**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.
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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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| 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.
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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.
* 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.
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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 demonstrate how to save a document to a folder.
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| 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.
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| Keyboard Shortcuts | * Students will demonstrate how to quit a program, print a document, and save a document using keyboard shortcuts.
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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.
* Students will locate cells according to their cell address.
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| 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.
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| 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.
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| 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.
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| Mouse Skills | * Students will demonstrate how to right click to cut, copy, and paste
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