

Teaching Unit: *Computer Applications*

Sub Topic: *Digital Life*

Essential Understandings

Knowledge and Skills

Digital media and technology are evolving at an incredible pace, bringing with them some very interesting opportunities along with some very real risks for our students. These kids are using the incredible power of the internet and mobile technologies to connect, explore, create and actually learn in ways that could not even be imagined just a few years ago. Problems have emerged also, from identity theft, to plagiarism, to cyberbullying, to trusting the information found online.

Teaching Unit: *Computer Applications*

Sub Topic: *Gizmo & First Class - File*

Essential Understandings

Knowledge and Skills

Gizmo is your friend. It can save you from losing all of your work if your computer malfunctions and needs to be re-imaged.

A Password that will allow access to Gizmo.

All of your work should be backed up to Gizmo everyday. It can then be accessed by you from any computer on the network. It can even be accessed from home over the internet.

The correct pathway to the Gizmo server.

If you back up your files daily you can only ever lose one days work if your computer malfunctions.

How the Gizmo server is organized.

First Class is your school e-mail application.

How to retrieve files from a Staff folder.

First Class can be used to pass in your homework simply by attaching your file to an e-mail and sending it to the teacher.

How to label a file correctly.

Know how a dropbox works.

Know how to place files in a Dropbox.

Teaching Unit: *Computer Applications*

Sub Topic: *iMovie*

Essential Understandings

Knowledge and Skills

Teaching Unit: *Computer Applications*

Sub Topic: *Keynote - Presentation*

Essential Understandings

Knowledge and Skills

Teaching Unit: ***Computer Applications***

Essential Understandings

The World Wide Web can be a great place to accomplish research on many topics. But putting documents or pages on the web is easy, cheap or free, unregulated, and, for the most part unmonitored.

For that reason it is up to the reader to evaluate the information available on the internet.

Search engines are only as good as the information put into them.

Much of the work found on the internet is protected by copyrights.

Teaching Unit: ***Computer Applications***

Essential Understandings

Word Processing is more than just typing text into a document. It is important to understand all of your word processing tools in order to create attractive documents for your assignments.

Teaching Unit: ***Computer Applications***

Essential Understandings

How computer painting and drawing software can be used to enhance communication.

How Appleworks Paint-Draw can be used to create animations.

How Appleworks Paint-Draw can be use to create slides for slideshow presentations.

Sub Topic: ***Internet***

Knowledge and Skills

Download a web evaluation form.

Determine the questions that need to be answered about any research web site.

Using key words in a search engine.

Sub Topic: ***Word Processing***

Knowledge and Skills

Sub Topic: ***Document Creation***

Knowledge and Skills

Access the Appleworks paint-draw toolbar.

Access the Appleworks Button Bar

Access Appleworks ClipArt

Manipulate Appleworks ClipArt
