

Computer

Kindergarten

General Technological Awareness- Click and Drag the Mouse. The teacher will explain to students that to use the paint tools they must be able to click and drag the mouse. To click and drag, the mouse button is held down while the mouse is moved across the pad.

1st Grade

Paint, Draw, and Graphics- Text Tool. The concept of meaningful text is reinforced in this lesson by writing words with the pictures. Students will type complete sentences to correspond with their drawing.

2nd Grade

Word Processing- Highlight Text. Format Text. In order to make changes in a word processing document, the user must highlight text. Highlighting is a way of telling the computer to work with a particular portion of the text. Most changes made are usually to the font, the size of the text, and the style of the text.

3rd Grade

Paint, Draw, and Graphics- Change Size or Shape. Change Pattern or Color. To change the size and shape of an object you must select it and then drag the edge handles to the desired shape. In this lesson, students will change the size of the shapes they draw, using the shape tools. Students will also add color to the shapes they draw.

4th Grade

Word Processing- Move or Copy Text. Students will discuss how sometimes information in one file is needed in another file.

Copying between two word processing documents is usually accomplished by having the two documents open at the same time.

5th Grade

Word Processing- Manipulate Page Layout. Use Page Breaks. Students will review how the appearance of a document can help to communicate information more effectively. Most word processing programs allow for the manipulation of margins, spacing, and alignment of text.

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.

