

Course Syllabus

# 8<sup>th</sup> Grade Tech Tools II

Syllabus

**1 Semester (approximately 90 class periods)**

## **Overview:**

**Leverage tech tools for success in high school and beyond, basics for Microsoft Office so in HS they can elect to get MOS (Microsoft Office Specialist) Certification**

## **Navigation the online educational world**

Focus on the student information system known as Canvas and Skyward

Tool:

Canvas

How to log in, log out.

Navigation of the site:

- Dashboard
- Calendar
- Home
- Assignments
- Extras including how to hand in assignments, videos, comments and contacting the teacher

**Everything in this class is here you need to become an expert in this application**

## **Keyboarding**

Focus on proper keyboarding (touch typing): Standard for 8<sup>th</sup> grade 35 WPM (speed) 95% Accuracy.

Tool: Typing Club Application (online program, works with PC/MAC/Chromebook)

Time: 30 to 45 minutes practice time per week (6-9 minutes day)

Every class period will have at least 6 minutes to accomplish this.

Benchmark start of the class/midterm/end showing growth for CBA (Classroom Based Assessment)

Student goal should be 20% increase in speed, test is appx 6 minutes, taken 2 times, **best scored taken**.

Assess out option available every **Friday**, take the test 2 times, score an average of 35/95 and you meet the standard (counts toward your practice time)

### **Digital Citizenship (1 lesson about every 3 weeks for 15 weeks)**

1. Health and Screen time connections
2. Digital Media and your brain
3. Being Aware of what you Share
4. Social Media/Digital Footprints
5. Responding to Hate Speech
6. Reacting to Breaking News

**Assessments are designed to make students aware of the rights and responsibilities of working online and with others.**

### **File Management (5-7 class periods)**

Focus on saving documents, images, sounds and more

- Know how to make and rename folders, move folders and more.
  - Online OneDrive G/drive
- How to copy/paste to make backup copies
- How to turn work in via canvas, email, or other electronic ways
- How to format, rename and use a “flash” drive USB
- How to make folders and move from Flash to OneDrive
- Backing up on a schedule

Assessment: Advanced File Management showing evidence of each of the tasks.

### **Intro to email (3 -5 class periods)**

- How to format a formal email using the business model
- How to attach documents, images, spreadsheets and more
- How to use the email function in Canvas and calendar

Assessment: Actual formal email with attachments and sharing of information and more.

## **Word for Advance Users (10-15 class periods)**

More extensive word processing function with MS Word:

1. Text Management
  - Emphasis (Bold, Italicize, Underline)
  - Font, Size, Color
  - Moving Text
  - Copy & Paste (from online)
  - Cut & Paste
2. Page Management
  - Alignment
  - Header & Footer
  - Margins
  - Orientation
  - Spell Check & Thesaurus
3. Insert
  - Shapes
  - Text Box
  - Picture
  - Remove Formatting
  - Print
4. Page Features
  - Page Number
  - Filename
  - Footer Spacing
  - Watermark
  - Page Break
5. Text vs. Images
  - Wrap Text
  - Text Effects
  - WordArt
  - Paragraph vs. Text Box
  - Page Border
  - Symbols/Icons
6. Text features
  - Numbering/Outline
  - Format Painter
  - Hyperlinks
  - Screen Tips
  - Change Case
  - Clipboard
7. Image Features
  - Image Size
  - Horizontal Line
  - 3-D Models

- SmartArt
- 8. Line Spacing
  - Paragraph Spacing
  - Double/Single Spacing
  - Custom Spacing
  - Indentation
- 9. Tabs
  - Set Left Tabs
  - Right Tabs
  - Center Tabs
  - Decimal Tabs
  - Clear Tabs
  - Tabs by Ruler
  - Dot Leaders
  - End, Delete, Enter
- 10. Tables
  - Delete/Insert Table
  - Convert to table/Text
  - Merge/Split
  - Adding/Deleting Cells
  - Staggered cells
  - Distribute Columns
  - Text Directions
  - Table Styles
- 11. Columns
  - Set Columns
  - Column breaks
  - Column Settings
  - Unequal Columns
  - Columns w/ Text Boxes
- 12. Report Features
  - Outlines
  - Styles
  - Custom Styles
  - Themes
  - Theme Fonts
  - Hanging indent
- 13. Reference Features
  - Citations
  - Footnotes
  - Endnotes
  - Placeholder Citation
  - Convert Footnote/Endnote
  - Manage Sources
- 14. Summative Report Features
  - Cover Page (in application only)

- Table of Contents
- Update table
- Bibliography
- Table of Figures

**Assessments:**

There are 5-6 Assessments showing each of these:

- Assessment 1
  - Part A - Text Management    Part B - Page Management    Part C – Insert
- Assessment 2
  - Part A – Page Features Part B – Text vs. Images Part C – Text Features  
Part D – Image Features
- Assessment 3
  - Part A – Line Spacing    Part A – Tabs    Part B – Tables Part D– Columns
- Assessment 4
  - Part A – File Features    Part B – Paragraph Features    Part C – Image Features
- Assessment 5
  - Part A – Report Features Part B – Reference Features Part C – Summative Report Features

**OneNote for Office/Notes and more 5-6 class periods**

How to take notes off the internet and organize them utilizing the full features of OneNote

1. Tabs
  - a. Home
  - b. Insert
  - c. Draw
2. Formatting
  - a. Notebooks
  - b. Tabs
  - c. Pages
  - d. Converting
3. Adding notes and more
  - a. Text from URLs and selections
  - b. Photos/URL images
  - c. Audio/video notes

- d. Attaching pages, documents and more

Assessment:

Research project called King Tut and the search

- Questions to answer and cite from 2 different sources
- Images for presentation
- Video links for presentation

### **Excel Project**

Review Format of Excel

1. Lesson A - Intro to Excel
  - a. Parts of Excel
  - b. Rename Sheets
  - c. Header & Footer/Filename
  - d. Sheet Colors
  - e. Orientation
  - f. Margins
  - g. Fit to Page
  - h. Change Views
2. Lesson B Home Features
  - a. Merge & Center
  - b. Alignment
  - c. Copy & Paste
  - d. Wrap Text
  - e. Font, size, color
  - f. Shading
  - g. Shrink to Fit
3. Lesson C Home and Insert functions
  - a. Resize columns
  - b. Insert/Delete Rows
  - c. Remove Formatting
  - d. Delete Ranges
  - e. Text Orientation
  - f. Borders
4. Lesson D Advanced Formatting
  - a. Add/Delete Columns
  - b. Number Formatting
  - c. Format Painter
  - d. Gradient Fill
  - e. Cut & Paste

5. Lesson E Organization
  - a. Autofill
  - b. Sorting
  - c. Multi Sort
  - d. Filter
6. Lesson F Formulas
  - a. Add/Subtract/Multiply/Divide
  - b. Multi-level Formulas
  - c. Absolute Value
  - d. Percentages
  - e. References
7. Lesson G Functions
  - a. SUM
  - b. MIN
  - c. MAX
  - d. AVERAGE
  - e. COUNT
  - f. ROUND
8. Lesson H Combinations
  - a. Combine Formulas & Functions
  - b. Naming Ranges
  - c. Manipulating Ranges
  - d. Identifying Formulas & Functions

Assessments for Lessons A - H

### **Assessment 2 Feed store**

1. Making a spreadsheet
  - a. Data
  - b. Prices/tax/more
  - c. Formulas and more
  - d. Sorting and totaling
  - e. Making it look good
2. Adding sheets
  - a. Formatting images
3. Adding additional data
  - a. Inventory
  - b. Price changes

### **PowerPoint advanced presentations (8-10 class periods)**

1. How to organize your project
  - a. Rough draft

- b. Does it make sense?
- 2. Project design
  - a. Colors
  - b. Sources
  - c. Bullets
  - d. Backgrounds
  - e. Rules to follow
- 3. Enhancing your project:
  - a. Insert images
  - b. Video
  - c. Sounds/audio
  - d. Transitions
  - e. Animations

### **Assessment: Recap MS Office**

**What did you learn in this class?**

**Design a PowerPoint Presentation explaining all the Targets in Tech Tools II:**

1. **Keyboarding**
2. **Digital Citizenship**
3. **File Management**
4. **Intro to email**
5. **Microsoft Office Suite (advanced)**
  - **Word for Advance Users**
  - **OneNote for Office/**
  - **Excel**
  - **PowerPoint**

**All assignments, homework, and everything you want to know is on my Canvas site.**

My class is transparent, and the grades designed for success and teaching students to leverage technology to help them in ALL the CLASSES, not just tech for tech's sake. Every class from this point on will have a technology element, so these skills are imperative. Effort required, the point of this class is to challenge the student to "figure it out" without being told exactly how to do it, the only way to fail is to quit. I require 35 minutes a week of keyboarding practice, they allowed 7-8minutes a day in class to do this (this is class warm up), so they only way NOT to get the time is to either be absent or refusing to do it in class. All homework takes less than 10 minutes a WEEK, and need a parent signature, hopefully you will learn something about media literacy along with your student. If you do all the homework and do your practice for keyboarding, you CANNOT fail this class. All assessments can be completed in class time, **time management in this class is especially important.**