***Computer Literacy***

***and***

***Applications***

***Mr. Gallagher***

***Please put your binders on the bookshelf in the back of the room***

***Take your planner and a writing instrument to your seat***

**Welcome!**

**Lesson 1**

**Planner:** Expectations & Practice Procedures

**Homework:** Signed Permission page ***RETURN BY Friday***

**Objectives:** I can explain the Expectations and Procedures for the Class.

***Warm-up***

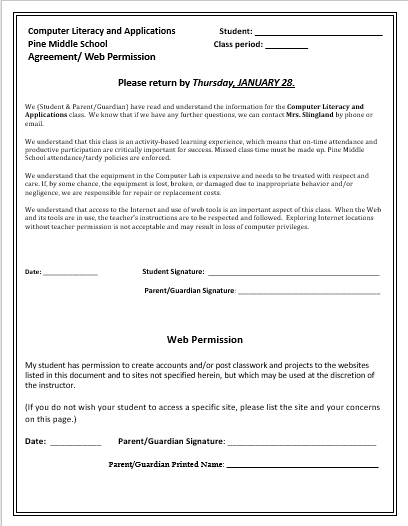
**Seating**

**Complete your planner**

**Procedure: Stamping Planner & Pine Bucks**

****

* **Emergency procedures for Room 230**

**ACTIVITY 1**

* **PARENT- STUDENT PERMISSIONS ‘**

**This is the document you must return!**

**Activity 2: Class rules and computer expectations**

**5 CLASSROOM RULES**

1. **FOLLOW DIRECTIONS QUICKLY**
2. **RAISE YOUR HAND FOR PERMISSION TO SPEAK**
3. **RAISE YOUR HAND FOR PERMISSION TO LEAVE YOUR SEAT**
4. **MAKE SMART CHOICES**

**5. KEEP YOUR DEAR TEACHER HAPPY**

**Computer Use Expectations**

 **Keep Food and Drinks out of the Lab.**

** The computer settings are not to be changed.**

** Respect the tools and your work area**

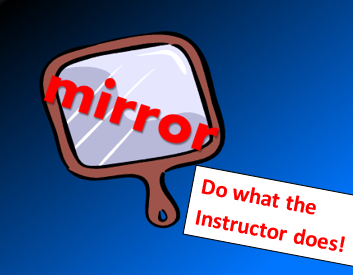
** Show consideration for others**

** Surf Safely**

** Save Often**

** Keep your files organized**

**ACTIVITY 3: Class Responses**

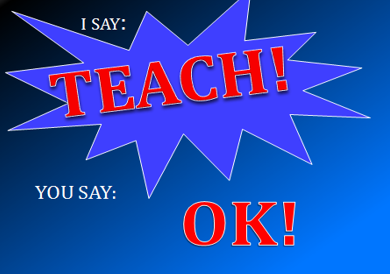


**HANDS IN LAP**

**EYES ON SCREEN/ TEACHER**

**One Leader/Teacher**

**Others: Listener(s)/Student(s)**



**Change:**

**New Leader/Teacher**

**New Listener(s)**



**Activity 4**

**Use *Teach/Ok/ Switch* to review**

1. **Class rules**
2. **Computer use Expectations**

**Use *Teach/Ok/Switch***

**Discuss what you already know about computers and this class.**

**Remember Homework:**

**Signed & Dated Permissions**

**Due Friday, January 13th**

**(2 stamps for “on time” return)**

**Lesson 2**

**Planner:** Expectations & Practice Procedures

**Homework:** Signed Permission page ***RETURN BY THURSDAY***

**Objectives:**

**I can review the expectations for the class.**

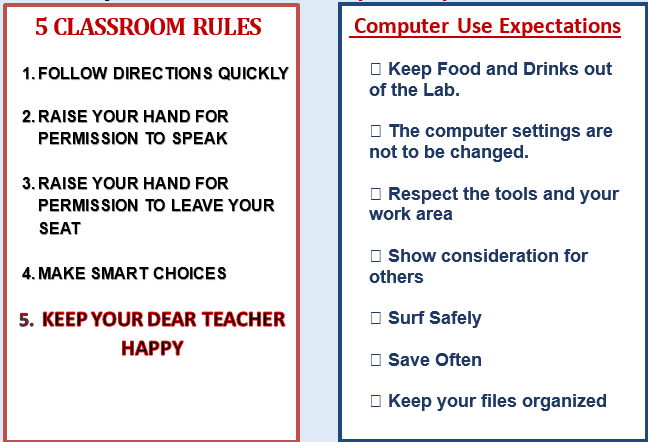
**I can log onto my assigned computer**

**I can create folders in *One Drive***

***Warm Up***

**Complete Planner Turn in Class Permissions**

**Review Rules, Expectations, and Procedures.**



**Activity 1**

**Login: DO YOU REMEMBER YOURS?**

**User name: Id number**

***Your password (no exceptions):***

**Password Example**

**Birthdate: March 5, 2002**

**Password: 2002mar05**

* **The year of your birth**
* **The first 3 letters of your birth month**
* **The day of your birth (2 digits).**

********Activity 2**

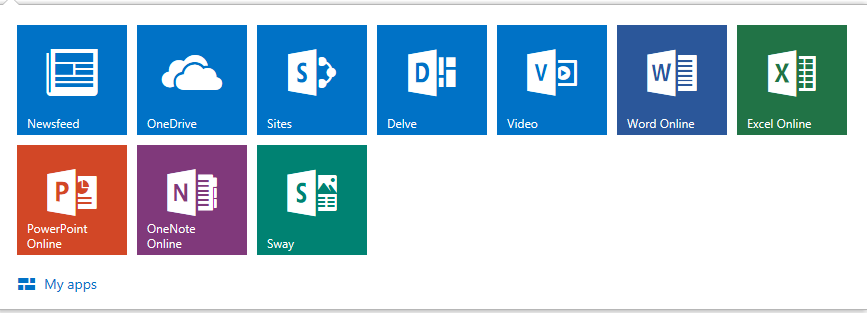
**Explore *Office 365***

**Go to your *One Drive***

***Teach/Ok:***

***What can you do with Office 365?***



****

**Activity 3**

Files vs Folders

Do you know the difference?

**Create New Folders in One Drive**

**Go to your One Drive Documents**



1. **Click on the NEW Icon**
2. **Choose New folder**
3. **Create Class subject folders in your Documents**

***Computers, ELA, Social Studies, Science, Math, Other***

1. ***Move any previously created documents into their new folders***
2. **Open the *Computers* folder and create these folders:**

***Journal, Keyboard, Word, Excel, Pwrpt, Images, Misc.***

***Wrap Up: Questions regarding OneDrive or other items?***

**Lesson 3**

**Planner: More with *OneDrive***

**Objectives:**

**I can demonstrate and explain at least 3 ways I can use *OneDrive.***

**I can explain how the class webpage will help me achieve the class goals.**

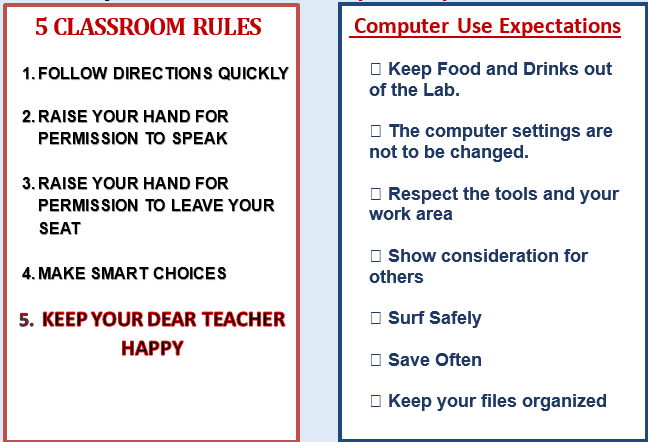
**Standards:**

**6.A.8.1 Explain the uses for and advantages of technology systems**

**6.A.8.2 Demonstrate keyboarding skills by completing a variety of productivity assignments in a timely manner.**

**6.A.12.1 Describe the components of technology systems and how they interact**

**6.B.12.1 Critique the selection of digital tools, based on efficiency and effectiveness**

 ***Warm Up***

**Planner**

**Permissions Document**

**Review Rules with Partner**

**(use Teach/OK)**

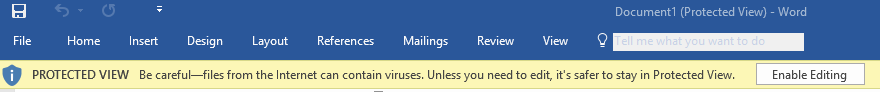
**Activity 1**

**What’s on the Class Website?**

**Log on to your computer**

**Go to:** [**http://pinemscomputers.weebly.com**](http://pinemscomputers.weebly.com)

**On the Home Page, you will find to open a scavenger hunt template for the website. Open the Template.**



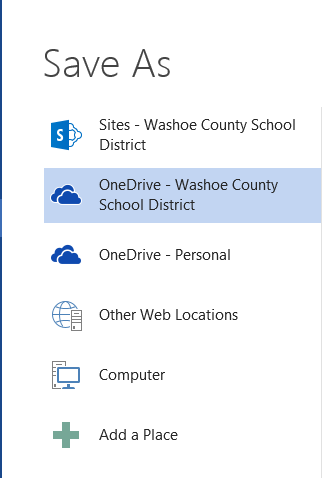
**Enable Editing.**

**Enter your name in the header at the top of the page.**

**WAIT FOR INSTRUCTIONS!**

**Vocabulary check:**

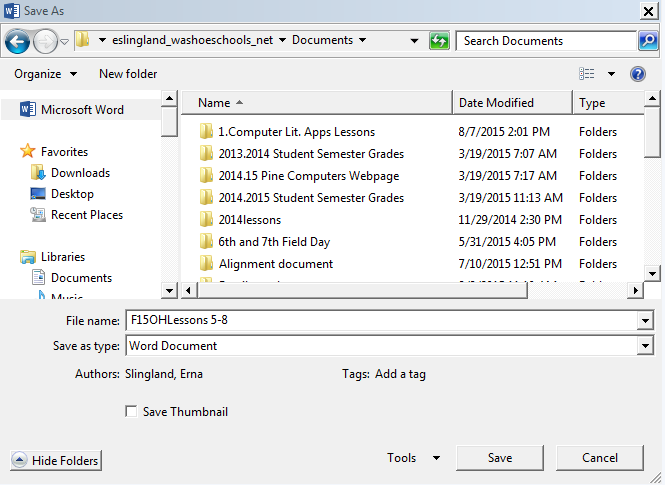
**What is a Template? Discuss with your Table Partner. Be prepared to share with the class.**

**Activity 2**

**Save your template:**

**Save Files to One Drive**

1. **Click “File/ Save As/ and choose One Drive-Washoe County School District.**
2. **You should see your ID\_washoeschools.org/ documents at the top of the box.**



1. **Open the Computers/Misc folder**
2. **Check the file name and Save as a Word Document using:**

**Save Protocol this Class:**

**CL(period).(name).document title**

**CL2.jgallagher.webhunt**

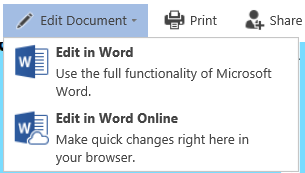
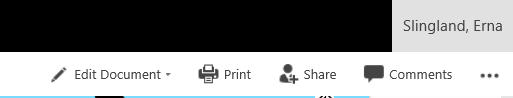
**Activity 3**

**Opening a Document from One Drive**

1. **Close the Template Document you just saved**
2. **Go to OneDrive**
3. **Open the Document from your computers/misc. folder**

**You will see that the document has opened in Word Online.**

1. **Click on Edit Document and change to Edit in Word.**



**Complete the *Pine MS Computers Scavenger Hunt* as you explore the website. (20 minutes)**

**Be prepared to share your results and discuss what you found.**

**SAVE THE DOCUMENT AS YOU WORK: After each new addition, use the keyboard shortcut: *Control S* to save your work as you go.**

**Sharing Website Findings**

**Discuss & Share:**

**What are some of the features of the site that you think will be most important during our semester together?**

**Explain.**

**What items on the site do you think would be best to share with your parents, guardians, or others? Why?**

**Are there any items about which you were curious?**

**Wrap Up:**

**What would you add to the site to improve it?**

**Lesson 4**

**Planner: Start Keyboarding**

**Objectives: I can explain the term “Home Row” in Keyboarding**

**Standards:**

**6.A.8.1 Explain the uses for and advantages of technology systems**

**6.A.8.2 Demonstrate keyboarding skills by completing a variety of productivity assignments in a timely manner.**

**6.A.12.1 Describe the components of technology systems and how they interact**

**6.B.12.1 Critique the selection of digital tools, based on efficiency and effectiveness**

***Warm Up* (20 Minutes)**

* **Planner**
* **Log on**

**Open the Webpage Scavenger Hunt and complete it**

**Activity 1 Keyboard Practice: Create and Format a Document**

**Open a *WORD* document**

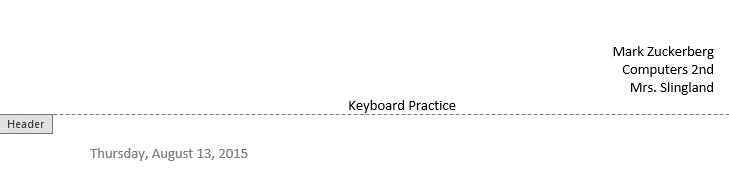
**Follow instructions: *MIRROR***

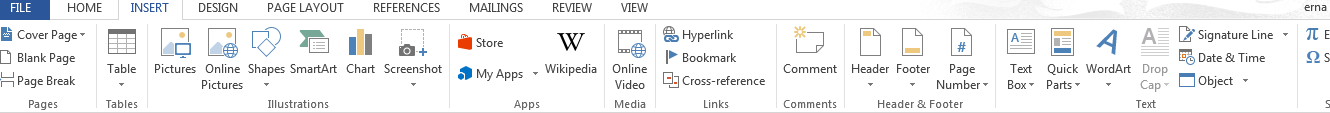
**INSERT: HEADER & FOOTER**

**Header: Right Align Name/ Computers & Period/Teacher’s Name**

**Center the Title: *Keyboard Practice***

**Footer: Use the \_\_\_\_ of \_\_\_\_ format (Page 1 of 5 )**

 **Body:**



**Font: Calibri Font Size: 20**

**Left Margin: Today’s Date**

**Use *Insert* Tab: Date & Time**

**Activity 2**

**Keyboard Goals & Expectations**

**End of the Semester**

**30 WPM (Words per Minute) with at least 96% Accuracy**

**KEYBOARDING TIME!**

1. **WHAT DO I KNOW?**
2. **HOME KEYS/ANCHOR KEYS**
3. **QWERTY**
4. **SPACE BAR**
5. **ENTER**
6. **POSTURE**

**LET’S PRACTICE!**

****EYES ON THE SCREEN**

**NO PEEKING AT THE KEYS**

1. **a s d f j k l ; a s d f j k l ; a s d f j k l ; a s d f j k l ;**
2. **asdf jkl; asdf jkl; asdf jkl; asdf jkl;**
3. **fff jjj fff jjj fff jjj ff jj ff jj f j f j f j f j j f j f j f**

**Activity 3: SAVE**



**You must follow the given protocol for saving documents!**

**SAVE IN *OneDrive*:**

**COMPUTERS/KEYBOARD FOLDER**

**Save as: Class.yourname.titleofdocument**

*Example:* ***Cl2.jgallagher.kb***

**Document name: Cl(2).(name).kb**

*\*\*Save as a Word Document*

**Lesson 5**

**Planner: More Keyboard Practice**

**Objective: I can use Home Keys and Correct posture when keyboarding.**

**I can explain the meaning of a “Standard”**

**Essential Question: What is a Standard?**

**Standards:**

**6.A.8.2 Demonstrate keyboarding skills by completing a variety of productivity assignments in a timely manner.**

**Warm Up:**

**Log- in**

**Keyboard: Open the Keyboard document from last class.**

**Date: Put today’s date in the document body, left aligned**

**Practice:**

**Complete each of the lines 3 times**

****Complete each of the lines 3 times**

1. **a s d f j k l ; a s d f j k l ; a s d f j k l ;**

**Save as: keyboarding Cl(2).(name).kbpractice**

1. **asdf jkl; asdf jkl; asdf jkl;**
2. **fff jjj fff jjj fff jjj ff jj ff jj f j f j**

**Activity 2:**

**Minimize the Keyboard Practice Document**

**Go to the *Pine Computers* Web Site**

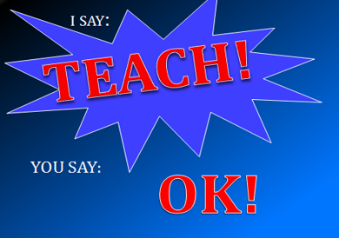
[**Pinemscomputers.weebly.com**](http://www.pinemscomputers.weebly.com/)

**Focus for today: Standards**

**Misc. Information Page:**

**Review the Nevada Computer Standards**

**How are they set up? What you need to know…**

****

**Wrap Up: Name and be able to explain at least 3 Nevada Computer Literacy and Applications Standards**

**Extra Activity: Vocabulary Review Contest**

**Use the Keyboard Document: Skip 2 lines from your practice.**

**Key the following terms as a list on your document**

**Folders, files, Home Row,**

**QWERTY, Space Bar, Protocol, Header, Footer, Font, Partners**

**Next to each term, key in a definition for the term.**

**You have 5 minutes…GO**

**STOP**

**Discuss your answers with your seat partner. Change anything you feel you need to change.**

**We will share answers with the class…**

**Lesson 5**

**Planner: Creating & Using Journals. Computer Standards**

**Objectives: I can explain how to format and complete a Journal.**

**I can demonstrate the use of fonts, borders, and backgrounds on a document.**

**Essential Questions: How can I use the tabs & ribbons in Word to format documents?**

**Standards 2: Communication & Collaboration**

**6: Technology Operations and Concepts**

**Warm Up: 10 minutes**

**Log on**

**Open the Keyboard Practice Document**

**Font 16**

**Insert a Date & Time (aligned left)**

****

***FONT 16: Complete each line 3 times (15 total lines)***

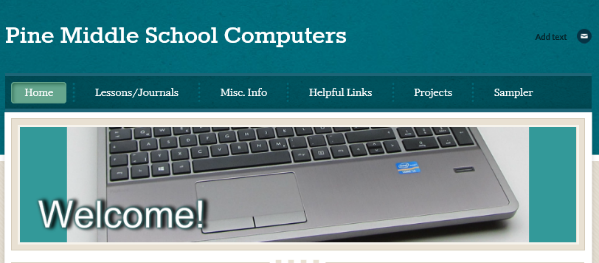
**fff jjj fff jjj fff jjj ff jj ff jj f j**

**ddd kkk ddd kkk ddd kkk dd kk dd kk d k**

**sss lll sss lll sss lll ss ll ss ll s l**

**aaa ;;; aaa ;;; aaa ;;; aa ;; aa ;; a ;**

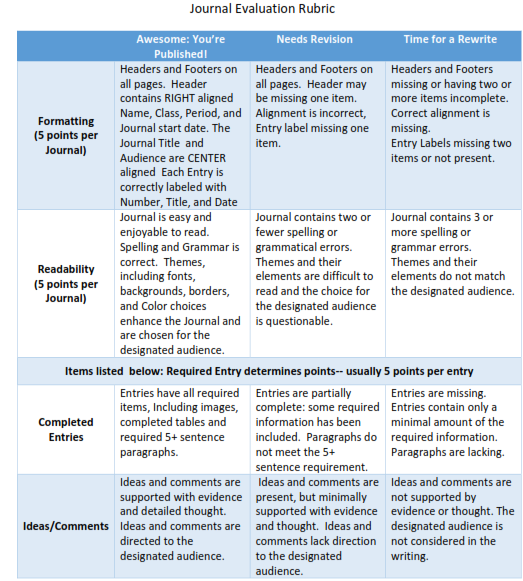
**ff jj dd kk ss ll aa;; f j d k s l a ;**

**Activity 1**

**Web page:** [**Pinemscomputers.weebly.com**](http://pinemscomputers.weebly.com/)

**Open: Journal Rubric**





**Review the rubric together**

**Activity 2**

**Create a Journal**

** Open a new WORD document**

**USE A HEADER:**

**NAME/ CLASS/TEACHER**

**Aligned Right: Upper right corner**

**TITLE: *JOURNAL A***

**Designated Audience:**

**Mr. Boudreau**

**(Centered in header)**

**FOOTER: YOUR CHOICE**

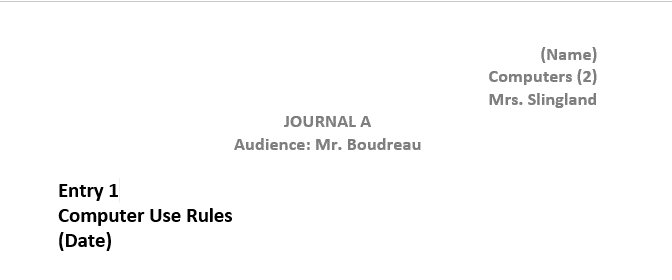
**ENTRY /TOPIC/DATE**

**Top left in the document body**

**Entry 1**

**Computer Use Rules**

**Date**



**Add borders and background appropriate for the designated audience.**

**Save as: cl(2).(name).JOURNAL A**

**Activity 3: In the body of the Document, Label the Entry:**

**Entry 1**

**Computer Use**

**Date**

**Key in five rules for Computer Use**

**Activity 4:**

**Change fonts/ font sizes and font colors of the rules.**

* **Each Rule must be written in**

**different styles, sizes, and colors**

* **The Rules must fit on One Page.**

**Remember to press‘CONTROL S’ as you work to save**

**Save as: cl(2).(name).JOURNAL A**

**Wrap Up:**

**Share your work with your Table Partner**

**Check all requirements: Help your Partner Succeed!**

****