

# 6th Grade Computer Applications

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

## Transfer

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

[http://www.authenticeducation.org/ae\\_bigideas/article.lasso?artid=60](http://www.authenticeducation.org/ae_bigideas/article.lasso?artid=60)

## Meaning

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## Understanding

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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 Guidelines
9. how to create a chart and beginning formulas in Excel

## 10. how to create a database document

### Essential Questions

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Students will be considering...

1. What rules and regulations need be followed in the computer lab in order to become responsible digital 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

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#### Students will be skilled at ...

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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

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#### 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



footprint

the digital trail you leave as you use devices



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



personal information  
name, address, phone number, birthday

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

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SWBAT: Demonstrate personal responsibility for lifelong learning.

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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

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SWBAT: Exhibit leadership for digital citizenship.

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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

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

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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**

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

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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**

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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.

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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**

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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**

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

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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**

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

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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**

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

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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**

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Rubric for Word Formatting Assignment

Rubric for Word Project

Assessing Touch Typing Technique

## **21st Century Life and Careers**

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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**

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## **Differentiation/Enrichment**

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

## **Unit Resources**

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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