

# GRADE 6 - COMPUTER TECHNOLOGY

Students will continue mastery of grade 5 level skills and add the following skills and knowledge:

## COMPUTER USAGE AND FILES STORAGE

- ? Create folders, move files in folders, and rename files
- ? Save and access files in multiple locations
- ? Access a password protected account
- ? Sign out of the account at end of session
- ? Understand and use a list of common technology terms

## COMPUTER & ONLINE SECURITY

- ? Review and understand the Acceptable Use Policy
- ? Develop strategies to properly deal with cyber security issues
- ? Understand potential consequences of on-line posting
- ? Implement security and protections while online
- ? Recognize and avoid online “traps” which may compromise student safety and personal information
- ? Communicate safely using proactive techniques while online or while using social media
- ? Use appropriate copyright citations to digital contents
- ? Identify steps to evaluate a website and various extensions
- ? How to conduct effective searches online
- ? Use data to make in informed decision about a global issue

## COMPUTER PROGRAMING

- ? Problem solve through exposure to a simple programming language to create an interactive product

## Microsoft Word/Google Docs

- ? Be able to correctly set up a document in MLA format
- ? Format paragraphs and characters in a document
- ? Insert and format a picture in a document
- ? Enhance the page with borders, watermarks, and spacing
- ? Change the document properties
- ? Create a title page, headers, and footers
- ? Create, edit, and format a table
- ? Work with formats, styles, and bulleted lists
- ? Navigate the Home ribbon.
- ? Navigate the Insert ribbon.

# GRADE 6 - COMPUTER TECHNOLOGY

- ? Navigate the Page Layout ribbon.
- ? Navigate the View ribbon.

## **Microsoft Excel/Google Spreadsheets**

- ? Basic cell formatting
- ? Insert and delete cell contents, rows, and columns
- ? Create basic formulas: add, subtract, multiply, divide,
- ? Use basic functions: Sum
- ? Change column widths & row heights
- ? Create basic graphs

## **Microsoft PowerPoint/Google Presentation**

- ? Format text and characters in a slide
- ? Insert and format a picture in a document
- ? Enhance the slides through use of themes (Design Ribbon)
- ? Change the slide properties
- ? Create headers and footers
- ? Work with formats, styles, and bulleted lists
- ? Navigate the Home ribbon.
- ? Navigate the Insert ribbon.
- ? Navigate the Design ribbon.
- ? Navigate the View ribbon.

## **GRAPHICS & DESIGNING**

- ? Create a publication using basic features of Publisher.