

# COMPUTER CURRICULUM

## SEVENTH GRADE

### Basic Operations and Concepts

Students will be introduced and understand the following:

- Understands what a computer is
- Can identify parts of a computer (mouse, keyboard, monitor, printer, CD Rom, etc.)
- Can start a computer
- Can log on and off the computer
- Can identify the do's and don'ts of using a computer.
- Can use the mouse appropriately. (point, click, double-click, and drag)
- Can use computer terminology appropriately
- Can start a program using the mouse
- Treats all of the equipment with respect
- Use correct posture at the computer
- Recognize the icons and their functions
- Can open, close and restore windows.
- Can use of the scroll bar
- Can open and close a program
- Can open and close a file
- Can use the pull-down menus and commands
- Can create, name and save files
- Recognize desktop icons and their functions: My Computer, My Documents, Recycle Bin, Application Icons
- Able to open and use two programs at once
- Use Find and replace/Change command to replace text

### Social, Ethical, and Human Issues

- Work with classmates
- Demonstrates appropriate behavior when using the computer
- Demonstrates proper use and care of CD ROM
- Respects the privacy of another student's work

- Understand and respect copyright laws
- History of computers

### Keyboarding

- Demonstrates proper hand, finger and body position
- Demonstrates proper use of special keys: Space Bar, Enter/Return, Shift, and Delete, Backspace, Arrow Keys
- Performs touch typing (20-25 wpm)
- Use correct finger reaches from home row to top and bottom row keys
- Use the top row of the keyboard for typing numbers and symbols
- Uses Keypad to key numbers

### Word Processing

- Recognize intended use
- Move and place cursor
- Center Text
- Select, insert, and delete text
- Change Font, size, style, and color of text
- Insert Clip Art
- Able to set page orientation (portrait and landscape)
- Cut, copy, and Paste Text
- Uses spell checker
- Create and use file folders and files
- Insert bullets and numbers
- Use thesaurus

### Internet

- Navigate teacher chosen Web sites
- Use Internet toolbar to navigate
- Obtain information as text, audio, and graphics
- Add an Internet bookmark
- Able to do simple searches to obtain information
- Perform simple searches

- Demonstrate appropriate behavior for Internet and e-mail use
- Identify parts of an e-mail address
- Send and receive e-mail
- Reply to an e-mail message
- Enter a URL
- Use an Internet toolbar to navigate
- Use hyperlinks to navigate
- Acquire information as text, audio, graphics

### Spreadsheet

- Introduce Spreadsheet
- Recognize intended use
- Navigate in a spreadsheet
- Recognize cells, columns, and rows
- Use a spreadsheet to create simple graphs
- Create a Spreadsheet
- Add and edit data
- Insert and delete columns and rows
- Use the AutoSum command
- Format a Spreadsheet

### Database

- Identify intended use
- Navigate in a database
- Use a database to solve problems
- Insert, modify, and delete field
- Add and edit data
- Insert, modify and delete a record
- Sort data
- Search data
- Create a database
- Create a form
- Create and modify a report

## Technology Research Tools

- Use electronic reference tools (Internet and CD ROMS)
  - Evaluate acquired information for validity and usefulness
  - Cite Internet sources
  - Develop multimedia presentation with sources cited
  - Perform Boolean searches
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ALL INFORMATION FOR THIS WORK HAS BEEN GATHERED FROM THE FOLLOWING SOURCES:

National Educational Technology Standards for Students (NETS)  
Thomson/South-Western, Learning with Computers, Scope and Sequence  
Easy Tech Curriculum, Scope and Sequence