

Golden Hills School - Middle School Computer Goals

Sixth Grade:

I. Computer Software

A. Word for Windows

- 1. Use MLA documentation style for papers**
- 2. Change the margin settings and line spacing in a document**
- 3. Use a header to number pages of a document**
- 4. Use footnotes in a research document**
- 5. Count the words in a document**
- 6. Proof and revise a document**
- 7. E-mail a copy of a document**
- 8. Use Word's Help to answer questions**
- 9. Use spell check, grammar check, thesaurus to improve document**
- 10. Use text boxes within document**
- 11. Insert a Word table, enter data into the table, and format the table within a document**
- 12. Insert clip art into a document**
- 13. Use the Research task pane to locate information**
- 14. Identify the components of a business letter**
- 15. Use print preview to view and print a document**
- 16. Create spirit posters as a project**
- 17. Use Mail Merge option to create mailing address labels**

B. Excel for Windows

- 1. Describe the Excel Worksheet**
- 2. Enter text and numbers**
- 3. Use the AutoSum button to sum a range of cells**
- 4. Copy a cell to a range of cells using the fill handle**
- 5. Format a worksheet**
- 6. Use formulas to calculate values**
- 7. Sort data**
- 8. Create a 3-D Clustered column chart**
- 9. Use the AutoCalculate area to determine statistics**
- 10. Use Excel's Help to answer questions**
- 11. Use Excel Worksheet in Word for Mail Merge tasks**

C. Access for Windows

- 1. Describe databases and database management systems**
- 2. Create a database**
- 3. Create a table and add records**
- 4. Close a table**
- 5. Close a database and quit Access**
- 6. Open a database**
- 7. Create and use a simple query**
- 8. Create and use a simple form**
- 9. Create and print a custom report**
- 10. Understand the concepts of primary and foreign key**

D. Power Point

- 1. Create a power point presentation**
- 2. Create slides**
- 3. Create transitions between slides**
- 4. Add text**
- 5. Add titles**
- 6. Insert photos**

E. Adobe Photoshop

- 1. Save files as (.jpg, .jpeg, .jpf)**
- 2. Crop photos**
- 3. Enhance photos**
- 4. Use layers**
- 5. Use magic eraser tool**
- 6. Cut, Copy, and Paste**
- 7. Modify colors, shapes, resolution**

F. Internet Safety

- 1. Learn to navigate school website**
- 2. Identify personal and private information**
- 3. Protect private identity information**
- 4. Learn email etiquette**
- 5. Identify spam**

Seventh Grade:

II. Computer Software

A. Word for Windows

- 1. Use MLA documentation style for papers**
- 2. Change the margin settings and line spacing in a document**
- 3. Use a header to number pages of a document**
- 4. Use footnotes in a research document**
- 5. Count the words in a document**
- 6. Proof and revise a document**
- 7. E-mail a copy of a document**
- 8. Use Word's Help to answer questions**
- 9. Use spell check, grammar check, thesaurus to improve document**
- 10. Use text boxes within document**
- 11. Insert a Word table, enter data into the table, and format the table within document**
- 12. Insert clip art into a document**
- 13. Use find and replace options**
- 14. Use language option**
- 15. Use Show Hide button to aid in formatting issues with documents**
- 16. Use the Research task pane to locate information**
- 17. Identify the components of a business letter**
- 18. Use print preview to view and print a document**
- 19. Create spirit posters as a project**
- 20. Use Mail Merge option to create mailing address labels**

B. Excel for Windows

- 1. Describe the Excel Worksheet**
- 2. Enter text and numbers**
- 3. Use the AutoSum button to sum a range of cells**
- 4. Copy a cell to a range of cells using the fill handle**
- 5. Format a worksheet**
- 6. Use formulas to calculate values**
- 7. Sort data**
- 8. Create a 3-D Clustered column chart**
- 9. Use the AutoCalculate area to determine statistics**
- 10. Use Excel's Help to answer questions**
- 11. Enter formulas using the keyboard and Point mode**
- 12. Apply the AVERAGE, MIN, and MAX functions**
- 13. Verify a formula using the Range finder**
- 14. Add conditional formatting on a range of cells**
- 15. Change the width of a column and the height of a row**
- 16. Display and print the formulas version of a worksheet**
- 17. Use Excel Worksheet in Word for Mail Merge tasks**

C. Access for Windows

- 1. Describe databases and database management systems**
- 2. Create a database**
- 3. Create a table and add records**
- 4. Close a table**
- 5. Close a database and quit Access**
- 6. Open a database**
- 7. Create and run queries**
- 8. Create and use a simple form**
- 9. Create and print a custom report**
- 10. Include fields in design grid**
- 11. Create and use parameter queries**
- 12. Use compound criteria in queries**
- 13. Sort data in queries**
- 14. Join tables in queries**
- 15. Perform calculations in queries**
- 16. Use grouping in queries**
- 17. Create crosstab queries**
- 18. Understand the concepts of primary and foreign key**

D. Power Point

- 1. Create a power point presentation**
- 2. Create slides**
- 3. Create transitions between slides**
- 4. Add text**
- 5. Add titles**
- 6. Insert photos**

E. Adobe Photoshop

- 1. Save files as (.jpg, .jpeg, .jpf)**
- 2. Crop photos**
- 3. Enhance photos**
- 4. Use layers**
- 5. Use magic eraser tool**
- 6. Cut, Copy, and Paste**
- 7. Modify colors, shapes, resolution**

F. Internet Safety

- 1. Learn to navigate school website**
- 2. Identify personal and private information**
- 3. Protect private identity information**
- 4. Learn email etiquette**
- 5. Identify spam**

Eighth Grade:

Word for Windows

- Create a resume using Word's Resume Wizard
- Use print preview to view and print a document
- Collect and paste using the Clipboard task pane
- Format paragraphs and characters
- Remove formatting from text
- Identify the components of a business letter
- Insert the current date
- Create and insert an AutoText entry
- Insert a Word table, enter data into the table, and format the table
- Work with smart tags
- Modify file properties

PowerPoint

- Add a slide and create a closing slide on the outline tab
- Create text slides with multi-level bulleted lists on the Outline tab
- Save and review a presentation
- Insert and move clip art and change its size
- Add a header and footer to outline pages
- Animate clip art
- Add an animation scheme and run an animated slide show
- Print a presentation outline
- E-mail a slide show from within PowerPoint

Excel

- Enter formulas using the keyboard and Point mode
- Recognize smart tags and option buttons
- Apply the AVERAGE, MAX, and MIN functions
- Verify a formula using Range Finder
- Format a worksheet using buttons and commands
- Add conditional formatting to a range of cells
- Change the width of a column and height of a row
- Check the spelling of a worksheet
- Preview how a printed copy of the worksheet will look
- Print a partial or complete worksheet
- Display and print the formulas version of a worksheet
- Use a Web query to get real-time data from a Web site
- Rename sheets in a workbook
- E-mail the active worksheet from within Excel

Access

- Create and run queries
- Print query results
- Include fields in the design grid
- Use text and numeric data in criteria
- Create and use parameter queries
- Save a query and use the saved query; use queries to update records
- Use compound criteria in queries
- Sort data in queries
- Join tables in queries
- Perform calculations in queries
- Using grouping in queries
- Create crosstab queries
- Add, change, and delete records
- Search for records
- Filter records
- Update a table design
- Format a datasheet

Adobe Photoshop Elements:

- Save files as (.jpg, .jpeg, .jpf)
- Crop photos
- Enhance photos
- Use layers
- Use magic eraser tool, red eye removal, clone, healing brush, marquee tool
- Cut, Copy, and Paste
- Modify colors, shapes, resolution
- Adjust lighting levels, rotate image, resize picture

FrontPage:

- Create new web page and link to three to four pages
- Buttons: create, link, make background transparent, modify template buttons
- Bookmarks: create, hyperlink
- Insert pictures and hyperlinks