

Computer Technology

Grade 6

Week	Content	Skills	Assessment	Essential Question
Week #1	<ul style="list-style-type: none"> • Basic Operations & Concepts • Computer Awareness 	<ul style="list-style-type: none"> • Understand teacher & district policies on classroom, ethical computer & internet use, & copyright laws. • Understand & utilize password to access student folder & district network. • Basic understanding of different platforms and input/output devices • Ongoing development of computer terminology. 	<ul style="list-style-type: none"> • class discussion • class practice • teacher observation • daily assignments • quiz 	<ul style="list-style-type: none"> • How do computers & other technology affect our lives?
Week #2	<ul style="list-style-type: none"> • Computer Awareness (continued) See Week 1 • Keyboarding • Microsoft Word 	<ul style="list-style-type: none"> • Develop knowledge on how to efficiently operate in a Microsoft Word environment. • Demonstrate proper hand technique & posture. • Utilize home row when typing. • Develop mastery of home row, space bar, & enter key. 	<ul style="list-style-type: none"> • classroom discussion & practice • teacher observation • daily assignments • typing form quiz 	
Weeks # 3, 4	<ul style="list-style-type: none"> • Keyboarding (continued) 	<ul style="list-style-type: none"> • Use proper posture & hand technique to keyboard all alphabetical keys. • Continue proper technique to strike space bar, enter key, & shift keys. • Utilize proper keyboarding skills with emphasis on accuracy, not speed. • Keyboard at a speed of 15 wmp on basic alphabet skills test with 95% accuracy. 	<ul style="list-style-type: none"> • Micro Type Pro performance drills • teacher observation • daily assignments • typing form quiz • correct usage of fingers quiz • timings 	

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Weeks #5, 6	<ul style="list-style-type: none"> • Keyboarding (continued) • Accuracy & Speed Reinforcement • Safari • Firefox • More on Microsoft Word 	<ul style="list-style-type: none"> • Utilize proper keyboarding technique in all class assignments & in all curricular areas. • Use internet efficiently to locate pertinent information & images for projects. • Ability to properly save images to folder & insert them to a Microsoft Word document. • Ability to add clipart to a document and resize, rotate, &/or nip. 	<ul style="list-style-type: none"> • classroom discussion & practice • teacher observation • internet search engine assignment • note pad project 	
Week #7	<ul style="list-style-type: none"> • Keyboarding (continued) • Accuracy & speed Reinforcement • Print Shop 	<ul style="list-style-type: none"> • Keyboard at a speed of 15-20 wpm on basic alphabet skills with 95% accuracy. • Compose & design a card in Print Shop that includes a background, pictures, & text. • Ability to change libraries to obtain other graphics & borders. 	<ul style="list-style-type: none"> • teacher observation • Print Shop Card project 	

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Week	Content	Skills	Assessment	Essential Question
Week #8	<ul style="list-style-type: none"> • Microsoft Word 	<ul style="list-style-type: none"> • Ability to use various toolbars & formatting palette in Microsoft Word • Design & create an error-free sign (or other approved document) by making appropriate text boxes, adding borders, inserting pictures, changing background, & text colors, fonts, & text sizes. 	<ul style="list-style-type: none"> • classroom discussion • teacher observation • sign project 	

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Week	Content	Skills	Assessment	Essential Question
Weeks #9 & 10	<ul style="list-style-type: none"> • PowerPoint • File Maintenance & Organization 	<ul style="list-style-type: none"> • Develop basic knowledge of how to do a PowerPoint presentation. • Prepare a 3-5 slide PowerPoint presentation from a list of topics that includes at least two graphics, one word art, slide transitions, & two custom animations with sounds. • Understand the uses for & skills in giving a PowerPoint presentation. • Demonstrate ability to give a PowerPoint presentation • Understand the importance of file maintenance on a regular basis. • Evaluate personal files & decide which ones to save, delete, reorganize, or leave alone. 	<ul style="list-style-type: none"> • classroom discussion & practice • teacher observation • final PowerPoint presentation project 	