

**MARY, QUEEN OF PEACE SCHOOL**  
Grade Level Goals and Content

**GRADE: 4**

**SUBJECT: Computer**

**GOALS:**

Students will:

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

**CONTENT TOPICS:**

1. Word Processing: typing sentences and paragraphs  
Correct spacing rules for punctuation, symbols, numbers  
Enhancement features (boldface, italic, underline)  
Proofread/edit from corrected copy  
Import graphics
2. Spreadsheet (bar, pie and line graphs)
3. Hyperstudio: Basics: text--as part of background and in a text box;  
Import graphics from Hyperstudio clip art and from a web site;  
Create buttons to navigate from card to card;  
Choose transitions
4. Review 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 web sites
5. Continue using drawing program
6. CD ROM encyclopedias as a research source
7. Continue to respect copyright laws as they apply to web site graphics
8. Continue to not browse the Internet freely without direction from teacher

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