


# *Computer Solutions*


## *2018 – 2019*

### Office Applications

 Word

 Excel

 PowerPoint

 Outlook

 OneNote

 Access

 Publisher



Internet Safety

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Two Weeks	Class Procedures Computer Systems	Mastering Basic Computer Operations Maintaining Computer System <i>Mastering Keyboarding Skills</i>	
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Time Frame	Unit Titles/Content	Objectives (Competencies) to be included from Virginia Department of Education	Notes
<b>Demonstrating Keyboarding Skills</b>		<ul style="list-style-type: none"> <li>Competencies from Keyboarding 6150 will be practiced throughout the semester.</li> </ul>	Use of MicroType4 software, proper keyboarding technique, and home row keys
Seven Weeks	<i>Microsoft Word</i>	<b>Solving Problems, Using Word Processing Software</b>	
Week 1	<ul style="list-style-type: none"> <li>Class Procedures and Course Objectives</li> <li>Parts of the Computer System</li> <li>Learning about the Desktop</li> <li>Toolbars</li> <li>Windows</li> </ul>	<ul style="list-style-type: none"> <li>Make introductions, rules, class procedure</li> <li>Identify ways Word Processing software can used to solve problems.</li> <li>Analyze a problem to determine the word processing skills needed for a solution.</li> <li>Apply word processing skills to solve a problem.</li> </ul>	-Class rules, Computer/Internet use rules, introduction of students -Course objectives - A to Z Words You Know About Computers -Parts of the computer booklet, word search or puzzle with vocab words, match picture with vocab word - Uses of WP and kinds of WP - Toolbars
Week 2	<ul style="list-style-type: none"> <li>File Management</li> <li>Special Keys</li> <li>Using Spell/Grammar</li> <li>Using Help Features</li> <li>Copying Text</li> </ul>		- Opening Closing. Printing and Saving Files - Introduction to Journals - Delete, Backspace, Overtyping - cut/copy/paste, drag-and-drop
Week 3	<ul style="list-style-type: none"> <li>Formatting Text</li> <li>Line Spacing</li> <li>Page Orientation &amp; margins</li> <li>Tabs</li> </ul>		- Bold, italics, underline -single and double spacing - fonts, point size, color - landscape vs. portrait
Week 4	<ul style="list-style-type: none"> <li>Indents</li> <li>Bullets/Numbers</li> <li>Headers/Footer</li> </ul>		-hanging, left, first line - lists using bullets/numbers <b><i>Embedded Activity-Review Techniques, hand position</i></b>
Week 5	<ul style="list-style-type: none"> <li>Spelling/Grammar Check</li> <li>AutoCorrect/AutoComplete</li> <li>Thesaurus</li> </ul>		- Type documents and correct using these features - Name Acronym

Week 6	<ul style="list-style-type: none"> <li>• Tables</li> </ul>		<ul style="list-style-type: none"> <li>- Schools in tables</li> <li>- class schedule</li> </ul>
Week 7	<ul style="list-style-type: none"> <li>• Letters, Memos</li> </ul>		<ul style="list-style-type: none"> <li>- Formal and Informal</li> </ul>
<b>Three Weeks</b>	<b>Microsoft Excel</b>	<b>Solving Problems, Using Spreadsheet Software</b>	
Week 8	<ul style="list-style-type: none"> <li>• Creating Spreadsheets</li> <li>• Formatting Spreadsheets</li> </ul>	<ul style="list-style-type: none"> <li>• Identify ways spreadsheet software can used to solve problems.</li> <li>• Analyze a problem to determine the spreadsheet skills needed for a solution.</li> </ul>	<ul style="list-style-type: none"> <li>- Purposes of spreadsheets</li> <li>- Different kinds of spreadsheets</li> <li>- How it looks</li> <li>- How to move around</li> <li>- workbooks, and worksheets</li> </ul>
Week 9	<ul style="list-style-type: none"> <li>• Using Formulas</li> </ul>	<ul style="list-style-type: none"> <li>• Apply spreadsheet skills to solve a problem.</li> </ul>	<ul style="list-style-type: none"> <li>- Copying and moving data</li> <li>- Inserting rows and columns</li> <li>-formatting text</li> <li>- aligning text</li> </ul>
Week 10	<ul style="list-style-type: none"> <li>• Creating Charts</li> </ul>		<ul style="list-style-type: none"> <li>- Formatting numbers</li> <li>- mathematical symbols</li> <li>- performing calculations</li> <li>- solving problems</li> </ul> <p><i>Embedded Activity- Link tables with spreadsheets</i></p>
<b>One Week</b>	<b>Computer Maintenance</b>	<b>Solving Problems Relating to Computer Maintenance</b>	
Week 11	<ul style="list-style-type: none"> <li>✓ Caring for your workstation</li> <li>✓ Computer Viruses</li> </ul>	<ul style="list-style-type: none"> <li>• Identify safety precautions associated with computer use.</li> <li>• Describe the care necessary for external storage devices</li> <li>• Describe methods of preventing the spread of computer viruses.</li> </ul>	<ul style="list-style-type: none"> <li>- safety precautions</li> <li>- cleaning and caring for computer</li> <li>- ABC’s of caring for computer</li> <li>- Anti-virus software</li> </ul>
<b>One Week</b>	<b>Internet Skills</b>	<b>Solving Problems, Using Telecommunications (communicating through Networks and Telecommunications)</b>	
Week 12	<ul style="list-style-type: none"> <li>✓ Using the Internet to find Information</li> </ul>	<ul style="list-style-type: none"> <li>• Explore search options</li> </ul>	<ul style="list-style-type: none"> <li>- Search Engines</li> <li>- Performing searches</li> <li>- Search for websites</li> </ul>
<b>One Week</b>	<b>Internet Skills</b>	<b>Solving Ethical and Security Problems Relating to Computers</b>	
Week 13	<ul style="list-style-type: none"> <li>✓ <b>Appropriate Use of the Internet</b></li> <li>✓ Inet Safety</li> </ul>	<ul style="list-style-type: none"> <li>• Identify security issues related to computer hardware, software, and data.</li> <li>• Analyze problem involving integrity, courtesy, and confidentiality related to information and communications systems.</li> <li>• Analyze the impact of regulations such as copyright and licensing agreements in computer software applications.</li> </ul>	<ul style="list-style-type: none"> <li>- Security and copyright issues</li> <li>- Confidentiality</li> <li>- Copying software</li> <li>- Copying music CD’s</li> <li>- Copying info off the net</li> <li>Inet safety driver’s license</li> </ul>

One Week	Advances in Technology	Exploring Emerging Technologies	
Week 14	<ul style="list-style-type: none"> <li>✓ <b>What’s New in Technology</b></li> </ul>	<ul style="list-style-type: none"> <li>• Identify emerging technologies available to solve problems.</li> <li>• Research ways new technologies are being used to solve problems</li> </ul>	<ul style="list-style-type: none"> <li>- What’s new?</li> <li>- What’s in the future?</li> <li>- Report on new technology</li> <li>- What’s the most important advancement?</li> </ul>
One Week	Microsoft Access	Solving Problems, Using Database Software	
Week 15	<ul style="list-style-type: none"> <li>• Using a Database</li> <li>• Creating a Database</li> </ul>	<ul style="list-style-type: none"> <li>• Identify ways database software can used to solve problems.</li> <li>• Analyze a problem to determine the database skills needed for a solution.</li> <li>• Apply database skills to solve a problem.</li> </ul>	<ul style="list-style-type: none"> <li>- Purpose of database software</li> <li>- Kinds of software</li> <li>- how the screen looks</li> <li>- how to enter data</li> <li>- how to print reports</li> </ul> <p><i>Embedded Activities-Link to tables and spreadsheets</i></p>
Two Weeks	Desktop Publishing Using Microsoft Word	Using Desktop Publishing to solve word processing problems	
Week 16	<ul style="list-style-type: none"> <li>• Using Desktop Publishing as a Visual Tool</li> </ul>	<ul style="list-style-type: none"> <li>• Identify ways Word Processing software can used to solve problems.</li> <li>• Analyze a problem to determine the word processing skills needed for a solution.</li> <li>• Apply word processing skills to solve a problem.</li> </ul>	<ul style="list-style-type: none"> <li>- Why is a visual tool effective?</li> <li>- Inserting clipart using clips online</li> <li>- formatting graphics</li> <li>- WordArt</li> <li>- Drawing Toolbar</li> <li>-Columns</li> <li>-Textboxes</li> </ul>
Week 17	<ul style="list-style-type: none"> <li>✓ Designing Effective documents</li> </ul>		<ul style="list-style-type: none"> <li>- Creating flyers, newsletters, and handouts</li> <li>- effective use of color, fonts, and graphics</li> </ul> <p><i>Embedded Activity: Review changing fonts and colors</i></p>
One Week	Projects	Solving Problems Independently and in Groups	
Week 18	<ul style="list-style-type: none"> <li>✓ <b>Complete a Project demonstrating skills learned</b></li> </ul>	<ul style="list-style-type: none"> <li>• Build team skills</li> <li>• Identify a problem.</li> <li>• Examine alternative solutions.</li> <li>• Select solution.</li> <li>• Evaluate the outcome of the solution.</li> </ul>	<ul style="list-style-type: none"> <li>- Search and report</li> <li>- Letter and graph</li> <li>- Group project (allow students options to pick)</li> </ul>