

## Grade 8 Computer

<i>Unit</i>	<i>Learning Objectives/ Performance Standards</i>	<i>Sample Activities</i>	<i>Assessment Strategies</i>	<i>Resources</i>
<b><u>Unit II:</u> Microsoft Word</b>	<p>❖ <b>Organizing Information in Columns and Tables</b></p> <ul style="list-style-type: none"> <li>• Presenting information in columns</li> <li>• Inserting columns</li> <li>• Justify paragraphs</li> <li>• Column options</li> <li>• Creating tabbed lists</li> <li>• Presenting info in tables</li> <li>• Inserting a table</li> <li>• Inserting and deleting columns and rows</li> <li>• Resizing columns</li> <li>• Merge cells</li> <li>• Table alignment</li> <li>• Converting text to table</li> <li>• Performing calculations in tables</li> <li>• Other layout options</li> <li>• Formatting tables</li>   <li>• Table style</li> <li>• Manual formatting</li> </ul>	<ol style="list-style-type: none"> <li>1. Lesson 1, In the Lab</li> <li>2. Lesson 2, In the Lab</li> <li>3. Lesson 3, In the Lab</li> <li>4. Create a celebrity resume &amp; cover letter</li> <li>5. Create own resume &amp; cover letter (graded using school wide rubric #4)</li> </ol>	<p>Classwork</p> <p>Tests and Quizzes</p>	<p>Microsoft Word</p> <p>Textbook</p> <p>Internet</p> <p>Overhead projector</p>

❖ **Creating Diagrams**

- Creating and Positioning a diagram
- Using the text pane
- Inserting shapes into a diagram
- Promoting and Demoting shapes in diagram
- Change a diagram's layout, colours and shapes
- Use picture diagrams to show photographs

❖ **Insert and Modify Charts**

- Insert a chart into a document
- Customize a chart, and save it as template
- Plot Excel data in a chart
- Formatting a chart
- Changing chart types
- Adding axis titles and labels

❖ **Use other Visual Elements**

- Adding text and graphic watermarks
- Insert a symbol
- Building an equation and add it to the equation gallery
- Draw and manipulate shapes
- Insert a screen clipping

❖ **Organize and Arrange Content**

- Reorganize a document but adjusting its outline
- Arranging multiple pictures
- Insert and format nested tables