



## **Syllabus for 7<sup>th</sup> Grade Computer Applications**

Instructor: Kelly Choplin  
Time: 4<sup>th</sup> period, TTh  
Room: Computer Lab (Room 128)

### **Texts:**

None required. Class will use handouts and online resources as needed. Instructor will use customized projects in addition to the prescribed curriculum purchased through Technology Resource Center.

### **Software in school lab:**

For Internet access: Microsoft Internet Explorer 7.0, Mozilla FireFox 2.0  
For applications: Microsoft Office 2007 (Word 2007, PowerPoint 2007, Excel 2007)  
For operating system: Microsoft Windows XP Professional (operating system).

### **Hardware:**

26 Dell desktop systems with LED monitors  
USB ports and DVD drive

### **Goal:**

To continue enhancing and improving computer skills learned in middle school, including working with a word processor, a spreadsheet program, a presentation program, and the Internet. Upon completion, students should be comfortable with the computer programs often used for higher level school assignments and college projects. Products of this class include, but are not limited to, a budget, a research paper, a data collection project, and multiple presentations.

### **Topics Covered:**

Within 7<sup>th</sup> Grade Computer Applications, students will cover the following topics, using the skills learned to produce class projects:

#### **Operating System (Windows XP Pro)**

1. Identify & work with hardware components.
2. Explore file management techniques (creating, saving, copying, moving, deleting, and backing up files).
3. Examine customization features of the operating system.

# Crossroads Christian School

## 2009-10



### Web Browsers (Internet Explorer, Firefox)

1. Create & organize favorites.
2. Explore Boolean search techniques and search engines.
3. Review copying text and graphic objects from web sites.
4. Review printing options.

### Word Processing Software (Word 2007)

1. Identify Help features.
  - a. To compare commands of older versions of Word with 2007 version.
  - b. To find help on specific topics.
  - c. To find online tutorials and guides from Microsoft's extensive Support area of Microsoft.com.
2. Examine the "tabs, groups, and command buttons" of Microsoft's new Ribbons.
3. Explore ways to save files in various formats in 2007 and to convert files created in other word processing packages (such as Microsoft Works, for example) to Word 2007 documents.
4. Introduce many of the basic formatting features of Word 2007, including Formatting Painter, AutoFormats, Illustrations, SmartArt, and more.

### Spreadsheet Software (Excel 2007)

1. Identify Help features.
  - a. To compare commands of older versions of Excel with 2007 version.
  - b. To find help on specific topics.
  - c. To find online tutorials and guides from Microsoft's extensive Support area of Microsoft.com.

2. Examine the "tabs, groups, and command buttons" of Microsoft's new Ribbons.
3. Explore ways to save files in various formats in 2007 and to convert files created in other spreadsheet packages (such as Microsoft Works, for example) to Excel 2007 documents.
4. Introduce basic calculation, charting, and table features of Excel 2007, including Quick Styles, AutoFormats, Charts, and more.

### Presentation Software (PowerPoint 2007)

1. Identify Help features.
  - a. To compare commands of older versions of PowerPoint with 2007 version.
  - b. To find help on specific topics.
  - c. To find online tutorials and guides from Microsoft's extensive Support area of Microsoft.com.
2. Examine the "tabs, groups, and command buttons" of Microsoft's new Ribbons.
3. Explore ways to save files in various formats in 2007 and to convert files created in other spreadsheet packages (such as Microsoft Works, for example) to PowerPoint 2007 documents.
4. Introduce basic presentation design features of PowerPoint 2007, including Quick Styles, SmartArt, WordArt, Transitions, Animations, Charts, and more.