

**Education Technology
Objectives
Grades 6, 7, and 8**

Grade 6

Objectives:

- » Use basic word processing functions
- » Introduce & reinforce keyboarding skills and keyboarding posture
- » Search for information on the Internet, use online resources
- » Internet Safety
- » "Computer History"

Exit Skills:

- » Can type at least 15 wpm with the keyboard covered
- » Locates resources on the Internet
- » Aware of some Internet safety issues (IM, chat, privacy)

Grade 7

Objectives:

- » Use Word and Publisher to create special-purpose documents for projects
- » Introduce PowerPoint as a presentation tool and develop advanced PowerPoint projects
- » Evaluate the quality of on-line content
- » More Internet Safety
- » Introduce Spreadsheets and introduce formulas in Spreadsheets
- » Use advanced word processing functions
- » Introduce Databases as an organization tool
- » Search for information on the Internet, use online resources
- » Internet Safety

Exit Skills:

- » Can type at least 35 wpm with the keyboard covered
- » Can create PowerPoint presentations
- » Can import data from the web into a word processing document
- » Can identify sources of on-line data
- » Can identify on-line safety issues

Grade 8

Objectives:

- » Introduce functions and charting/graphing in Spreadsheets
- » Merge spreadsheets & charts into word processing documents
- » Use advanced word processing functions
- » Introduce Databases functions such as Sorting and Filtering to create reports
- » Introduce use of digital camera to create images
- » Introduce Publisher web design software
- » Computer Ethics, more safety, more Internet history

Exit Skills:

- » Can type 45 wpm with the keyboard covered
- » Can create and manipulate digital images
- » Can critically evaluate Internet resources and correctly identify potential bias
- » Student is aware of ethical issues such as copyright protection, privacy, and on-line safety