

Middle School Computer Literacy



Mr. Samek
Computer Literacy
Grade 6, 7, 8

Transition Goals

Each year students will build on skills from the previous year.

Students will learn advanced techniques in PowerPoint, Excel, Word, Publisher and Web Page Design.

Grading system

All projects and quizzes are weighted equally.

Course outline

Microsoft PowerPoint

- Inserting Text
- Inserting Pictures
- Animations
- Transitions
- Hyperlinks

Microsoft Excel

- Formatting
- Graphs
- Formulas
- Calendars
- Schedules

Microsoft Publisher

- Brochures
- Menus

Microsoft Word/Keyboarding

- Keyboarding skills
- Proper Seating Position
- Formatting text

Parts of a Computer

- CAD - Designing Floor Plans
- Computer History
- Internet Safety
- Impacts of Technology
- Online projects/ research
- Web Page Design

Engineering

- Designing to specifications
- Using software to design a CO₂ powered vehicle
- Using the printed templates, use physical technology to create the designed CO₂ powered vehicle

