**First Grade Computers**

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| **Topic** | **Goal** |
| Parts of a Computer | * Students will recognize and describe the purpose of the monitor, CPU, keyboard, mouse, printer, and headphones. * Students will understand the difference between a MAC and a PC. |
| Pixie (A creativity software) | * Students will create documents using drawing tools, stickers, and text boxes. * Students will demonstrate how to open a template in Pixie. |
| Keyboarding | * Students will efficiently find and type all of the letters on the keyboard. * Students will demonstrate typing using both hands on the keyboard. * Students will demonstrate how to capitalize a letter using the shift key. * Students will describe the uses of and demonstrate the proper use of the space bar, return key, delete key, and shift key. * Students will understand that only one space goes between words. * Students will describe the uses of and demonstrate the proper use of the period key, exclamation point, and question mark. |
| Keyboard Shortcuts | * Students will demonstrate how to quit a program and print a document using keyboard shortcuts. |
| Internet Safety | * Students will list the 3 rules for traveling safely on the Internet 1.) Always ask your parent first 2.) Only talk to people you know 3.) Stick to places that are just right for you. * Students will understand that they should never give out private/personal information online. * Students will understand how e-mail is sent and received. * Students will define cyberbullying and explain how to deal with it. * Students will understand the function of keywords in doing research on the Internet. |
| Internet Research | * Students will understand what a search engine is and how it is used. * Students will demonstrate how to use only keywords to search for information. * Students will demonstrate how to open search results and skim for information. |
| Microsoft Word | * Students will demonstrate how to change the size and color of a font. * Students will demonstrate how to edit a document already provided to them. * Students will demonstrate how to align text. * Students will demonstrate how to bold, underline, and italicize text. * Students will demonstrate how to add bullet points. |
| Computer Basics | * Students will demonstrate how to open and close a program. * Students will demonstrate how to turn on and shut down a computer. * Students will demonstrate how to adjust the volume. * Students will demonstrate how to open and close a folder. * Students will be introduced to how to save a file to a folder. |
| Website Navigation | * Students will demonstrate how to access the World Wide Web by using both Mozilla Firefox and Safari. * Students will demonstrate how to click on links by using bookmarked websites on only2clicks. * Students will demonstrate how to use the back button. |
| Microsoft Excel | * Students will define the vocabulary: spreadsheet, cell, column, and row * Students will demonstrate how to enter data into a spreadsheet. * Students will understand that Excel is used to organize information. * Students will demonstrate how to fill a cell with color. |
| Educational Software | * Students will make use of and navigate independently in numerous purchased educational software including: On Track Math 1, Phonics Made Easy, and Kidspiration |