

7 Tech: Software Applications

Content Area: **Technology**
Course(s): **Technology Education 7**
Time Period: **Marking Period 2**
Length: **6 days**
Status: **Published**

Established Goals/Standards

TEC.5-8.8.1.8.A	Technology Operations and Concepts
TEC.5-8.8.1.8.A.1	Create professional documents (e.g., newsletter, personalized learning plan, business letter or flyer) using advanced features of a word processing program.
TEC.5-8.8.1.8.A.2	Plan and create a simple database, define fields, input data and produce a report using sort and query.
TEC.5-8.8.1.8.A.3	Create a multimedia presentation including sound and images.
TEC.5-8.8.1.8.A.4	Generate a spreadsheet to calculate, graph and present information.
TEC.5-8.8.1.8.A.5	Select and use appropriate tools and digital resources to accomplish a variety of tasks and to solve problems. The use of technology and digital tools requires knowledge and appropriate use of operations and related applications.

Essential Questions

- How can interdisciplinary projects be presented?
- how has the use of digital tools improved opportunities for communication and collaboration?

Enduring Understanding

- Digital tools allow for communication and collaboration anytime/ anyplace worldwide.

Content

- Copy, paste, and paste special graphs, including pie, line, bar, and other types of graphs
- Create a multimedia presentation
- Create, organize and manipulate shortcuts.
- Demonstrate proper keyboarding techniques.
- Review basic spreadsheet processes such as rows, cells, columns / insert, delete and rename sheets / add text, borders, backgrounds, and clipart / formulas and functions / sum and average / minimum and maximum count
- Select and use appropriate tools and digital resources to accomplish a variety of tasks and to solve problems.
- Use graphic organizers to create, construct, or design an grade-appropriate document or project.

Resources

- Database for Elementary
- Learning Word
- Microsoft Tutorials
- United Streaming
- Web 2.0