

Grade 7 Computer

<i>Unit</i>	<i>Learning Objectives/ Performance Standards</i>	<i>Sample Activities</i>	<i>Assessment Strategies</i>	<i>Resources</i>
<u>Unit I:</u> Microsoft Word	<p>❖ Explore Word</p> <ul style="list-style-type: none"> • Working in the user interface • Creating, editing text and saving documents • Creating a new blank document • Entering text • Saving the document • Saving into a new folder • Compatibility with older versions • Opening, Moving around in and closing Documents • Viewing documents in different ways • Switching between different views • Displaying non-printing characters • Zooming in the document • Switching between different word documents • Arranging windows of open documents • Displaying rulers in document window 	<ol style="list-style-type: none"> 1. Lesson 1, In the Lab 2. Lesson 2, In the Lab 3. Lesson 3, In the Lab 4. Create a celebrity resume & cover letter 5. Create own resume & cover letter (graded using school wide rubric #4) 	<p>Classwork</p> <p>Tests and Quizzes</p>	<p>Microsoft Word</p> <p>Textbook</p> <p>Internet</p> <p>Overhead projector</p>

❖ **2. Editing and Proofread Text**

- Making text changes
- Selecting text
- Deleting text
- Drag and drop
- Cut, Copy and Paste
- Paste Options
- Undo and redo
- Office clipboard
- Find and replace text
- Using find and replace
- Navigation pane
- Fine-tuning text
- Thesaurus
- Mini-translator
- Correcting spelling and grammatical errors
- Spell check
- Auto Correct
- Viewing document statistics
- Inserting saved text
- Building Blocks
- Create a new building block
- Inserting one document into another

❖ 3. Changing the Look of Text

- Quickly formatting text
- Paragraph styles
- Character Styles
- Changing a documents theme
- Switching between different themes
- Saving a new theme
- Manually changing the look of characters
- Changing font, font size and font color
- Bold, Italic and Underline
- Using the Mini Toolbar
- Format Painter
- Font dialog box
- Highlight text
- Clear Formatting
- Manually changing the look of paragraphs
- Indenting
- First Line and hanging indents
- Paragraph alignment
- Setting up Tabs
- Adjusting line spacing
- Paragraph spacing
- Borders and Shading
- Character formatting and case considerations
- Find and replace formatting
- Creating and modifying lists
- Bullets and Numbering
- Customizing bullets and numbering
- Sorting lists
- Formatting text as you type