

Computer

Kindergarten

General Technological Awareness- Floppy Disk. Floppy Disk Use. Students will learn that a computer can use a floppy disk to safely keep a record of all the work that is done on the computer. Just in the same way as one writes down and stores ideas on paper or in books, work done on the computer can be stored on floppy disks.

1st Grade

General Technological Awareness-Respect Equipment. When using a computer, alone or with others, it is important to follow certain procedures and rules.

2nd Grade

General Technological Awareness- Open a File. Save a File. Respect Privacy. Students will learn the concept of storing data. I will have them suggest why we would want to store our files. I will explain to students that if there is a power outage or if the computer crashes all of their work will be lost. Also, if assignments take longer to complete than the allocated class time, then it is possible to save the work and not have to start all over again next time.

3rd Grade

General Technological Awareness- Write-Protect. Floppy disks are used to save files. Students will learn that it is important that files saved to a floppy disk are not accidentally deleted. It is possible to protect the disk so that nothing can be changed on it. Students will create files and write-protect them so that their work cannot be changed.

4th Grade

Word Processing- Manipulate the Layout of a Document. Students will discuss how the computer has the capability to also change the layout and the appearance of a document. The teacher will explain the importance of having consistency in layout and design. The teacher will also explain and have students identify the five “W” questions answered in most articles.

5th Grade

Paint, Draw, and Graphics- Capture Digital Images. Import Digital Images. Students will learn that there is another way to add graphics to documents. They are going to put actual photographs into their documents to illustrate their writings. They will discuss how digitized images are currently used in the media and how news broadcasts are in the process of changing from film to digital images.

6th Grade

Word Processing- Use Page Breaks. Copy Text Between Documents. Copying between two word processing documents is usually accomplished by having the two documents at the same time. When students work together to combine information the document usually becomes longer and consequently requires more organization. Using page breaks can help to organize the information effectively and also to create sufficient space for illustrations.

7th Grade

Word Processing- Enter Page Numbers. This lesson is designed to make children aware that word processing programs make page numbering simple. There are options that can be used for special circumstances such as starting with a page number other than one, numbering each section of a document differently, or using the total number of pages.

8th Grade

Internet and Telecommunications- Use the<H> and Tags. This lesson is designed to show students how to change the font size of text in their web page document. It covers the concept of headings using the<H> tag and the changes allowed using the tag.