6th Grade Computer Applications

Content Area: **Technology**
Course(s): **Generic Course, Computers**
Time Period: **Generic Time Period**
Length: **30 Days**
Status: **Published**

Transfer

Students will be able to independently use their learning to...

1. Use their Touch Typing Technique to type up assignments for all subject areas
2. Demonstrate an understanding of informational reading on the Internet and independently using the cursor to explore menu options in various software
3. Use the appropropriate application to create a story
4. Use Microsoft Excel to enter data, create a chart, and analyze data
5. Use Excel or Google Sheets to create a database to use and sort data
6. Develop computer competency and transfer this skill to any electronic device
7. Utilize responsible and safe use of online resources
8. Use Copyright and Fair Use Guidelines

For more information, read the following article by Grant Wiggins.

http://www.authenticeducation.org/ae_bigideas/article.lasso?artid=60

Meaning

Understanding

Students will understand...

1. how to demonstrate an understanding and apply using the Home Row or Touch Typing Technique
2. how to navigate on the desktop and applications
3. basic computer vocabulary and computer skills such as copy/paste versus cut and paste, etc.
4. how to choose an appropriate application for a particular type of assignment
5. how to navigate through and create files in Google Classroom and Google drive
6. how to create files in their Google Drive and how to share it with either a peer or the Teacher
7. how to navigate through various applications by hovering their cursor over different menus in order to independently explore the menu options
8. how to demonstrating an understanding of online safety and utilize proper Copyright and Fair Use Guildelines
9. how to create a chart and beginning formulas in Excel

10. how to create a database document

Essential Questions

Students will be considering...

1. What rules and regulations need be followed in the computer lab in order to become responsible digitial citizens?
2. What applications are best to use when creating reports or stories?
3. What applications allow you to input and analyze data? What do you need to create in order to analyze the data?
4. What are the advantages of using Google Docs versus Microsoft Word, Excel, What are the advantages/disadvantages of using Google Docs versus Microsoft software?
5. Why can't you just copy/paste information or pictures from the Internet and call it your own?
6. How do you need to place your hands on the keyboard to utilize the Touch Typing Technique?
7. Why is it important to use the Touch Typing Technique?
8. What specific technology skills will allow you to navigate well through any application?
9. What is informational reading and how can this skill help you explore the Internet?

Application of Knowledge and Skill

Students will be skilled at ...

Students will be skilled at...

1. the touch Typing Technique.
2. naming computer parts and peripherals.
3. navigating their way around the desktop, Google Drive and Google Classroom, and menus in various applications.
4. telling an adult if they are faced with an inappropriate message online.
5. saving files to the the network with the appropriate names.

Academic Vocabulary

Digital Citizenship

password
unique code to access your account

footprint

the digital trail you leave as you use devices

privacy
staying anonymous while you are online

Acceptable Use Policy (AUP)
the school guidelines for using the internet and digital devices

cyber bully
using online tools to frighten, scare or threaten others

digital etiquette
using good manners and positive behavior online

media literacy
understanding how to use multiple sources of information

online troll
a user who is looking to cause trouble and start problems online

appropriate use
using digital tools in a way that helps your learning, knowing what is ok and not ok online

identity theft
when someone uses another person's personal information for bad decisions

personal information
name, address, phone number, birthday

password
unique code to access your account

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the digital trail you leave as you use devices

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staying anonymous while you are online

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Browser
Software used to navigate the Internet.

Word Processing

BOLD
A style of text that makes a letter or word darker and thicker to stand out in a document.

CPU
Central Processing Unit. The brain of the computer.

CURSOR
A moving indicator displayed on a computer monitor that shows a computer operator where the next action or operation will take place.

DELETE
A key used to erase characters.

EDIT
To make changes in a document or presentation.

ENTER
The key used to begin a new line in a word processor.

FONT
The shape and style of text.

GRAPHIC
Images or pictures that are created, edited, or published using a computer.

SELECT
To choose part of a document by clicking and dragging over it with the mouse to choose the text.

HOME ROW
Keys on the keyboard with fingers of the left hand are on A-S-D-F and fingers on the right hand on J-K-L-;

Icons
Symbols or illustrations appearing on the computer screen that indicate program files or other computer functions.

INDENT
To set the first line of a paragraph in from the margin in a word processing document.

LANDSCAPE
The page setup that permits a document to be printed in a horizontal position.

LINE SPACING
The area between lines of text.

PASTE
To insert the last information that was cut or copied into a document.

PORTRAIT
The default page setup that prints the document vertically.

PRINT
To put what is on the computer screen on paper. It creates a paper copy of the document created on the computer.

SAVE
To store information on a disk, hard drive, flash drive, or CD for later use.

SAVE AS
To save a document with a new name or for the first time.

TEXT
the written or printed material on a document.

WORD PROCESSING
Using keyboarding skills to produce documents such as letters, reports, manuals, and newsletters.

Spreadsheet

Spreadsheet

A series of horizontal and vertical lines that make up cells that allow you to input information

Spreadsheet Cell
A box created by the intersection of a horizontal and vertical line. You can put data, pictures, words, etc. in a cell

Cell Reference
Column first, row second. How you name(reference) a cell. Ex: A1

Cell Range
More than one cell. A series of cells. A1-Z2.

Column
Goes up and down. A vertical line.

Row
Goes side to side. Across. A horizontal line.

Formula Bar
The large white box, next to the 'fx' symbol.

Sort
Putting in order. A-Z or Z-A.

Filter
Allows the user to select specific items. A way of specifically pointing out certain items.

Merge
A way of combining two or more cells

Fill Handle
A little box in the bottom right hand corner of a cell that allows you do things

Target 2

SWBAT: Demonstrate personal responsibility for lifelong learning.

| TECH.8.1.8.D.3 | Demonstrate an understanding of fair use and Creative Commons to intellectual property. |
| TECH.8.1.8.D.CS2 | Demonstrate personal responsibility for lifelong learning. |

Target 3

SWBAT: Exhibit leadership for digital citizenship.

| TECH.8.1.8.D.5 | Understand appropriate uses for social media and the negative consequences of misuse. |
| TECH.8.1.8.D.CS3 | Exhibit leadership for digital citizenship. |

Target 1

SWBAT: Students will create and edit a word processing document (MS Word or GoogleDocs) using the

correct formatting tools.

TECH.8.1.8.B.CS2	Create original works as a means of personal or group expression.
TECH.8.1.8.C.CS1	Interact, collaborate, and publish with peers, experts, or others by employing a variety of digital environments and media.
TECH.8.1.8.C.CS2	Communicate information and ideas to multiple audiences using a variety of media and formats.

Target 2

SWBAT: Share and collaborate with other students and their teachers, to edit their documents using Google.

TECH.8.1.8.A.CS2	Select and use applications effectively and productively.
TECH.8.1.8.C.CS1	Interact, collaborate, and publish with peers, experts, or others by employing a variety of digital environments and media.

Target 3

SWBAT: Students will create and edit a word processing document (MS Word or GoogleDocs) using the correct formatting tools.Students will research and discuss the difference between writing their own work versus plagiarizing.

TECH.8.1.8.B.CS2	Create original works as a means of personal or group expression.
TECH.8.1.8.D.3	Demonstrate an understanding of fair use and Creative Commons to intellectual property.

Learning Goal 3: Spreadsheet

Students will create a spreadsheet project (using MS Excel or Google Sheets) that allows them to sort data, create charts, and analyze the data.

TECH.8.1.8.A.4	Graph and calculate data within a spreadsheet and present a summary of the results.

| TECH.8.1.8.A.CS2 | Select and use applications effectively and productively. |
| TECH.8.1.8.B.CS2 | Create original works as a means of personal or group expression. |

Target 1

SWBAT: create a database following a discussion about databases and how to set up the fields.

TECH.8.1.8.A.5	Create a database query, sort and create a report and describe the process, and explain the report results.
TECH.8.1.8.A.CS2	Select and use applications effectively and productively.
TECH.8.1.8.E	Research and Information Fluency: Students apply digital tools to gather, evaluate, and use information.

Target 2

SWBAT: sort the data and use the find function to find a particular name in a databse.

| TECH.8.1.8.A.5 | Create a database query, sort and create a report and describe the process, and explain the report results. |

Target 3

SWBAT: create a spreadsheet in which the project requires them to use formulas to calculate totals and other formula functions.

TECH.8.1.8.A.2	Create a document (e.g. newsletter, reports, personalized learning plan, business letters or flyers) using one or more digital applications to be critiqued by professionals for usability.
TECH.8.1.8.A.4	Graph and calculate data within a spreadsheet and present a summary of the results
TECH.8.1.8.A.CS2	Select and use applications effectively and productively.

Summative Assessment

Rubric for Word Formatting Assignment

Rubric for Wcrd Project

Assessing Touch Typing Technique

21st Century Life and Careers

CRP.K-12.CRP1	Act as a responsible and contributing citizen and employee.
CRP.K-12.CRP2	Apply appropriate academic and technical skills.
CRP.K-12.CRP6	Demonstrate creativity and innovation.
CRP.K-12.CRP11	Use technology to enhance productivity.
CAEP.9.2.8.B.7	Evaluate the impact of online activities and social media on employer decisions.

Formative Assessment and Performance Opportunities

Differentiation/Enrichment

- IEP/504 Modifications
- Self and peer reflection and collaboration
- Small Group Instruction
- Independent review of Video Instruction
- Reveiw and Practice

Unit Resources

Computer Lab Workstations

Internet

Google Classroom and Google Docs

Microsoft Office

Teacher Handouts

Typing Web

Typing Club

 Quia Games

How Stuff Works

Wacky Web Tales

- Desktop computers
- Google Classroom