

# Computer Technology – 1st Quarter



## 6th Grade

Internet Basics Bee: Terms and techniques used to successfully surf the internet followed by a fun internet scavenger hunt.

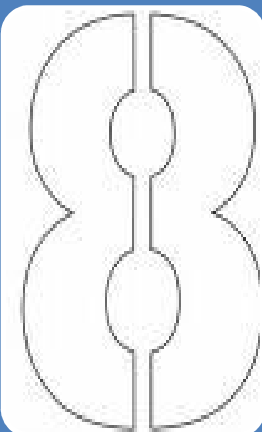
Parts of the Computer: Understanding the basic hardware components of the computer.

Microsoft Word: Word processing is the use of computer software to enter and edit text. When using MicroSoft Word, you can easily create and edit documents such as letters and reports. In class we will review the basics but work on learning more complex skills to create detailed and graphically pleasing documents.



## 7th Grade

- Internet Review - Scavenger Hunt
- Microsoft Word - We will review old skills and add new, more complex skills to our portfolio.
- Microsoft Power Point - Again, we will expand on PowerPoint basics and then create and enhance our skills by working with visual basics like tables, charts and Smart Art.



## 8th Grade

Internet Review - Scavenger Hunt

Review Microsoft PowerPoint and Word by collaborating with core classes to complete projects.

Microsoft Excel - Review and enhance skills in working with single and multiple spreadsheets.