

GRADE 7 - COMPUTER TECHNOLOGY

GRADE 7

Students will continue mastery of grade 6 level skills and add the following skills and knowledge:

COMPUTER SECURITY & FILE STORAGE

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

WEB & ONLINE ACTIVITIES

- ? Review and understand the Acceptable Use Policy
- ? Develop strategies to properly deal with cyber bullying issues
- ? Understand the positive and negative consequences of posting to social media
- ? Implement security and protections while online
- ? Recognize and avoid online “traps” which may compromise student safety and personal information

WEB RESOURCES USAGE AND MANAGEMENT

- ? 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 using different search strategies
- ? How to conduct effective searches online from multiple perspectives
- ? Use data to make an informed decision about a global issue after looking at multiple perspectives.
- ? Problem solve through use of a simple programming language to create an interactive product

CREATING AND MANAGING WORD/GOOGLE DOCS

- Review previously learned material
- Work with formats, styles, and bulleted lists
- Navigate reference ribbon
 - o Table of contents
 - o Citations & bibliography
 - o Captions

GRADE 7 - COMPUTER TECHNOLOGY

- Navigate review ribbon
 - o Research (search within Word)
 - o Thesaurus
 - o Translate (made aware)
 - o Word count
 - o Comments
 - o Tracking

MICROSOFT EXCEL/GOOGLE SPREADSHEETS

- Filtering
- Use basic functions: Average, Median, Mode
- Create advanced graphs

DOCUMENTS CREATING AND FORMATING

- Work with the slide master (View Ribbon) in addition to formats, styles, and bulleted lists
- Create, edit, and format a table (connect to Excel)
- Use and create hyperlink action buttons
- Navigate review ribbon (transfer knowledge from one application to another)
 - o Research (search within Word)
 - o Thesaurus
 - o Translate (made aware)
 - o Comments

CREATING & MANAGING DATA BASE

- Be able to use a database program.
- Create a table including assigned fields.
- Select correct data type for assigned fields.
- Provide appropriate descriptions for fields entered into table.
- Create a form from the saved table using the form wizard.
- Arrange fields
- Create queries