



SIXTH GRADE Learning Objectives for **Computer Technology**



BASIC OPERATIONS

The learner will

- recognize when the case and monitor are in their different power options, e.g., on, off, sleep mode, power saving mode.
- explain and demonstrate the correct procedures for turning on and shutting down a computer system.
- name the parts of the computer system and describe the purpose of each, e.g., input, output, storage.
- recognize the hardware inside of the case, e.g., motherboard, hard disk, microprocessor.
- print a file to a specific printer.
- explain the advantages and disadvantages of ink-jet and laser printers.
- develop appropriate computer vocabulary, e.g., icons, desktop, taskbar, program.
- describe the basic caring required for a computer, e.g., liquids, dirt, gentleness with the keyboard.
- describe the many uses of a computer in everyday life and recognize how computers can be used as a tool in other subject areas, e.g., graphing.
- start, end, minimize, maximize, resize and tile program windows.
- describe the different sizes of computers, e.g., desktop, laptop, palmtop, and explain the advantages and disadvantages of each.
- use the clipboard within a program and between programs.
- take screen captures and insert them into presentations or documents.
- recall the memory hierarchy, e.g., bytes, kilobytes, etc.
- scan photos and recognize the standard photo format (.jpg).

FILE MANAGEMENT

The learner will

- save a file with a proper file name in their folder using correct naming technique.
- develop a folder hierarchy to stay organized electronically.
- create an organized file hierarchy from an existing unorganized folder of files.
- retrieve a file from their folder hierarchy.
- explain the difference between Save and Save As and give sample scenarios of when each should be used.
- explain the advantages and disadvantages of hard disks, floppy disks, CD ROM disks and memory sticks.
- recognize the file icons and associate the icons with the related software.
- copy a file from the shared folder on one machine to their individual file hierarchy.
- understand the importance of the Read Only property and set and remove accordingly.

INTERNET

The learner will

- understand the basic composition of the Internet and recognize its vast and diverse nature.
- identify that not all websites are credible and begin to develop a sense of what constitutes a credible website.
- name the parts of the web browser window.
- add favorites.
- visit a website from the history list.
- visit a website by typing in the address.
- navigate through a website.
- list popular search engines.
- use a search engine for a search with Boolean operators.

KEYBOARDING

The learner will

- follow the rules of correct keyboarding technique, e.g., sit up straight, don't watch your hands.
- touch-type a minimum of 25 words per minute.
- recognize the use of special keys, e.g., tab, CAPS LOCK, Num Lock.



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WORD PROCESSING

The learner will

- explain what each of the main icons on the standard and formatting toolbars are used for.
- word process documents with multiple pages.
- apply advanced features of headers and footers to documents, e.g., custom page numbers, path and filename.
- explain and use proper character spacing and punctuation rules.
- change line spacing within a paragraph or within an entire document.
- center, left-align and right-align text.
- move efficiently through a document using the special keys, e.g., End, Page Up.
- use backspace and delete keys to fix errors and recognize the difference in their functions.
- recognize the two modes of word processing and how to toggle between them (insert key).
- use font attributes, e.g., bold, italics and underline.
- use the Format Painter icon efficiently.
- use the clipboard to cut, copy and paste text.
- insert a clip art into a document and apply correct wrapping techniques to the graphic.
- use the tools on the drawing toolbar, e.g., WordArt, AutoShapes, TextBoxes.
- use the clipboard editor to manage multiple data selections.
- turn toolbars on and off, float and anchor toolbars.
- recall and use popular keyboard shortcuts, e.g., Control+2, Control+A, Control+Enter.
- understand hard and soft returns and hard and soft page breaks.
- customize bullets.
- apply borders.
- use the search and replace function.
- formulate the habit of proof reading, print previewing and spell checking on screen before printing.

PRESENTATIONS

The learner will

- identify the parts of the Microsoft Power Point screen.
- recall that there are other presentation programs on the software market besides Power Point.
- recognize the use of most of the icons on the standard, formatting and picture toolbars.
- recognize and understand the five views in Power Point.
- insert new slides and create a presentation.
- plan a presentation.
- change the slide layout and add placeholders where desired.
- apply slide designs to a presentation and customize designs to suit own preferences.
- recognize the differences between presentation programs and word processing programs.
- apply animations in a professional manner.
- apply transitions.
- differentiate between animations and transitions.
- move slides within a presentation.
- add and delete slides in an existing presentation.
- group and layer objects.
- align objects using the layout guides and snap to grid feature.
- use custom colors and fill effects.
- create and modify tables, e.g., insert rows, merge cells, shade cells.
- insert graphics (both clip-art and pictures).
- apply headers and footers.
- apply automatic timings and recognize the advantages and disadvantages of using timings.
- create organizational charts.
- create graphs and modify the graph properties, e.g., scale, font size, legend placement.
- use the pen feature when presenting.
- understand and use the Style Checker to ensure visual consistency.
- recognize and use features of effective presentation style in terms of content and delivery, e.g., speak slowly, loudly and clearly, use minimum size 20 font for the body of presentations.