



Computer Class



September 2009

Suddenly summer is over and a new school year has arrived. I hope you had a great and enjoyable vacation. But it is now time to get back to business. This year as the students progress so will their computer education. Below is a brief summary of what each grade will be doing this year.

1 & 2 The students at this level will become comfortable with a computer. They will learn to identify a monitor, mouse, keyboard, and CPU and what part they play in running a computer. They will insert and run a CD and may choose to go on and navigate children's sites on the web. (Not to worry all inappropriate and unsafe sites are blocked).

3 & 4 Grades 3 & 4 will be taught how to keyboard properly. What that means exactly is to type without looking at the keys. We will begin with the proper placement of the fingers on the keyboard. Then they will learn what keys are controlled by each finger. Some of last year's 3rd Graders did very well and they will be doing advanced keyboarding among other things.

5 & 6 Grades 5 & 6 will be learning the proper use of the Internet and how to do research and find information. There will be scavenger hunts and exercises they will do to increase their skills. Prior to using the Internet they will be taught the correct terminology and be given CDs to guide them along. There are two or three different themes that I use and the students' favorite is Mission to Planet X. (Again, don't worry all unsafe sites are blocked).

7..... Microsoft Word will be used exclusively in Grade 7 and the students will be preparing letters, documents, research papers, etc. and will learn all the "tricks of the trade". The completion of Microsoft Word will lead directly into Desktop Publishing where they will be creating posters, advertising, etc.

8..... For the first three quarters the 8th Grade will be learning Microsoft Excel. Excel is an electronic spreadsheet program that is used for storing, organizing and manipulating data using formulas and tables. That may sound boring to some but trust me number crunching can be fun. After the third quarter advanced PowerPoint will be introduced.

I'm sure this is going to be a great school year and hope to see you soon!

Jo Ann Raspantini