**Second Grade Computers**

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| **Topic** | **Goals** |
| Parts of a Computer | * Students will recognize and describe the purpose of the monitor, CPU, keyboard, mouse, printer, flash drive, router, surge protector, microphone, speakers, scanner, 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. |
| Internet Safety | * Students will understand that being safe when they visit websites is similar to staying safe in real life. * Students will understand that they should never give or post private/personal information online. * Students will understand how to create an appropriate e-mail message. * Students will understand how to safely communicate with others online. * Students will understand that not all websites are appropriate for them and be able to define what makes a website right for them. |
| 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. * Students will demonstrate how to insert images into a document. * Students will demonstrate how to use the text wrapping features so an image can be relocated in a document. * Students will demonstrate how to use the spell check feature. |
| 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 demonstrate how to save a document to a folder. |
| Keyboarding | * Students will efficiently find and type all of the letters 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 demonstrate touch typing by using the home row keys. * Students will describe the correct posture and technique used to touch type. * 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, print a document, and save a document using keyboard shortcuts. |
| 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. * Students will locate cells according to their cell address. |
| Educational Software | * Students will make use of and navigate independently in numerous purchased educational software including: Math 1 & 2, and On Track Phonics 2-3. |
| Microsoft PowerPoint | * Students will demonstrate how to open a blank presentation. * Students will demonstrate how to apply a theme to a presentation. * Students will demonstrate how to enter text into a slide. * Students will demonstrate how to add a new slide to a presentation. * Students will demonstrate how to add pictures to a presentation by copying and pasting. * Students will demonstrate how to play a slideshow presentation. |
| Internet Research | * Students will understand that keywords need to be used to get good search results. * Students will understand that not everything on the Internet is true. * Students will demonstrate how to open search results and skim for information. |
| Mouse Skills | * Students will demonstrate how to right click to cut, copy, and paste |