



SEVENTH GRADE Learning Objectives for **Computer Technology**



BASIC COMPUTER 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.
- understand the four functions of a computer system
- understand how information and communication technology affect almost every aspect of life: home, airport, factory, distribution centers, supermarkets, lighthouses, newspaper, weather office, police.
- recognize the sizes and common uses of personal computers.
- develop an appropriate computer vocabulary.
- develop an appropriate file naming scheme based on the InterCap file naming method.
- understand file name extensions and be able to recognize different file types based on their extensions.
- convert a file to a PDF file.
- understand the importance of .RTF files for home computing compatibility.
- understand the Read Only file property.
- clean a mouse.

STORAGE DEVICES AND MEMORY

The learner will

- recognize the advantages and disadvantages of hard disks, floppy disks, CD ROMs & memory sticks.
- understand floppy disk care.
- learn the differences between CDR & CDW and be able to determine which is best to use in different scenarios.
- recognize the importance of frequent saving.
- recognize the importance of backing up important data to a minimum of two permanent storage locations.
- learn how to correctly use memory sticks and burn data onto CDs.
- understand the difference between temporary (RAM) and permanent (hard disk) memory.
- understand the memory hierarchy (bits, bytes, kilobytes, megabytes, gigabytes).
- determine how much temporary and permanent memory a PC has.

PRINTING BASICS

The learner will

- recognize and set the default printer.
- choose different printers for target printing.
- load paper into the printers correctly.
- print a single page or page range.
- understand the difference between print cartridges and toners.
- understand the advantages and disadvantages of ink-jet and laser printers.
- understand the common causes of printer malfunction (offline).

FILE MANAGEMENT

The learner will

- create folders and subfolders in order to effectively organize his or her files for quick retrieval.
- organize pre-existing files into a proper file hierarchy.
- know the four methods of using the clipboard.
- use the Control & Shift keys for multiple file selection.
- move files from a shared folder on one computer to his or her own folders.



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HARDWARE OPERATION

The learner will

- scan a photo.
- take a photo with a digital camera and transfer the image files onto the computer.
- understand the general physical care of a computer.
- recognize the hardware components inside of a case, e.g., motherboard, microprocessor, power supply, RAM.

SOFTWARE TYPES

The learner will

- recognize the various operating systems in existence.
- understand the role of operating system software.
- differentiate between software packages and their associated uses.
- recognize the importance of .pdf (Adobe Acrobat reader) files and convert files into .pdf files.

SCREEN CAPTURES

The learner will

- demonstrate the three methods of performing a screen capture.
- insert a screen captured into a document or presentation.
- save a screen capture as a .jpg file.

IMAGE EDITING

The learner will

- understand pixels and screen resolution settings.
- save an Internet image correctly.
- convert image files.
- crop image.
- rotate images.
- recognize the importance of ratio management and resize images.

WORD PROCESSING ESSENTIAL SKILLS

The learner will

- recognize the difference between Save and Save As and know when to use each appropriately.
- change fonts style, font color, font attributes.
- understand Insert & TypeOver editing modes.
- understand and effectively use delete and backspace.
- use utilities, e.g., spell checkers, grammar checkers.
- use search and replace.
- insert graphics: customize wrapping and picture properties, cropping.
- set margins, alignments and justification.
- set page layout options, e.g., orientation, vertical alignment.
- set line spacing options.
- use format painter.
- insert headers and footers.
- use the Drawing Toolbar icons, e.g., WordArt, AutoShapes.
- develop the habit of proof reading, editing on-screen and using Print Preview to emulate the “perfect the first time” printing philosophy.



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INTERNET BASICS

The learner will

- understand how the Internet works.
- use Boolean search techniques to refine Internet searches.
- add favorites.
- recognize the use of the history list.
- identify the Internet Explorer icons and understand their uses.
- understand domains, top-level domains, mail servers.
- understand the risks involved on the Internet, e.g., fraud, theft.
- use correct Internet vocabulary, e.g., FAQ, virus, newbie, ISP, hacker, e-commerce, filtered, modem.
- understand the importance of ethical behavior on the Internet.
- identify reputable URLs and develop judgment for Internet credibility.

E-MAIL BASICS

The learner will

- create a signature.
- understand the relevance and use of TO, CC & BCC.
- attach files.
- create folders within their email to stay organized and filter e-mail.
- create group and individual contact quick names.
- block a user.
- add a domain to their safe list.
- use net etiquette, e.g., spam, descriptive subject lines, emoticons.

GENERAL WEBSITE KNOWLEDGE

The learner will

- understand the difference between webpages and websites.
- understand website file hierarchy.
- recognize the two types of picture file formats that can be used on websites.
- recognize the various software types that can be used to create websites
- give credit for borrowed text or pictures on websites.
- recognize the qualities that make good and poor webpages.

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HTML

The learner will

- write HTML code to produce websites which include: hyperlinks and setting the colors of various links, font styles and colors, heading sizes, horizontal lines, adding images, ordered and unordered lists, tables, mail hyperlinks, paragraph breaks.
- understand the HEAD and BODY sections of a webpage.
- understand the opening and closing tag structure.
- save HTML files via a text editor.
- view HTML files in Internet Explorer.

MICROSOFT FRONT PAGE

The learner will

- recognize the icons on the Front Page window.
- understand the different views and use each appropriately.
- turn on and off the Folders List.
- use shared borders, link bars, automatic date insertion, themes, marquees, bookmarks.
- understand the importance of invisible tables and aligning pictures and text properly.
- perform image editing in Front Page such as resizing photos, making photos transparent, adding text to photos and inserting hotspots.
- perform a web-test report and give feedback on a classmates website.
- perform a self-evaluation of their website and correct errors.
- create several websites with certain specifications.
- create individualized webpages which display creativity.
- use form objects to capture audience information: text boxes versus text areas, check boxes versus option buttons, drop down lists, submit and reset buttons.
- use frames effectively and understand their limitations.

KEYBOARDING

The learner will

- understand the importance of ergonomic conditions when using a computer and follow the rules of correct keyboarding technique.
- touch-type a minimum of 30 words per minute.
- recognize and use the special keys, e.g., tab, CAPS LOCK, Num Lock.



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RESOURCES

Megabyte, Chapters 4, 5, 6, 7, 8, 9
Computers in Everyday Life worksheets
File Compatibility, Extensions and PDF worksheets
ICT At Various Places I & II worksheets
Memory worksheets
Zipping Files theory sheet
Printer Advantages and Disadvantages chart
File and Folder Management worksheet
Parts of the PC worksheet
File Compatibility, Extensions and PDF worksheet
Computers in Everyday Life worksheet
Screen Captures theory sheet
Working with Image Files theory sheet
Inserting a Graphic theory sheet
MS Word Screen Identification worksheet
Headers and Footers worksheet
Internet Theory worksheets
Hackers movie
relevant current articles
Email Tips & Tricks theory worksheets
How Much Do I Know Already? worksheet
HTML theory worksheets
Microsoft Front Page Icon Identification worksheet
Setting up the Web Structure worksheets
Refinements worksheets
Final Fun Touches theory sheets
More Refinements theory sheet
Frames theory sheets
keyboarding manual