COMPUTERS 7

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This course is part of the Applied Skills 7 rotation (~25 classes/10 weeks) at CMS. Students will work on developing basic computer skills in word processing, presentations and graphic design.

WORD	5-6 classes

- Formatting Text: fonts, paragraph & line spacing, alignment, format painter
- Pictures, move/resize, wrapping
- Tables (insert, adjust, cell alignment, borders)
- Page layout, Ruler, Margins

POWERPOINT	6-7 classes

- Slide Content: text, layouts, pictures
- Design using Slide Master
- Transitions and Animations

PAINT.NET	6-7 classes

- drawing tools, shapes, layers, colors, effects

SCRATCH	5-6 classes

- coding using blocks

ASSESSMENT: Students will be marked on their progress in each unit.

	Progress	Completion	Help needed	Correction
Beginning	some	some	a lot	a lot
Developing	good	most	a lot	some
Applying	good	all/most	some	some
Extending	excellent	all	--	--

+ helped other students AND/OR went beyond assignment requirements