



Technology Seventh Grade

1.0 Basic operations and concepts.

- 1.1 Demonstrate proper posture, correct finger positions, and keyboarding skills.
- 1.2 Demonstrate editing skills: word/sentence/indent/double spacing, formatting (font, styles, justification), spell checking.
- 1.3 Reset desktop to appropriate settings (quit programs).
- 1.4 Select specific printer.
- 1.5 Save to a specific folder (local or server).

2.0 Social, ethical, and human issues.

- 2.1 Practice responsible use of equipment and software.
- 2.2 Demonstrate positive social and ethical behaviors when using technology.
- 2.3 Cite source(s) used in projects, following citation format.
- 2.4 Discuss basic issues related to responsible use of technology and information and the consequences of inappropriate use.

3.0 Productivity tools.

- 3.1 Create a word processing document that includes an inserted graphic (clipart library or gallery, CDs, web, scanner, camera).
- 3.2 Use a spreadsheet to organize data for a chart or graph.
- 3.3 Use a spreadsheet for simple formulas.
- 3.4 Create a diagram/outline to organize information.
- 3.5 Use technology tools (scanner, cameras, multimedia authoring, web tools) for writing, communication and publishing.
- 3.6 Create a slideshow, including background, text, graphics, and special effects complimentary to the content.

4.0 Communication tools.

- 4.1 Communicate with others using electronic telecommunications, with support from teachers, student partners.
- 4.2 Present a technology created project.

5.0 Research tools.

5.1 Use technology resources (online resources, CDROMs) to gather information.

5.2 Use effective searching strategies (Boolean, keyword and phrase).

5.3 Evaluate electronic information sources for accuracy and relevancy.

6.0 Problem-solving and decision-making tools.

6.1 Use technology resources (educational software, calculators) for problem solving, self-directed learning, and extended learning activities.