

**West Jefferson Hills School District**  
**7<sup>th</sup> Grade Strands**  
**Technology**

- I. Keyboarding Review
  - a. Review Type to Learn software
  - b. Complete keyboarding lessons to review the alphabetic, numeric and punctuation keys on the QWERTY keyboard
  - c. Review correct posture and finger positioning at the keyboard.
- II. Word Processor Applications
  - a. Understand the purpose of Word Processor software
  - b. Create Word Processor documents in various formats (reports, letters, etc.)
  - c. Format Word Processor documents using:
    - i. Page Margin Settings
    - ii. Paragraph Line Spacing
    - iii. Clipart (text wrapping around clipart)
    - iv. Bullets and Numbering
    - v. Footnotes, Headers and Footers, Page Numbers
    - vi. Borders and Page Borders
    - vii. Font Styles and Sizes
    - viii. Paragraph Alignment (left, right, center, justified)
  - d. Proofread and edit Word Processor documents
    - i. Spell Check
    - ii. Find and Replace text
    - iii. Using the Thesaurus
    - iv. Proofreading skills (finding grammatical errors without the aid of the computer)
  - e. Using proper citations for book, periodical and web resources
  - f. Printing Word Processor Documents
- III. Spreadsheet Applications
  - a. Understand the purpose of Spreadsheet Software
  - b. Create Spreadsheets
    - i. Enter Spreadsheet Data
    - ii. Delete Spreadsheet Data
    - iii. Format cell values and labels
    - iv. Fill the contents of cells across other cells (similar to copy and paste)
  - c. Create Spreadsheet formulas (mathematical)
    - i. Addition
    - ii. Subtraction
    - iii. Multiplication
    - iv. Division
  - d. Adding borders and gridlines to spreadsheet layouts (for printing purposes)
  - e. Printing Spreadsheets and Printing Spreadsheet formulas
- IV. Database Introduction

- a. Understand the purpose of Databases in today's world
  - b. Recognize terms associated with databases (field, record)
  - c. Plan and create a database based on the purpose of the database
    - i. Add Fields to a blank database and/or an existing database
    - ii. Delete Fields from an existing database
    - iii. Add Records to a blank database and/or an existing database
    - iv. Delete Records from an existing database.
  - d. Design a data-entry form for the database
    - i. Organize fields on the form
    - ii. Format titles, fields and records on the form
    - iii. Add clipart and/or pictures to the form design
  - e. Printing a database list, form and/or form design
- V. Desktop Publishing and Multimedia Presentation
- a. Principles of Desktop Publishing
    - i. Six questions you must ask yourself before beginning a desktop publishing project
    - ii. Things to know about the audience
    - iii. Tips for getting your message across to a diverse group
    - iv. Use of color
  - b. Using Word and Publisher to design custom documents
    - i. Choosing a color scheme (font color, background color, hyperlink color)
    - ii. Adding borders and page borders
    - iii. Adding and editing Clipart, WordArt and AutoShapes
    - iv. Using text boxes and turning any AutoShape into a text box
    - v. Changing margins, print layout and page layout
  - c. Using PowerPoint to create Multimedia Presentations
    - i. Creating New Slides
    - ii. Customizing Slide Animation
    - iii. Using Slide Transition
    - iv. Inserting and programming various Action Buttons
    - v. Inserting Hyperlinks into a Slide Show
    - vi. Using Clipart and WordArt in a Slide Show
    - vii. Applying Design Templates to your Slide Show
    - viii. Using custom photos (scanned) and video in a slide show
  - d. Presentation Style
    - i. Tools and tips for speaking while using a slide show
    - ii. Dos and Don'ts during a slide show presentation (technical tips)