

GRADE 8 COMPUTER APPLICATIONS
9 Week Course
OVERVIEW

I. PC BASICS

GOAL: Identify equipment components and use appropriate functions of available Windows operating system.

ASSESSMENT: Evaluate skills learned by demonstrating on the computer. Skills will be met with 90% accuracy.

OBJECTIVE:

a. Students will identify hardware/software, input/output devices, and elements of a window. Students will demonstrate file management and PC basic skills.

II. KEYBOARDING

GOAL: Use the TOUCH TYPING method to develop basic keyboarding skills to prepare for the 21st century.

ASSESSMENT: Demonstrate keyboarding skills using proper keyboarding techniques.

OBJECTIVES:

a. Demonstrate TOUCH TYPING of alphabet, punctuation, number and symbol keys, using correct keyboarding posture and appropriate hand and arm position.

III. WORD PROCESSING

GOAL: Use Microsoft Word to create and enhance documents.

ASSESSMENT: Students will manage software and apply formatting skills to basic word documents with graphics.

OBJECTIVE:

- a. Apply formatting skills to basic word documents.
- b. Apply proofreading and editing skills to word documents.

IV. DESKTOP PUBLISHING

GOAL: Design a newsletter with columns, header/footer, masthead, borders, textboxes and graphics.

ASSESSMENT: Evaluate skills learned by demonstrating on the computer and completing Desktop Publishing project. Skills will be met with 90% accuracy.

OBJECTIVE:

a. Demonstrate how to design a newsletter with columns, header/footer, borders, textboxes and graphics.

V. EXCEL

GOAL: Use Excel to create a basic spreadsheet with borders, gridlines, pictures, and charts.

ASSESSMENT: Students will use Excel to create and edit a spreadsheet using basic formulas and functions, enhancing with borders, gridlines, pictures and charts.

OBJECTIVE:

- a. Demonstrate how to create and edit a spreadsheet using basic formulas and functions, formatting cell contents and columns and rows.
- b. Enhance a spreadsheet with borders, gridlines, pictures and charts.

VI. POWERPOINT

GOAL: Use PowerPoint to design a 6-slide presentation.

ASSESSMENT: Students will create a slideshow on computer, present slideshow to class, and print handouts of slides.

OBJECTIVES:

- a. Students will research information and design a PowerPoint presentation, demonstrating how to insert text boxes, format/edit text, insert clipart, a digital picture, wordart and add music.