

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.

How the Gizmo server is organized.

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

How to retrieve files from a Staff folder.

How to label a file correctly.

First Class is your school e-mail application.

Know how a dropbox works.

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.

Know how to place files in a Dropbox.

Teaching Unit: **Computer Applications**

Sub Topic: **Internet Applications**

Essential Understandings

Knowledge and Skills

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.

Download a web evaluation form.

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

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

Using key words in a search engine.

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**

Sub Topic: **Word Processing**

Essential Understandings

Knowledge and Skills

Teaching Unit: *Computer Applications*

Essential Understandings

Sub Topic: *Document Creation*

Knowledge and Skills

Teaching Unit: *Computer Applications*

Essential Understandings

Sub Topic: *iMovie*

Knowledge and Skills

Teaching Unit: *Computer Applications*

Essential Understandings

Sub Topic: *Keynote - Presentation*

Knowledge and Skills
