Computer Solutions
2018 – 2019

Office Applications
- Word
- Excel
- PowerPoint
- Outlook
- OneNote
- Access
- Publisher

Internet Safety

Ms. Penny Friend
## Two Weeks
### Class Procedures
- Computer Systems

### Mastering Basic Computer Operations
- Maintaining Computer System

### Mastering Keyboarding Skills

### Time Frame | Unit Titles/Content | Objectives (Competencies) to be included from Virginia Department of Education | Notes
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**Demonstrating Keyboarding Skills** | • Competencies from Keyboarding 6150 will be practiced throughout the semester. | Use of MicroType®4 software, proper keyboarding technique, and home row keys

### Seven Weeks
### Microsoft Word

#### Solving Problems, Using Word Processing Software

| Week | • Class Procedures and Course Objectives | • Make introductions, rules, class procedure | - Class rules, Computer/Internet use rules, introduction of students
- Course objectives
- A to Z Words You Know About Computers
- Parts of the computer booklet, word search or puzzle with vocab words, match picture with vocab word
- Uses of WP and kinds of WP
- Toolbars
| Week 1 | • Parts of the Computer System | • Identify ways Word Processing software can used to solve problems. | - Opening Closing, Printing and Saving Files
- Introduction to Journals
- Delete, Backspace, Overtype
- cut/copy/paste, drag-and-drop
| Week 2 | • Learning about the Desktop | • Analyze a problem to determine the word processing skills needed for a solution. | - Bold, italics, underline
- single and double spacing
- fonts, point size, color
- landscape vs. portrait
| Week 3 | • Toolbars | • Apply word processing skills to solve a problem. | - hanging, left, first line
- lists using bullets/numbers
**Embedded Activity-Review Techniques, hand position**
| Week 4 | • Windows | | - Type documents and correct using these features
- Name Acronym
<p>| Week 5 | • File Management | | |</p>
<table>
<thead>
<tr>
<th>Week 6</th>
<th>• Tables</th>
<th>Solving Problems, Using Spreadsheet Software</th>
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<tr>
<td>Week 7</td>
<td>• Letters, Memos</td>
<td>- Schools in tables</td>
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<td>- class schedule</td>
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<td>- Formal and Informal</td>
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<td>Three Weeks</td>
<td><strong>Microsoft Excel</strong></td>
<td><strong>Solving Problems, Using Spreadsheet Software</strong></td>
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<tr>
<td>Week 8</td>
<td>• Creating Spreadsheets</td>
<td>- Purposes of spreadsheets</td>
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<td>• Formatting Spreadsheets</td>
<td>- Different kinds of spreadsheets</td>
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<td></td>
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<td>- How it looks</td>
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<td>- How to move around</td>
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<td>- workbooks, and worksheets</td>
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<td>Week 9</td>
<td>• Using Formulas</td>
<td>- Copying and moving data</td>
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<td>- Inserting rows and columns</td>
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<td>- formatting text</td>
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<td>- aligning text</td>
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<td>Week 10</td>
<td>• Creating Charts</td>
<td>- Formatting numbers</td>
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<td>- mathematical symbols</td>
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<td>- performing calculations</td>
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<td>One Week</td>
<td><strong>Computer Maintenance</strong></td>
<td><strong>Solving Problems Relating to Computer Maintenance</strong></td>
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<td>Week 11</td>
<td>✓ Caring for your workstation</td>
<td>- safety precautions</td>
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<td>✓ Computer Viruses</td>
<td>- cleaning and caring for computer</td>
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<td>- ABC’s of caring for computer</td>
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<td>- Anti-virus software</td>
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<td>One Week</td>
<td><strong>Internet Skills</strong></td>
<td><strong>Solving Problems, Using Telecommunications (communicating through Networks and Telecommunications)</strong></td>
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<td>Week 12</td>
<td>✓ Using the Internet to find Information</td>
<td>- Search Engines</td>
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<td>- Performing searches</td>
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<td>- Search for websites</td>
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<td>One Week</td>
<td><strong>Internet Skills</strong></td>
<td><strong>Solving Ethical and Security Problems Relating to Computers</strong></td>
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<td>Week 13</td>
<td>✓ <strong>Appropriate Use of the Internet</strong></td>
<td>- Security and copyright issues</td>
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<td>✓ Inet Safety</td>
<td>- Confidentiality</td>
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<td>- Copying software</td>
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<td>- Copying music CD’s</td>
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<td>- Copying info off the net</td>
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<td>Inet safety driver’s license</td>
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## One Week
**Advances in Technology**

**Week 14**
- **✓ What’s New in Technology**
- Identify emerging technologies available to solve problems.
- Research ways new technologies are being used to solve problems.

### Exploring Emerging Technologies

- What’s new?
- What’s in the future?
- Report on new technology
- What’s the most important advancement?

## One Week
**Microsoft Access**

**Week 15**
- Using a Database
- Creating a Database
- Identify ways database software can be used to solve problems.
- Analyze a problem to determine the database skills needed for a solution.
- Apply database skills to solve a problem.

### Solving Problems, Using Database Software

- Purpose of database software
- Kinds of software
- How the screen looks
- How to enter data
- How to print reports

**Embedded Activities**
- Link to tables and spreadsheets

## Two Weeks
**Desktop Publishing Using Microsoft Word**

**Week 16**
- Using Desktop Publishing as a Visual Tool
- Identify ways Word Processing software can be used to solve problems.
- Analyze a problem to determine the word processing skills needed for a solution.
- Apply word processing skills to solve a problem.

### Using Desktop Publishing to solve word processing problems

- Why is a visual tool effective?
- Inserting clipart using clips online
- Formatting graphics
- WordArt
- Drawing Toolbar
- Columns
- Textboxes

**Week 17**
- ✓ Designing Effective documents

- Creating flyers, newsletters, and handouts
- Effective use of color, fonts, and graphics

**Embedded Activity:** Review changing fonts and colors

## One Week
**Projects**

**Week 18**
- ✓ Complete a Project demonstrating skills learned
- Build team skills
- Identify a problem.
- Examine alternative solutions.
- Select solution.
- Evaluate the outcome of the solution.

### Solving Problems Independently and in Groups

- Search and report
- Letter and graph
- Group project (allow students options to pick)