

6th Grade Technology Skills

Computer Literacy	Computer Safety	Keyboarding
<ul style="list-style-type: none"> • Log in & off • Start computer & shut down • H: and P: and S: drives • Making folders • Save As vs Save • Retrieving docs • Using Menu ribbons • Using keyboard shortcuts • Right click for more options • Copyright definition 	<ul style="list-style-type: none"> • No names or personal info • Advertisements & pop-ups • Mt. Pleasant AUP • At school: no email/IM/chat • Vocab: <ul style="list-style-type: none"> ○ Filter ○ Firewall ○ Spam ○ popup 	<ul style="list-style-type: none"> • Goal: By the end of the school year, 20 wpm, 90% accuracy, don't look @ keyboard • Typing technique stressed • NOT looking @ keyboard • Accuracy and speed • Text: Ellsworth Publishing, Keyboard Short Course
MS Word 2007	MS Excel 2007	MS PowerPoint 2007
<ul style="list-style-type: none"> • Continue with 5th grade menus • Insert toolbar: <ul style="list-style-type: none"> ○ Text boxes • Home toolbar: <ul style="list-style-type: none"> ○ Line spacing ○ Bullets & numbering • Review toolbar: <ul style="list-style-type: none"> ○ Thesaurus ○ Spelling & Grammar 	<ul style="list-style-type: none"> • Create a simple spreadsheet • Sort data • Basic formulas (add/subtract/multiply) • Use Chart Wizard to create simple chart <ul style="list-style-type: none"> ○ Add a title ○ Add x & y axis labels • Column, bar, line, pie charts 	<ul style="list-style-type: none"> • Insert a new slide • Choose layout • Insert a picture • Change font & size • Add background (color/texture) • Change Slide Design • Slide Transitions, timing, & looping • Bibliography slide • Run slideshow
Digital Images	Research Skills	Web 2.0 Skills
<ul style="list-style-type: none"> • Save to folder • Print Screen • Insert into Word & PowerPoint • Photo Editing <ul style="list-style-type: none"> ○ Crop ○ Format ○ Resize (click & drag) ○ Photo effects 	<ul style="list-style-type: none"> • Google Safe Search <ul style="list-style-type: none"> ○ Keywords & narrowing search ○ Evaluate web sites • Cite sources <ul style="list-style-type: none"> ○ Name of site ○ url • Create a bibliography 	<ul style="list-style-type: none"> • Create an account • Save and retrieve project at a later date • Use Internet safety techniques (1st name only or Internet code name, no photos) • Create appropriate projects (G-rated) • Use appropriate presentation skills (spelling, bibliography, etc.) <p>Sites used: Linolt, Glogster, Voki, wiki, kidblog, Google Earth, cartoon sites, avatars, Animoto, VoiceThread, etc.</p>