

## **Sixth Grade**

**Focus Statement:** Through the application of word processing skills and the use of various multimedia and spreadsheet resources, students will create products in order to reinforce computer related skills and increase their keyboarding speed and accuracy. They will explore cyber-bullying and its consequences and apply safety strategies when using telecommunications.

### **C.6.1 Students will use advanced word processing skills to setup margin and tab functions, multitask using icons, commands and shortcuts, and organize and retrieve files using various formats and structures.**

**C.6.1.1** Set up margins and tabs and demonstrate the difference between the various types of tabs.

**C.6.1.2** Multitask by using Task Bar and or minimize/maximize command.

**C.6.1.3** Recognize and use icons to perform computer and software functions.

**C.6.1.4** Locate and retrieve files in various directories.

**C.6.1.5** Apply style features to text by using various fonts, size, text color, and spacing , justifying text, employing file features such as save, save as, print, and print preview.

**C.6.1.6** Save the same file in multiple locations (flash drive, network folders, *My Documents*) and explain the difference between each; rename files, and delete files.

**C.6.1.7** Use multiple ways to accomplish the same task including keyboard shortcuts icons and menus: Undo an action, redo an action, check spelling (Press F7), bold text (CTRL+B), italicize text (CTRL+I), underline text (CTRL+U).

### **C.6.2 Students will use various spreadsheet functions to manipulate data by using the sorting, formatting and editing tools.**

**C.6.2.1** Format, move and copy cells, rows, or columns.

**C.6.2.2** Use sort option (ascending and descending).

**C.6.2.3** Use editing tools such as fill down and fill across.

**C.6.2.4** Select appropriate graph and elements to display.

**C.6.3 Students will design a multimedia presentation using various animations and hyperlinks to enhance the product.**

C.6.3.1 Apply pre-production organizational concepts including storyboarding and visual organizers.

C.6.3.2 Type text after creating a text box.

C.6.3.3 Create multimedia clips and sounds.

C.6.3.4 Hyperlink a slide to another document and/or the Internet.

C.6.3.5 Apply principles and elements of graphic design and revise a presentation.

C.6.3.6 Utilize design features for a multimedia presentation including sound, color, graphics, and screen spacing.

**C.6.4 Students will use keyboarding strategies and practice to improve typing speed and accuracy.**

C.6.4.1 Determine starting rate and accuracy for keyboarding.

C.6.4.2 Increase word-per-minute rate for keyboarding to 15 to 25 words per minute with 95% accuracy.

C.6.4.3 Use proper posture and fingering techniques when using ~~other~~ computer applications.

**C.6.5 Students will customize drawings and graphics in order to tailor them to a specific situation.**

C.6.5.1 Animate drawings and graphics for a multimedia presentation.

C.6.5.2 Format drawings by grouping several together.

C.6.5.3 Insert graphics using each available layout style.

C.6.5.4. Customize a graphic in order to tailor it to a specific situation.

**C.6.6 Students will identify the risks when using telecommunications, and define cyber-harassment and its consequences, and will demonstrate strategies for safety and responsibility .**

C.6.6.1 List on-line dangers they should be aware of and tell how to avoid them.

- C.6.6.2.** Identify safety strategies for text messaging and instant messaging.
- C.6.6.3** Define cyber-harassment issues including cyber bullying and stalking.
- C.6.6.4** Recognize the consequences of cyber-harassment by examining stories and related laws. Examine stories and laws related to cyber-harassment to determine consequences.
- C.6.6.5** Identify prevention techniques they can use to stop cyber-harassment.
- C.6.6.6** State that anyone met online may be a stranger to do harm and demonstrate strategies to use if they become aware of a predator.
- C.6.6.7** Investigate and identify key concepts associated with responsible use of the Internet.