

West Jefferson Hills School District
8th 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 Review
 - 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. Printing Word Processor Documents
- III. Spreadsheet Review and the Introduction of Spreadsheet Functions
 - 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. Create Spreadsheet functions
 - i. Statistical/Mathematical functions (SUM, AVG, MIN, MAX, COUNT)
 - ii. Logical functions (IF)
 - iii. Text functions (REPEAT)
 - iv. Date functions (DATE, NOW)
 - v. Reference functions (VLOOKUP, HLOOKUP)

- e. Adding borders and gridlines to spreadsheet layouts (for printing purposes)
 - f. Printing Spreadsheets and Printing Spreadsheet formulas
- IV. Database Applications
- a. Understand the purpose of Databases in today's world
 - b. Recognize terms associated with databases (field, record, sort, filter)
 - 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. Sort records to achieve desired results
 - i. Alphabetically (ascending or descending)
 - ii. Numerically (ascending or descending)
 - f. Filtering records to obtain a specific list of records
 - i. Understanding the components of a filter (field, comparison, compare to)
 - ii. Filter to find specific items
 - iii. Filter to omit specific items
 - iv. Filter to find a range of items
 - g. Printing a database list, form and/or form design.
- V. Web Page Design Introduction
- a. Principles of Desktop Publishing (as applied to web design)
 - i. Six questions you must ask yourself before beginning a 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 Publisher to design a web page
 - i. Choosing a color scheme (font color, background color, hyperlink color)
 - ii. Adding new pages to an existing site
 - iii. Adding and editing Clipart, WordArt, AutoShapes, Photographs and other types of visual media
 - iv. Using text boxes and tables
 - v. Inserting Hyperlinks
 - vi. Inserting Java source code into a blank page for basic interactivity