

HADDONFIELD PUBLIC SCHOOLS
Curriculum Map for Grade 7 Technology/Computers

<i>Time frame – Sept.</i>			
Targeted Standard(s): NJCCCS {TEC.5-8.8.1.A.1} Use appropriate technology vocabulary., {TEC.5-8.8.1.A.3} Demonstrate effective input of text and data, using touch keyboarding with proper technique., {TEC.5-8.8.1.A.4} Input and access data and text efficiently and accurately through proficient use of other input devices, such as the mouse., {TEC.5-8.8.1.A.5} Create documents with advanced text-formatting and graphics using word processing., {TEC.5-8.8.1.A.7} Construct a simple spreadsheet, enter data, and interpret the information.,			
Enduring Understandings: Keyboarding, Formatting in Word, Spreadsheets			
Essential Questions: What is Keyboarding? What are the beginner and intermediate Word features? What is Excel It? What is a spreadsheet?			
Core Content/Objectives		Instructional Actions	
Concepts <i>What students will know</i>	Skills <i>What students will be able to do</i>	Activities/Strategies <i>Learning Activities/ Differentiation Interdisciplinary Connections</i>	Assessment <i>How learning will be assessed</i>
-Word Features for Beginners and Intermediate Users handout. - Introduction and overview of Excel It Program provide in workbook -Review basic features of spreadsheet -Mavis Beacon keyboarding –self instructing	Word Keystrokes - Cut, Copy, Paste -Undo -Spelling/ Grammar Check -Formatting Text -Bullets and Numbered lists -Page Breaks -Word count -Templates/Wizards -Highlight button -Format Painter -Tabs -Headers/footers -AutoCorrect -AutoShapes -Inserting clipart, images, screenshots -Inserting textbox -Manipulating Tables	-In class review of beginner and intermediate Word features via the LCD projector. Children pick 8 features and produce a Word document demonstrating their ability to put the feature into practice. - Discussion and observation if Introduction, skill taught, table of contents of Excel It. - “Learn About Spreadsheets” packet—familiarize students with spreadsheet features via review using LCD projector. -Mavis Beacon lessons and games	-Save all Excel work in electronic Technology Portfolio -Observation -Mavis Beacon quizzes, WPM, ACWP

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	<ul style="list-style-type: none">-Borders and Shading-Inserting Charts-Skill reinforced in program listed pages ii, iii, iv of Excel It workbook-Excel vocabulary essentials relating to spreadsheetWorkbook, worksheet, column, row, cell grid, active cell, Entry Bar, cell address., formualt, number, label-Mavis Beacon keyboarding –self instructing		
Resources/Technology:			

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<i>Time frame – October</i>			
Targeted Standard(s): NJCCCS {TEC.5-8.8.1.A.1} Use appropriate technology vocabulary., {TEC.5-8.8.1.A.3} Demonstrate effective input of text and data, using touch keyboarding with proper technique., {TEC.5-8.8.1.A.4} Input and access data and text efficiently and accurately through proficient use of other input devices, such as the mouse., {TEC.5-8.8.1.A.5} Create documents with advanced text-formatting and graphics using word processing., {TEC.5-8.8.1.A.7} Construct a simple spreadsheet, enter data, and interpret the information., {TEC.5-8.8.1.A.2} Use common features of an operating system (e.g., creating and organizing files and folders).,			
Enduring Understandings: Keyboarding, Spreadsheets, Portfolio,			
Essential Questions: What is Keyboarding? What is data, cell address, print area of spreadsheet? What is an electronic technology portfolio? What is alignment, print preview, page set up? What are text-style enhancements?			
Core Content/Objectives	Instructional Actions		
Concepts <i>What students will know</i>	Skills <i>What students will be able to do</i>	Activities/Strategies <i>Learning Activities/ Differentiation Interdisciplinary Connections</i>	Assessment <i>How learning will be assessed</i>
<ul style="list-style-type: none"> -Mavis Beacon keyboarding –self instructing -How spreadsheets can be used to log data to track search engine results. - Purpose of Electronic Technology Portfolio and State Exam - How spreadsheets can be used to organize data. -How to gather data online - How spreadsheets can be used to compare online activities. 	<ul style="list-style-type: none"> -Mavis Beacon keyboarding –self instructing -enter data in spreadsheet - identify cell address -save spreadsheet - set print area of spreadsheet - Technology Portfolio -how to create folders -how to save to folders -align cell data to left, right, and center positions -print preview and adjust set up so spreadsheet fits to one page -how to access data online - how to change font size, bold, italics, underline in Excel -how to use spreadsheets to compare 	<ul style="list-style-type: none"> -Mavis Beacon lessons and games - Activity One Search Engines -Update Technology Portfolio and Folders for Seventh Grade - Activity 2 American Top 40 Music -Activity 3:Online Activities 	<ul style="list-style-type: none"> -Mavis Beacon quizzes, WPM, ACWP - Save all Excel work in electronic Technology Portfolio

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	online activities		
Resources/Technology:			

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<i>Time frame – November</i>			
Targeted Standard(s): NJCCCS			
{TEC.5-8.8.1.A.1} Use appropriate technology vocabulary., {TEC.5-8.8.1.A.3} Demonstrate effective input of text and data, using touch keyboarding with proper technique., {TEC.5-8.8.1.A.4} Input and access data and text efficiently and accurately through proficient use of other input devices, such as the mouse., {TEC.5-8.8.1.A.5} Create documents with advanced text-formatting and graphics using word processing., {TEC.5-8.8.1.A.2} Use common features of an operating system (e.g., creating and organizing files and folders).			
Enduring Understandings: Keyboarding, Desktop Publishing, Folders,			
Essential Questions: What is Keyboarding? What is a roster? What are cell widths? What is Desktop Publishing? What is a brochure? What is a picture folder?			
Core Content/Objectives		Instructional Actions	
Concepts <i>What students will know</i>	Skills <i>What students will be able to do</i>	Activities/Strategies <i>Learning Activities/ Differentiation Interdisciplinary Connections</i>	Assessment <i>How learning will be assessed</i>
-Mavis Beacon keyboarding –self instructing - How to create a sports roster in Excel? - Using Publisher a brochure will be created for Science Project “Cell Me a Trip”	-Mavis Beacon keyboarding –self instructing - enter data in a spreadsheet to create a sports roster that lists the team's players, uniform numbers, positions, and number of games played -change column widths to ensure cell data fits - Publisher How to create a three panel brochure How to create a Master Brochure How to use Save As and save under a new name Create a text box Formatting textbox with colors and fill	-Mavis Beacon lessons and games - Activity 4: San Antonio Spurs - Tour of all publisher publications - Create together a Master Brochure and save in Publisher folder for 7 th grade in Technology Portfolio - Use Save As and rename brochure for project -create a picture folder and learn how to save online pictures in the folder - Free time to explore all features introduced in tour -Begin Science Project	-Mavis Beacon quizzes, WPM, ACWP -Save all Excel work in electronic Technology Portfolio - Observations -Save all Publisher work in Technology Portfolio

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	<p>effects</p> <ul style="list-style-type: none">Inserting pictures/ Clip ArtUsing Design Gallery FeaturesUsing color paletteHow to create a picture folder and save online pictures within this folder.		
Resources/Technology:			

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<i>Time frame – December</i>			
Targeted Standard(s): NJCCCS {TEC.5-8.8.1.A.1} Use appropriate technology vocabulary., {TEC.5-8.8.1.A.3} Demonstrate effective input of text and data, using touch keyboarding with proper technique., {TEC.5-8.8.1.A.4} Input and access data and text efficiently and accurately through proficient use of other input devices, such as the mouse., {TEC.5-8.8.1.A.5} Create documents with advanced text-formatting and graphics using word processing. {TEC.5-8.8.1.A.2} Use common features of an operating system (e.g., creating and organizing files and folders).			
Enduring Understandings: Keyboarding, Desktop Publishing			
Essential Questions: What is Keyboarding? What is Desktop Publishing? What is a brochure? What is double-sided printing?			
Core Content/Objectives			Instructional Actions
Concepts <i>What students will know</i>	Skills <i>What students will be able to do</i>	Activities/Strategies <i>Learning Activities/ Differentiation Interdisciplinary Connections</i>	Assessment <i>How learning will be assessed</i>
-Mavis Beacon keyboarding –self instructing - Using Publisher a brochure will be created for Science Project “Cell Me a Trip”	-Mavis Beacon keyboarding –self instructing -Desktop Publishing - Publisher - Creating a Brochure -Create a text box - Formatting textbox with colors and fill effects -Inserting pictures/ Clip Art -Using Design Gallery Features -Using color palette -How to create a picture folder and save online pictures within this folder. -how to print double-sided brochure	-Mavis Beacon lessons and games - Create a brochure using Publisher to satisfy criteria of 7 th Grade Science Project “Cell Me a Trip”	-Mavis Beacon quizzes, WPM, ACWP -Save all Publisher work in Technology Portfolio

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Resources/Technology:			

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<i>Time frame – January</i>			
<p>Targeted Standard(s): NJCCCS</p> <p>{TEC.5-8.8.1.A.1} Use appropriate technology vocabulary., {TEC.5-8.8.1.A.3} Demonstrate effective input of text and data, using touch keyboarding with proper technique., {TEC.5-8.8.1.A.4} Input and access data and text efficiently and accurately through proficient use of other input devices, such as the mouse., {TEC.5-8.8.1.A.7} Construct a simple spreadsheet, enter data, and interpret the information.</p>			
<p>Enduring Understandings: Keyboarding, Spreadsheets,</p>			
<p>Essential Questions:</p> <p>What is Keyboarding? What is formatting cells to text/ What is sorting data in ascending order? What is AutoFill feature in Excel? What is formatting cells to numbers in a spreadsheet?</p>			
Core Content/Objectives	Instructional Actions		
Concepts <i>What students will know</i>	Skills <i>What students will be able to do</i>	Activities/Strategies <i>Learning Activities/ Differentiation Interdisciplinary Connections</i>	Assessment <i>How learning will be assessed</i>
<ul style="list-style-type: none"> -Mavis Beacon keyboarding –self instruction- -how spreadsheets can be used to list club members and then alphabetize them -how spreadsheets can be used to chart frequency of advertising using a list of leading Internet advertisers -how spreadsheets can be used by a retail clothing store to list the cost of merchandise (unit cost) and its selling price 	<ul style="list-style-type: none"> -Mavis Beacon keyboarding –self instructing <ul style="list-style-type: none"> - format cells to text in a spreadsheet - sort data in ascending order - use of AutoFill feature to complete a number sequence in a spreadsheet -format cells as numbers 	<ul style="list-style-type: none"> -Mavis Beacon lessons and games -Activity 5" Future Business Leader of America Club" Excel It. -Activity 6: Internet Advertisers-Excel It -Activity 7: Abercrombie & Fitch –Excel it! 	<ul style="list-style-type: none"> -Mavis Beacon quizzes, WPM, ACWP -Save all Excel Work in Technology Portfolio

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<i>Time frame – February</i>			
Targeted Standard(s): NJCCCS {TEC.5-8.8.1.A.1} Use appropriate technology vocabulary., {TEC.5-8.8.1.A.3} Demonstrate effective input of text and data, using touch keyboarding with proper technique., {TEC.5-8.8.1.A.4} Input and access data and text efficiently and accurately through proficient use of other input devices, such as the mouse., {TEC.5-8.8.1.A.8} Design and produce a basic multimedia project., {TEC.5-8.8.1.A.5} Create documents with advanced text-formatting and graphics using word processing.			
Enduring Understandings: Presentations, Keyboarding			
Essential Questions: What are beginner and intermediate features of PowerPoint? What is an Oral Presentation PowerPoint? What is a bullet? What are the five themes of Geography? What are MLA guidelines? What is a hanging bibliography? How to create a fieldtrip of a country based on the five themes of geography using PowerPoint? What is “Package for CD”? What is a storyboard? What is Keyboarding?			
Core Content/Objectives		Instructional Actions	
Concepts <i>What students will know</i>	Skills <i>What students will be able to do</i>	Activities/Strategies <i>Learning Activities/ Differentiation Interdisciplinary Connections</i>	Assessment <i>How learning will be assessed</i>
<ul style="list-style-type: none"> -PowerPoint handouts for Beginners and Intermediate Users. -features of oral presentation PowerPoint -how to craft a bullet -PowerPoint instruction by teacher - Beginner and intermediate features of PowerPoint? <p>What is a storyboard?</p>	<p>PowerPoint features</p> <ul style="list-style-type: none"> using design templates -color schemes -animating -using blank presentation - backgrounds - colors - textures - patterns - pictures - custom animation 	<ul style="list-style-type: none"> -Create a “virtual” fieldtrip of a country depicting the five themes of geography suing PowerPoint -Mavis Beacon lessons and games 	<p>Mavis Beacon quizzes, WPM, ACWP</p>

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<p>-After completing research in study skills class the children will create a visual fieldtrip of their country based on the five themes of geography using PowerPoint -Mavis Beacon keyboarding –self instructing</p>	<ul style="list-style-type: none"> - AutoShapes-drawing - Clip Art- Office Online- animations -using textbox, images and sound -using word art -inserting action buttons -inserting music into the slideshow using Media Player -inserting sound -inserting graphics from the Internet -adding voice narration to slides -save using “Package for CD” to insure all linked files travel from computer to computer -review of inserting pictures and sounds as opposed to copy and paste. -review slide transitions -creating folders on the H drive for each theme of geography to hold pictures for the country -how to insert pictures from folder into PowerPoint -crafting a bullet—no sentences—just keywords of phrases -review MLA guidelines for citing sources in a Bibliography -how to cite picture sources -how to create a Hanging Bibliography in Word -Use of Storyboard -Mavis Beacon keyboarding –self instructing 		
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Resources/Technology:

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<i>Time frame – March</i>			
Targeted Standard(s): NJCCCS {TEC.5-8.8.1.A.1} Use appropriate technology vocabulary., {TEC.5-8.8.1.A.3} Demonstrate effective input of text and data, using touch keyboarding with proper technique., {TEC.5-8.8.1.A.4} Input and access data and text efficiently and accurately through proficient use of other input devices, such as the mouse., {TEC.5-8.8.1.A.8} Design and produce a basic multimedia project., {TEC.5-8.8.1.A.5} Create documents with advanced text-formatting and graphics using word processing. {TEC.5-8.8.1.A.10} Use network resources for storing and retrieving data.			
Enduring Understandings: Keyboarding, Presentations,			
Essential Questions: What are beginner and intermediate features of PowerPoint? What is slide layout, background, AutoShapes, Word Art, Arrows, 3-D? What is handout format? What is saving to the G drive. What is page orientation? What is Keyboarding?			
Core Content/Objectives	Instructional Actions		
Concepts <i>What students will know</i>	Skills <i>What students will be able to do</i>	Activities/Strategies <i>Learning Activities/ Differentiation Interdisciplinary Connections</i>	Assessment <i>How learning will be assessed</i>
-PowerPoint handouts for Beginners and Intermediate Users. -PowerPoint instruction by teacher -After completing research in study skills class the children will create a visual fieldtrip of their country based on the five themes of geography using PowerPoint -how spreadsheets can be used to list student's names and complete addresses. -Mavis Beacon keyboarding –self instructing	PowerPoint features -inserting action buttons -inserting music into the -inserting sound -inserting graphics from the Internet -adding voice narration to slides -how to expand sound files in -how to save to G drive and rename file -Tools to hold files up to 50MB -how to save PowerPoint using Package for CD feature-(this will insure all linked files travel with students from computer to computer) -retrieve stored file in Excel and save it using a different name	- Create a “virtual” fieldtrip of a country depicting the five themes of geography suing PowerPoint—complete project and save to G drive for presentation in Social Studies classes - Activity 8 FBLA Club Member 2-excel it -Mavis Beacon lessons and games	Class Presentation -Mavis Beacon quizzes, WPM, ACWP -Technology Portfolio

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	-change page orientation to landscape -Mavis Beacon keyboarding –self instructing		
Resources/Technology:			

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<i>Time frame – April</i>			
Targeted Standard(s): NJCCCS {TEC.5-8.8.1.A.1} Use appropriate technology vocabulary., {TEC.5-8.8.1.A.3} Demonstrate effective input of text and data, using touch keyboarding with proper technique., {TEC.5-8.8.1.A.4} Input and access data and text efficiently and accurately through proficient use of other input devices, such as the mouse., {TEC.5-8.8.1.A.8} Design and produce a basic multimedia project., {TEC.5-8.8.1.A.5} Create documents with advanced text-formatting and graphics using word processing. {TEC.5-8.8.1.A.10} Use network resources for storing and retrieving data.			
Enduring Understandings: Keyboarding, Spreadsheets			
Essential Questions: What is Keyboarding? What is formatting cells as dates? What is a formula? What is AutoFill feature for formulas? What is displaying formulas in a spreadsheet? What is average, maximum, and minimum in Excel? What is sorting data in descending order?			
Core Content/Objectives Concepts <i>What students will know</i>	Skills <i>What students will be able to do</i>	Instructional Actions Activities/Strategies <i>Learning Activities/ Differentiation Interdisciplinary Connections</i>	Assessment <i>How learning will be assessed</i>
Mavis Beacon keyboarding –self instructing -How spreadsheets can be used to list movie titles, release dates, and leading actors and actresses -how spreadsheets can be used by school personnel to list students and their respective critical reading, math, and writing S.A.T. scores and calculate totals, average, maximum, minimum, and sort in descending order	-Mavis Beacon keyboarding –self instructing - add numbers in a spreadsheet using a formula -use AutoFill feature to complete formulas -display formulas in a spreadsheet - how to format cells in a spreadsheet to dates - Using spreadsheet from lesson 10—compute the average, maximum (highest), and minimum (lowest) critical reading, math, writing, and total SAT Scores and then sort in descending order the totals	-Mavis Beacon lessons and games -Activity 9: Movie Release Dates-Excel It -Activity 10: S.A.T. Scores –Excel It. -Activity 11: S.A.T. Scores 2	-Mavis Beacon quizzes, WPM, ACWP -Technology Portfolio

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Resources/Technology:			

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<i>Time frame – May</i>			
Targeted Standard(s): NJCCCS {TEC.5-8.8.1.A.1} Use appropriate technology vocabulary., {TEC.5-8.8.1.A.3} Demonstrate effective input of text and data, using touch keyboarding with proper technique., {TEC.5-8.8.1.A.4} Input and access data and text efficiently and accurately through proficient use of other input devices, such as the mouse. {TEC.5-8.8.1.A.5} Create documents with advanced text-formatting and graphics using word processing. {TEC.5-8.8.1.A.10} Use network resources for storing and retrieving data. {TEC.5-8.8.1.A.7} Construct a simple spreadsheet, enter data, and interpret the information.			
Enduring Understandings: Keyboarding, Spreadsheets			
Essential Questions: What is Keyboarding? What are some operations which can be used to compute using formulas in Excel? Why are parentheses in a formula? What is referencing in Excel? What are page margins? What are print guidelines in a spreadsheet? What is copying and pasting formulas? What is a division formula in a spreadsheet? What is a cell's decimal place What is the SUM Function? What is formatting a row's height?			
Core Content/Objectives	Instructional Actions		
Concepts <i>What students will know</i>	Skills <i>What students will be able to do</i>	Activities/Strategies <i>Learning Activities/ Differentiation Interdisciplinary Connections</i>	Assessment <i>How learning will be assessed</i>
Mavis Beacon keyboarding-self-instructing - How spreadsheets compute payroll amounts for its employees - how newspapers use spreadsheets to list all the NHL Standing- - how spreadsheets can be used to list and compute baseball	--Mavis Beacon keyboarding –self instructing -use formulas to multiply, add, and subtract numbers - use parentheses in formulas -use a formula that references the answer to another cell's formula -change page margins. -print guidelines in a spreadsheet	-Mavis Beacon lessons and games -Activity 12; GAP Payroll Register—Excel It -Activity 13: NHL Standings—Excel It -Activity 14: Chicago White Sox—Excel It Activity 15: Best Buy- Excel It	-Mavis Beacon quizzes, WPM, ACWP -Technology Portfolio

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statistics - how spreadsheets can be used to compute the digital cameras sold by Best Buy and their discounted prices including sales tax	- copy and past formulas - divide numbers in a formula - increase a cell's decimal places -use the SUM function -format a row's height in a spreadsheet		
Resources/Technology:			

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<i>Time frame – June</i>			
Targeted Standard(s): NJCCCS {TEC.5-8.8.1.A.1} Use appropriate technology vocabulary., {TEC.5-8.8.1.A.3} Demonstrate effective input of text and data, using touch keyboarding with proper technique., {TEC.5-8.8.1.A.4} Input and access data and text efficiently and accurately through proficient use of other input devices, such as the mouse. {TEC.5-8.8.1.A.5} Create documents with advanced text-formatting and graphics using word processing. {TEC.5-8.8.1.A.10} Use network resources for storing and retrieving data. {TEC.5-8.8.1.A.7} Construct a simple spreadsheet, enter data, and interpret the information.			
Enduring Understandings: Keyboarding, Spreadsheets, Portfolio			
Essential Questions: What is Keyboarding? What is a page header? What is a pie chart? What is enhancing a chart? What is a column chart? What is a line chart? What is Technology Portfolio?			
Core Content/Objectives			Instructional Actions
Concepts <i>What students will know</i>	Skills <i>What students will be able to do</i>	Activities/Strategies <i>Learning Activities/ Differentiation Interdisciplinary Connections</i>	Assessment <i>How learning will be assessed</i>
-Mavis Beacon keyboarding –self instructing - how spreadsheets can be used to compute Circuit City's MP# player discount prices including sales tax - How spreadsheets can be used to create a pie chart that illustrates a distribution of viewers for American Idol - How spreadsheets can be used to create a bar graph to analyze frequency of popular iTunes downloaded	-Mavis Beacon keyboarding –self instructing -insert a page header - create pie chart - enhance charts by changing colors and font size -create a column chart -create a line chart - select cells using multiple ranges - use the Fill Effects feature in a chart - create folders within the Technology Portfolio for each grade level and within each grade level-and within each grade level have a folder for each Microsoft	-Mavis Beacon lessons and games -Activity 16: Circuit City-Excel It -Activity 45: American Idol-Excel it -Activity 46: iTunes Data Spreadsheet -Activity 47: X Games-Excel It - Organize all computer work completed in Haddonfield Schools since 2 nd grade in folders by year and software application	-Mavis Beacon quizzes, WPM, ACWP -Technology Portfolio

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<ul style="list-style-type: none">- how spreadsheets can be used to graph the spectator attendance at X games over the years- Organize all work done on the computer in Haddonfield Public Schools	Application—Example “Word”		
Resources/Technology:			