

MARY, QUEEN OF PEACE SCHOOL
Grade Level Goals and Content

GRADE: 3

SUBJECT: Computer

GOALS:

Students will:

1. apply basic layout skills to word processing documents.
2. make revisions in word processing documents to correct identified errors.
3. import graphics to word processing documents with help.
4. create word processing and drawing documents relating to grade level curriculum topics.
5. create basic spreadsheets and bar graphs.
6. use provided Internet web sites and CD ROM resources to research grade level curriculum topics.
7. observe copyright and Internet restrictions as stated in the AUP.

CONTENT TOPICS:

1. Word Processing (typing simple sentences and beginning paragraphs)
Cut, copy, paste sentences in a paragraph or list
Basic formatting functions (centering, tab margins, single and double space)
Proofread/edit from corrected copy
Import graphics
2. Spreadsheet (bar graphs: input data up to 4 columns)
3. Internet Basic Applications
Take notes (rewrite sentences/facts from web site in own words)
Copy/download graphic from web site to word processor or Drawing Program /
Use the web sites provided
Identify important facts from given web sites
4. Drawing Program (using drawing tools: fill bucket, eraser, stamps);
typing in text boxes; moving truck--moving stamps and graphics; group slide shows (not individually created)
5. CD ROM encyclopedias as a research source
6. Copyright laws as they apply to web site graphics
7. Do not browse the Internet freely without direction from teacher