

# South Computer Curriculum

## Lesson 1-4

Objective

Keyboarding

1. Finger Placement
2. (Special keys) Esc and Alt Functions

Program

Microsoft Works

Projects

Alphabet, spelling words and selected paragraphs

Students

2 students together for keyboard placement and special keys. Split periods between students for spelling words and selected paragraphs.

## Lesson 5-9

Objective

Familiarize with Microsoft Works and Word Processing

1. Saving to 3.5 Floppy Disk (all assignment to be placed on student disk for review)
2. Printing (options Printing single pages and Properties)
3. Page setup & margins (Standard .5 Top and Bottom margins, .5 left and right margins)
4. Fonts ( Standard Times New Roman 12)
5. Paragraph Settings ( Standard double space)

Program

Microsoft Works

Projects

Spelling words and selected paragraphs

Students

2 student together for lessons. Split periods for spelling words and paragraphs.

## Lesson 10-14

Objective

Advanced Word Processing using Microsoft Works

1. Cutting and pasting within the application
2. Cutting and pasting from a separate application
3. Working with columns
4. Working with Tables
5. Spell & Grammar Checking

Programs

Microsoft Works, Paintbrush

Projects

Spellings words and selected paragraphs

Students

2 students together for lessons. Split periods for spelling words and paragraphs.

## Lesson 15-18

Objective

Internet browsing and searching

Program

Internet explorer

1. Search engines (Yahoo, Excite, Webcrawler, Google)
2. Copying data from websites.
3. Proper bibliographies for websites
4. Internet precautions ( registering your name, don't talk to strangers)

Projects

Searching websites for selected subjects and articles using search engines

Students

Groups of four

## Overall Objective

A student should be able to report for their teacher using standards specified. The student should also be able to place a picture from an outside application into their documents. The student should be able to retrieve information from the WWW and incorporate it into their document.