

**Grade 6 Computers**  
**Unit 1: Creating Professional Documents-Microsoft Office Suite**  
**(5 weeks)**

**Targeted Standards**

- 8.1.5.A.1** Select and use the appropriate digital tools and resources to accomplish a variety of tasks including solving problems.
- 8.1.5.A.2** Format a document using a word processing application to enhance text and include graphics, symbols and/ or pictures.
- 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.
- 8.1.12.A.1** Create a personal digital portfolio which reflects personal and academic interests, achievements, and career aspirations by using a variety of digital tools and resources.
- 8.1.12.D.1** Demonstrate appropriate application of copyright, fair use and/or Creative Commons to an original work.

**Rationale and Transfer Goals :**

Creating multimedia documents is a requisite skill for both academic and workplace pursuits. The purpose of this unit is to expose students to the process of creating effective digital media for a specific purpose. This unit requires students to identify audience, propose a design, and execute a plan for creating professional documents. Students will use a variety of software platforms in the Microsoft Office Suite to achieve their goals.

**Enduring Understandings:** What are the most essential conclusions that students should be guided towards throughout this unit?

Selection of technology should be based upon personal needs and/or the requirements of the task.

Technology is a tool that can be used for collecting, organizing, creating, and presenting information.

**Essential Questions:** What are the questions that will guide critical thinking about the content of this unit? Essential questions should, in part, be thought-starters toward the enduring understandings.

How do I choose which technological tools to use and when it is appropriate to use them?

What is the impact of technology on research and communication?			
Content/Objectives		Instructional Actions	
Content <i>What students will know</i>	Skills <i>What students will be able to do</i>	Activities/Strategies <i>How we teach content and skills</i>	Evidence (Assessments) <i>How we know students have learned</i>
<p>Which tasks each of the major MS Office programs can perform.</p> <p>How to create professional-looking documents, presentations, and spreadsheets independently.</p> <p>How to use the following programs in a variety of professional, educational, and personal situations: MS Word, MS Excel, and MS PowerPoint.</p>	<p>Use MS Office programs to design and create the following documents:</p> <ul style="list-style-type: none"> <li>-Business card/letterhead</li> <li>-magazine cover</li> <li>-biography</li> <li>-event tickets</li> <li>-package designs</li> </ul>	<p>Demonstrate and discuss MS Office</p> <p>Complete student project goals</p> <p>Peer collaboration on projects</p> <p>Guided and independent practice</p>	<p>Formative assessment of student progress</p> <p>Summative assessment—quizzes, tests, and student project rubrics</p>
<u>Spiraling for Mastery</u>			
Where does this unit spiral back to other units from this or previous years in order to ensure that students retain mastery of what they've learned?			
Content or Skill for this Unit	Spiral Focus from Previous Unit	Instructional Activity	
Computer basics	GCF tutorial modules	Complete GCF tutorial modules	
MS Office tutorials	Peer collaboration		

**21<sup>st</sup> Century Skills:** What are the [21<sup>st</sup> Century Skills](#) that are a part of this unit, and where are they experienced?

The focus of this unit deals primarily Information, Media, and Technology skills. The process of developing professional documents for a target audience specifically addresses the ICT literacy skills. Students are required to organize a large amount of information and effectively communicate that information using appropriate technology resources.

**Key resources:** What are the resources that are essential for this unit (may also be listed in “Activities/Strategies”)?

Computers with internet access

MS Office suite

LANSchool—for demonstrations and monitoring