

GR 4 Unit 3 Software Applications: MS Office Jewel Case Calendar

Content Area: **Technology**
Course(s): **Computer Literacy 8, Computer Literacy 3, Computer Literacy 6, Computer Literacy 7**
Time Period: **Undefined**
Length: **6-8 weeks**
Status: **Published**

Unit Overview

MS Office Calendar to fit in cd jewel case. Take home for gift.

Objectives

Specify skills/information that will be learned

- Students will demonstrate knowledge and skills in Microsoft Word basic & advanced features.
- Students will demonstrate knowledge and skills in Microsoft Excel basic & advanced features.
- Students will demonstrate knowledge and skills in Microsoft PowerPoint basic & advanced features.

Essential Questions

Content

Students will utilize MS Office to create a calendar.

- **MS WORD:**
 - Select and apply word processing software.
 - Use word processing software to demonstrate file functions including creating, modifying, saving, retrieving, and printing documents
 - Demonstrate editing functions including cutting, pasting, importing and exporting text and graphics
 - Apply layout and insert functions including tabs, margins, columns, headers/footers, and tables
 - Apply formatting functions including fonts, sizes, styles, and positioning
 - Apply word processing functions including spell checking
- **MS EXCEL:**

- Select and apply spreadsheet software.
- Demonstrate editing functions including inserting, cutting, pasting, and importing of text into spreadsheets
- Apply formatting functions including fonts, styles, size, and formulas
- Apply layout functions including columns, rows, and sheets
- Demonstrate ability to apply tool functions including sorting, navigating, and searching
- Design and enter common formulas that permit users to analyze spreadsheet data
- **MS POWERPOINT:**
 - Select and apply presentation software.
 - Use presentation software to demonstrate file functions including creating, modifying, saving, retrieving, and printing documents
 - Demonstrate editing functions including cutting, pasting, importing and exporting text and graphics
 - Apply layout and insert functions including tabs, margins, columns, headers/footers, and tables
 - Apply formatting functions including fonts, sizes, styles, and positioning
 - Apply presentation functions including spell checking

Skills

- Students will demonstrate knowledge and skills in Microsoft Word basic & advanced features.
- Students will demonstrate knowledge and skills in Microsoft Excel basic & advanced features.
- Students will demonstrate knowledge and skills in Microsoft PowerPoint basic & advanced features.

Assessments

- Students will create a seven month calendar utilizing 3 different MS Office applications. Two calendars each in MSWord, MExcel, and MSPowerPoint. Users choice for 2.
- Students will evaluate and record different features of each application and determine best/preferred application for project and post with recommendations to blog.
- Students will be evaluated with a rubric.

Lessons/Learning Scenarios

- Demonstrate creation of calendars in each of the applications. Reteach as needed.

- Demonstrate how students can use Microsoft Office Help for additional help with project.

Standards

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.

Resources

- Computers w/Internet access
- Microsoft Office 2007
- Ribbon Hero 2
- Smartboard