
 - i. understand the basics of coding.

E. 4th Grade

- a. Mouse Skills-Students will be able to...
 - i. use a mouse effortlessly.
- b. Equipment-Students will be able to...
 - i. identify the different parts of the computer.
 - ii. use all parts of a computer.
- c. Keyboarding-Students will be able to...
 - i. further develop keyboard fluency.
 - ii. identify all symbols on the keyboard.
- d. Internet-Students will be able to...
 - i. navigate website(s).
 - ii. close the webpage(s).
 - iii. maximize their webpage.
 - iv. minimize their webpage.
 - v. navigate between multiple open tabs.
 - vi. use the back button.

Computers/Technology Learning Goals

- e. Windows- Students will be able to...
 - i. locate the desktop.
 - ii. locate the taskbar.
 - iii. identify the WINDOWS symbol.
 - iv. locate specific icons.
 - v. search programs/applications.
- f. Graphics- Students will be able to...
 - i. illustrate using the Paint Program.
 - ii. search online pictures.
 - iii. get pictures from ClipArt.
 - iv. format image(s).
 - v. insert image(s).
- g. Word Processing- Students will be able to...
 - i. create a document using Microsoft Word.
 - ii. use the File Tab features.
 - 1. Save/Save As
 - 2. Print
 - iii. use the Home Tab features.
 - 1. Clipboard Group
 - a. Copy
 - b. Cut
 - c. Paste
 - 2. Font Group
 - a. Size
 - b. Style
 - c. Color
 - d. Bold, italics, underline, strikethrough, subscript, superscript
 - e. Highlight
 - f. Format
 - g. Change Case
 - 3. Paragraph group
 - a. Alignment-left, center, right
 - b. Bullets
 - c. Numbering
 - d. Indent
 - e. Header/Footer
 - f. Text Box
 - iv. use the Insert Tab features.
 - 1. Table Group

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- a. Table
- 2. Illustration group
 - a. Pictures-Online Pictures/Clip Art
 - b. Shapes
- v. use the Design Tab features.
 - 1. Page Background Group
 - a. Page Color
 - b. Page Border
- vi. use the Page Layout features.
 - 1. Page Setup Group
 - a. Orientation
 - b. Margins
 - c. Columns
 - 2. Paragraph Group
 - a. Indent
- vii. use the Review Tab.
 - 1. Spell Check
- h. Digital Citizenship- Students will be able to...
 - i. use the internet safely.
- i. Presentations- Students will be able to...
 - i. create a simple slideshow with text, graphics, animations and transitions.
- j. Coding- Students will be able to...
 - i. work with coding.
- k. Spreadsheet- Students will be able to...
 - i. create a simple graph using Microsoft Excel.
- l. Research- Students will be able to...
 - i. conduct search using the internet.
 - ii. collect resources.
 - iii. collect information for given topic.

F. 5th Grade

- a. Keyboarding- Students will be able to...
 - i. use Home Row keys to type.
 - ii. continue to learn correct form of touch typing.
- b. Internet- Students will be able to...
 - i. use various websites.
 - ii. navigate by choosing links and menus.
- c. Graphics- Students will be able to...
 - i. find and insert image.
 - ii. format image.

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- iii. use snipping tool.
- d. Word Processing- Students will be able to...
 - i. create a document using Microsoft Word.
 - ii. use the File Tab features.
 - 1. Save/Save As
 - 2. Print
 - iii. use the Home Tab features.
 - 1. Clipboard Group
 - a. Copy
 - b. Cut
 - c. Paste
 - 2. Font Group
 - a. Size
 - b. Style
 - c. Color
 - d. Bold, italics, underline, strikethrough, subscript, superscript
 - e. Highlight
 - f. Format
 - g. Change Case
 - 3. Paragraph Group
 - a. Alignment-left, center, right
 - b. Bullets
 - c. Numbering
 - d. Indent
 - e. Header/Footer
 - f. Text Box
 - iv. use the Insert Tab features.
 - 1. Table Group
 - a. Table
 - 2. Illustration group
 - a. Pictures-Online Pictures/Clip Art
 - b. Shapes
 - v. use the Design Tab features.
 - 1. Page Background Group
 - a. Page Color
 - b. Page Border
 - vi. use the Page Layout features.
 - 1. Page Setup Group
 - a. Orientation

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- b. Margins
 - c. Columns
 - 2. Paragraph Group
 - a. Indent
 - vii. use the Review Tab.
 - 1. Spell Check
- e. Digital Citizenship- Students will be able to...
 - i. use digital etiquette when on websites.
 - ii. understand digital footprint.
 - iii. use safe internet practices.
- f. Presentations- Students will be able to...
 - i. create slideshow using text, graphics, themes, animation and transitions.
 - ii. use the Home Tab features.
 - 1. Slides
 - a. Insert/delete a slide
 - b. Slide format
 - 2. Font
 - a. All font features
 - 3. Paragraph
 - a. Alignment-left, center, right
 - iii. use the Insert Tab features.
 - 1. Images
 - a. Picture-ClipArt/Online picture
 - 2. Text
 - a. Text Box
 - b. Word Art
 - iv. Use the Design Tab features.
 - 1. Choose a slide design
 - v. use the Transition Tab features.
 - 1. Add a transition to each slide
 - vi. use the Animation Tab features.
 - 1. Add an animation for text box(es) and image(s)
 - vii. view Slide Show.
- g. Coding- Students will be able to...
 - i. work through various coding activities.
 - ii. participate in “An Hour of Code” on www.code.org.
- h. Spreadsheet-Students will be able to...
 - i. use the File Tab features.
 - 1. File

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- 2. Save/Save As
- ii. use the Home Tab features.
 - 1. Font Group
 - a. All font features
 - 2. Alignment Group
 - a. Alignment-left, center, right
 - 3. Cell Group
 - a. insert/delete cells
- iii. use the Insert Tab features.
 - 1. Tables
 - 2. Charts
- iv. use Formula Tab features.
 - 1. Basic formula
- i. Research-Students will be able to...
 - i. conduct search using the internet.
 - ii. collect resources.
 - iii. collect information for given topic.
 - iv. understand the difference between .edu, .gov, .org
- j. Publisher-Students will be able to...
 - i. find and use templates.

G. 6th Grade-

- a. Keyboarding- Students will be able to...
 - i. use Home Row keys to type.
 - ii. continue to learn correct form of touch typing.
- b. Internet- Students will be able to...
 - i. use various websites.
 - ii. navigate by choosing links and menus.
- c. Graphics- Students will be able to...
 - i. find and insert image.
 - ii. format image.
 - iii. use snipping tool.
 - iv. save picture as a picture file.
 - v. Fill bucket.
- d. Word Processing- Students will be able to...
 - i. create a document using Microsoft Word.
 - ii. use the File Tab features.
 - 1. Save/Save As
 - 2. Print
 - iii. use the Home Tab features.
 - 1. Clipboard Group

Computers/Technology Learning Goals

- a. Copy
 - b. Cut
 - c. Paste
 - 2. Font Group
 - a. Size
 - b. Style
 - c. Color
 - d. Bold, italics, underline, strikethrough, subscript, superscript
 - e. Highlight
 - f. Format
 - g. Change Case
 - 3. Paragraph Group
 - a. Alignment-left, center, right
 - b. Bullets
 - c. Numbering
 - d. Indent
 - e. Header/Footer
 - f. Text Box
 - iv. use the Insert Tab features.
 - 1. Table Group
 - a. Table
 - 2. Illustration group
 - a. Pictures-Online Pictures/Clip Art
 - b. Shapes
 - v. use the Design Tab features.
 - 1. Page Background Group
 - a. Page Color
 - b. Page Border
 - vi. use the Page Layout features.
 - 1. Page Setup Group
 - a. Orientation
 - b. Margins
 - c. Columns
 - 2. Paragraph Group
 - a. Indent
 - b. Line spacing
 - vii. use the Review Tab.
 - 1. Spell Check
- e. Digital Citizenship- Students will be able to...

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- i. use digital etiquette when on websites.
 - ii. understand digital footprint.
 - iii. use safe internet practices.
- f. Presentations- Students will be able to...
 - i. create slideshow using text, graphics, themes, animation and transitions.
 - ii. use the Home Tab features.
 - 1. Slides
 - a. Insert/delete a slide
 - b. Slide format
 - 2. Font
 - a. All font features
 - 3. Paragraph
 - a. Alignment-left, center, right
 - iii. use the Insert Tab features.
 - 1. Images
 - Picture-ClipArt/Online picture
 - 2. Text
 - a. Text Box
 - b. Word Art
 - iv. Use the Design Tab was the features.
 - 1. Choose a slide design
 - v. use the Transition Tab features.
 - 1. Add a transition to each slide
 - vi. use the Animation Tab features.
 - 1. Add an animation for text box(es) and image(s)
 - vii. view Slide Show.
- g. Coding- Students will be able to...
 - i. work through various coding activities.
 - ii. participate in “An Hour of Code” on www.code.org.
- h. Spreadsheet-Students will be able to...
 - i. add data to spreadsheet.
 - ii. make graphs.
 - iii. identify cell references.
 - iv. use the File Tab features.
 - 1. File
 - 2. Save/Save As
 - v. use the Home Tab features.
 - 1. Font Group
 - a. All font features

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- b. Add color to cell
 - 2. Alignment Group
 - a. Alignment-left, center, right
 - 3. Cell Group
 - a. insert/delete cells
 - vi. use the Insert Tab features.
 - 1. Tables
 - 2. Charts
 - vii. use Formula Tab features.
 - 1. Basic formula
 - i. Research-Students will be able to...
 - i. conduct search using the internet.
 - ii. collect resources.
 - iii. collect information for given topic.
 - iv. understand the difference between .edu, .gov, .org.
 - j. Publisher-Students will be able to...
 - i. find and use templates.

H. 7th Grade- Students will be able to...

- a. Keyboarding- Students will be able to...
 - i. use Home Row keys to type.
 - ii. continue to learn correct form of touch typing.
 - iii. type at least 25 words per minute (WPM).
- b. Internet- Students will be able to...
 - i. use various websites.
 - ii. navigate by choosing links and menus.
 - iii. add shortcuts to the desktop.
- c. Graphics- Students will be able to...
 - i. find and insert image.
 - ii. format image.
 - 1. Rotate an image
 - iii. use snipping tool.
 - iv. save picture as a picture file.
 - v. Fill bucket.
- d. Word Processing- Students will be able to...
 - i. create a document using Microsoft Word.
 - ii. use the File Tab features.
 - 1. Save/Save As
 - 2. Print
 - iii. use the Home Tab features.
 - 1. Clipboard Group

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- a. Copy
 - b. Cut
 - c. Paste
 - 2. Font Group
 - a. Size
 - b. Style
 - c. Color
 - d. Bold, italics, underline, strikethrough, subscript, superscript
 - e. Highlight
 - f. Format
 - g. Change Case
 - 3. Paragraph Group
 - a. Alignment-left, center, right
 - b. Bullets
 - c. Numbering
 - d. Indent
 - e. Header/Footer
 - f. Text Box
 - iv. use the Insert Tab features.
 - 1. Table Group
 - a. Table
 - 2. Illustration group
 - a. Pictures-Online Pictures/Clip Art
 - b. Shapes
 - v. use the Design Tab features.
 - 1. Page Background Group
 - a. Page Color
 - b. Page Border
 - vi. use the Page Layout features.
 - 1. Page Setup Group
 - a. Orientation
 - b. Margins
 - c. Columns
 - 2. Paragraph Group
 - a. Indent
 - b. Line spacing
 - vii. use the Review Tab.
 - 1. Spell Check
- e. Digital Citizenship- Students will be able to...

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- i. use digital etiquette when on websites.
 - ii. understand digital footprint.
 - iii. use safe internet practices.
- f. Presentations- Students will be able to...
 - i. create slideshow using text, graphics, themes, animation and transitions.
 - ii. use the Home Tab features.
 - 1. Slides
 - a. Insert/delete a slide
 - b. Slide format
 - 2. Font
 - a. All font features
 - 3. Paragraph
 - a. Alignment-left, center, right
 - iii. use the Insert Tab features.
 - 1. Images
 - a. Picture-ClipArt/Online picture
 - 2. Text
 - a. Text Box
 - b. Word Art
 - iv. Use the Design Tab features.
 - 1. Choose a slide design
 - v. use the Transition Tab features.
 - 1. Add a transition to each slide
 - vi. use the Animation Tab features.
 - 1. Add an animation for text box(es) and image(s)
 - vii. view Slide Show.
- g. Coding- Students will be able to...
 - i. work through various coding activities.
 - ii. participate in “An Hour of Code” on www.code.org.
 - iii. create project on www.scratch.mit.edu.
- h. Spreadsheet-Students will be able to...
 - i. collect/add data to spreadsheet.
 - ii. make various graphs.
 - iii. identify cell references.
 - iv. use spreadsheets to analyze data.
 - v. use the File Tab features.
 - 1. File
 - 2. Save/Save As
 - vi. use the Home Tab features.

Computers/Technology Learning Goals

1. Font Group
 - a. All font features
 - b. Add color to cell
 2. Alignment Group
 - a. Alignment-left, center, right
 3. Cell Group
 - a. insert/delete cells
 - vii. use the Insert Tab features.
 1. Tables
 2. Illustrations
 - a. ClipArt/Online pictures
 3. Charts
 - viii. use Formula Tab features.
 1. formulas
 - i. Research-Students will be able to...
 - i. conduct search using the internet.
 - ii. collect resources.
 - iii. collect information for given topic.
 - iv. understand the difference between .edu, .gov, .org.
 - v. ethically use website and information
 - j. Publisher-Students will be able to...
 - i. find and use templates. (cards, newsletters, calendars, fliers, etc.)
- I. 8th Grade-** Students will be able to...
- a. Keyboarding- Students will be able to...
 - i. use Home Row keys to type.
 - ii. continue to learn correct form of touch typing.
 - iii. type at least 30 words per minute (WPM).
 - b. Internet- Students will be able to...
 - i. use various websites.
 - ii. navigate by choosing links and menus.
 - iii. add shortcuts to the desktop.
 - c. Graphics- Students will be able to...
 - i. find and insert image.
 - ii. format image.
 1. Rotate an image
 - iii. use snipping tool.
 - iv. save picture as a picture file.
 - v. Fill bucket.
 - d. Word Processing- Students will be able to...
 - i. create a document using Microsoft Word.

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- ii. use the File Tab features.
 - 1. Save/Save As
 - 2. Print
- iii. use the Home Tab features.
 - 1. Clipboard Group
 - a. Copy
 - b. Cut
 - c. Paste
 - 2. Font Group
 - a. Size
 - b. Style
 - c. Color
 - d. Bold, italics, underline, strikethrough, subscript, superscript
 - e. Highlight
 - f. Format
 - g. Change Case
 - 3. Paragraph Group
 - a. Alignment-left, center, right
 - b. Bullets
 - c. Numbering
 - d. Indent
 - e. Header/Footer
 - f. Text Box
- iv. use the Insert Tab features.
 - 1. Table Group
 - a. Table
 - 2. Illustration group
 - a. Pictures-Online Pictures/Clip Art
 - b. Shapes
- v. use the Design Tab features.
 - 1. Page Background Group
 - a. Page Color
 - b. Page Border
- vi. use the Page Layout features.
 - 1. Page Setup Group
 - a. Orientation
 - b. Margins
 - c. Columns
 - 2. Paragraph Group

Computers/Technology Learning Goals

- a. Indent
 - b. Line spacing
 - vii. use the Review Tab.
 - 1. Spell Check
- e. Digital Citizenship- Students will be able to...
 - i. use digital etiquette when on websites.
 - ii. understand digital footprint.
 - iii. use safe internet practices.
- f. Presentations- Students will be able to...
 - i. create slideshow using text, graphics, themes, animation and transitions.
 - ii. use the Home Tab features.
 - 1. Slides
 - a. Insert/delete a slide
 - b. Slide format
 - 2. Font
 - a. All font features
 - 3. Paragraph
 - a. Alignment-left, center, right
 - iii. use the Insert Tab features.
 - 1. Images
 - a. Picture-ClipArt/Online picture
 - 2. Text
 - a. Text Box
 - b. Word Art
 - iv. Use the Design Tab features.
 - 1. Choose a slide design
 - v. use the Transition Tab features.
 - 1. Add a transition to each slide
 - vi. use the Animation Tab features.
 - 1. Add an animation for text box(es) and image(s).
 - 2. Add timing
 - vii. view Slide Show.
- g. Coding- Students will be able to...
 - i. work through various coding activities.
 - ii. participate in “An Hour of Code” on www.code.org.
 - iii. create project on www.scratch.mit.edu.
- h. Spreadsheet-Students will be able to...
 - i. collect/add data to spreadsheet.
 - ii. make various graphs.

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- iii. identify cell references.
- iv. use spreadsheets to analyze data.
- v. use the File Tab features.
 - 1. File
 - 2. Save/Save As
- vi. use the Home Tab features.
 - 1. Font Group
 - a. All font features
 - b. Add color to cell
 - 2. Alignment Group
 - a. Alignment-left, center, right
 - 3. Cell Group
 - a. insert/delete cells
- vii. use the Insert Tab features.
 - 1. Tables
 - 2. Illustrations
 - a. ClipArt/Online pictures
 - 3. Charts
- viii. use Formula Tab features.
 - 1. formulas
- i. Research-Students will be able to...
 - i. conduct search using the internet.
 - ii. collect resources.
 - iii. collect information for given topic.
 - iv. understand the difference between .edu, .gov, .org.
 - v. ethically use website and information
- j. Publisher-Students will be able to...
 - i. find and use templates. (cards, newsletters, calendars, fliers, etc.)