

Grade 7 Computers
Microsoft Office Proficiency-Beginner-Intermediate
(9 weeks)

Targeted Standards

- 8.1.2.A.5** Enter information into a spreadsheet and sort the information.
- 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.
- 8.1.8.A.4** Graph and calculate data within a spreadsheet and present a summary of the results
- 8.1.8.A.5** Create a database query, sort and create a report and describe the process, and explain the report results.

Rationale and Transfer Goals :

The purpose of this unit is to provide students of varying experience levels with a set of skills that allows them to create documents, presentations, and spreadsheets using MS Office. MS Office is one of the most common computer applications used in education and business alike; therefore, proficiency in the functions of MS Office are a necessity for all students.

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

Selection of technology should be based on personal and/or career needs assessment.

Technology is constantly changing and requires continuous learning of new skills.

Essential Questions:

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

In a world that is constantly changing, what skills do we need to master?

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>To use the most common MS Office programs.</p> <p>To create documents for printing and sharing.</p> <p>To create and share presentations.</p> <p>To manage and store data in a spreadsheet.</p>	<p>Independent completion of GCF modules</p> <p>Model and discuss elements of MS Office</p>	<p>Formative assessment of student progress.</p> <p>Assessments—Quizzes and final project</p>
<p>Spiraling for Mastery</p> <p>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?</p>			
Content or Skill for this Unit	Spiral Focus from Previous Unit	Instructional Activity	
Basic computer operation skills	Introduction to computers	<p>GCF tutorial lessons</p> <p>Student application and practice</p> <p>Modeling of computer applications</p>	



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

This unit addresses information and media literacy skills through the application and practice of MS Office. Additionally, this unit addresses Life and Career Skills. Students must demonstrate initiative and self-direction as they work to complete the tutorials independently.

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

Computers

Microsoft Office Suite—Power Point, Word, Excel, and Publisher

Internet connection

gcflearnfree.org

Youtube