

CHARLESTON CUSD #1: CURRICULUM PROFILE
8TH GRADE COMPUTER SKILLS
(REVISED MAY 2007)

This nine-week course is designed to further develop proper touch keyboarding skills, formatting techniques, and skills with word processing (Microsoft Word), presentations (Microsoft PowerPoint), and spreadsheets (Microsoft Excel).

BY THE END OF GRADE 8, EACH STUDENT SHOULD KNOW AND/OR BE ABLE TO DO THE FOLLOWING:

STANDARD 1: BASIC OPERATIONS AND CONCEPTS

- a. Students demonstrate a sound understanding of the nature and operation of technology systems.
 - 1.a.1. Identify and use appropriate technology vocabulary
 - 1.a.2. Identify computer and hardware components and peripheral devices
 - 1.a.3. Demonstrate proper care of computer hardware, software, peripherals, and storage media
 - 1.a.4. Identify common problems and request assistance
- b. Students are proficient in the use of technology
 - 1.b.1. Demonstrate appropriate computer operations (open, print, save, exit, etc.)
 - 1.b.2. Use touch typing skills and correct posture (80-90% accuracy at 18-20 wpm)
 - 1.b.3. Describe and/or demonstrate how to use a variety of media and technology resources with assistance.

STANDARD 3: TECHNOLOGY PRODUCTIVITY TOOLS

- a. Students use technology tools to enhance learning, increase productivity, and promote creativity.
 - 3.a.1. Use word processor for work across the curriculum
 - 3.a.2. Use standard/formatting toolbars or options
 - 3.a.3. Format multi-page documents that include page numbers, headers, footers, tabs, and tables
 - 3.a.4. Format page layout
 - 3.a.5. Insert/import an image to enhance a document
 - 3.a.6. Create and format a spreadsheet using simple formulas and graphics/charts
 - 3.a.7. Use the drawing toolbar and picture toolbar to manipulate graphic objects
 - 3.a.8. Create multimedia presentation with assistance, using text, graphics, animations, and transitions
 - 3.a.9. Create a format advanced tables

STANDARD 4: TECHNOLOGY COMMUNICATIONS TOOLS

- b. Students use a variety of media & formats to communicate information and ideas effectively to multiple audiences.
 - 4.b.2. Use elements and principles of design for presentations
 - 4.b.3. Produce and edit products to communicate information and ideas for intended purpose and target audience

STANDARD 5: TECHNOLOGY RESEARCH TOOLS

- a. Students use technology to locate, evaluate, and collect information from a variety of sources.
 - 5.a.1. Use the web browser to navigate the internet
- b. Students use technology tools to process data and report results.
 - 5.b.1. Use existing databases to find and sort information
 - 5.b.2. Use graphs/charts to represent ideas, calculate results, and/or display data

KEYBOARDING/FORMATTING PRACTICE

Students type pages from the textbook *Applied Computer Keyboarding* to reinforce touch keyboarding skills and help students learn to properly format reports. Students complete one-minute timed writings to determine their GWAM (gross words a minute) and accuracy.

WORD PROCESSING/MICROSOFT WORD

Word processing is using a computer and software program to produce documents such as letters and reports. Students review the fundamental functions of Microsoft Word, as well as basic editing and the formatting of text, paragraphs, and documents. They also work with tables and graphics, learning the basics of desktop publishing.

PRESENTATIONS/MICROSOFT POWERPOINT

PowerPoint is an application that helps people to create a professional presentation with slides, outlines, speaker's notes, and audience handouts. Presentations can include text, clipart, graphs, tables, charts, and even sound or video clips. Students review the fundamentals of PowerPoint and learn some tips for enhancing presentations. In addition, they learn to use visual elements, hyperlinks, and action buttons. They recreate various presentations with more complex and creative features.

SPREADSHEETS/MICROSOFT EXCEL

A spreadsheet is a grid of rows and columns containing numbers, text, and formulas, and it is used to solve problems that involve numbers. The primary advantage of spreadsheets is the ability to complete complex and repetitious calculations accurately, quickly, and easily. Students review the fundamental functions of Excel, as well as how to change the appearance of spreadsheets. They also use worksheet formulas, learn how to make the worksheet useful, and create charts.