**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.
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| 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.
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| 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.
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| Keyboard Shortcuts | * Students will demonstrate how to quit a program and print a document using keyboard shortcuts.
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| 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.
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| 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.
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| 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.
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| 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.
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| 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.
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| 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.
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| 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
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