

Longview ISD K-12 Technology Scope and Sequence
Technology Curriculum Skills
6th Grade

Skills in red are to be introduced. All other skills are to be reinforced.

Basic Computer Skills

- B1 Comply with District AUP - student and parent signs AUP and is kept on file in computer lab or other designated location (TA TEKS 3A, 3B)
 - 1. Demonstrate appropriate computer etiquette
 - 2. Respect privacy of all users outlined in the LISD AUP

- B2 Practice responsible use of computer hardware and software(TA TEKS 3A, 3B)

- B3 Respect copyright laws(TA TEKS 3A, 3B)
 - 1. Do not copy commercial software
 - 2. Do not plagiarize information from print and electronic resources

- B4 *Cite resources used in a document or project (TA TEKS 3A, 3C)*

- B6 Identify the functions of computer productivity software and select the appropriate tool for assignments (TA TEKS 1C, 8E)
 - 1. Word Processing
 - 2. Draw
 - 3. Paint
 - 4. Database
 - 5. Spreadsheet
 - 6. Presentation Software

File and Resource Management

- F1 Understand and use basic computer related terms: (TA TEKS 1A, 1E)
 - 1. Login
 - 2. Cursor
 - 3. Icon
 - 4. Scroll bar
 - 5. Hour glass/busy
 - 6. Double click
 - 7. Single click
 - 8. Right click
 - 9. On-line
 - 10. Network
 - 11. Password
 - 12. Home directory (H Drive)
 - 13. Local Area Network (LAN)
 - 14. Internet

Longview ISD K-12 Technology Scope and Sequence
Technology Curriculum Skills
6th Grade

Skills in red are to be introduced. All other skills are to be reinforced.

- F2 Use basic computer management skills (TA TEKS 4A, 12C)
1. Demonstrate appropriate use of network printing
 2. Demonstrate ability to access and save to multiple directories
 3. Demonstrate the ability to manage files (saving, retrieving, organizing)

Keyboarding Skills

- K1 Use correct posture (TA TEKS 2B)
- K2 Practice keyboarding skills by creating original word processing documents (TA TEKS 2B, 2C)
- K3 **Build keyboarding speed to 15-20 wpm (TA TEKS 2B)**

Graphics/Desktop Publishing

- G1 Insert graphics (original or "canned") into a variety of document types. (TA TEKS 1D, 5A, 10D)
- G2 Demonstrate appropriate use of fonts, font sizes, and font colors in a variety of document types (TA TEKS 7A, 10D)
- G3 Demonstrate ability to resize a graphic for appropriate fit in a document (TA TEKS 5A, 7D, 10D)
- G4 Demonstrate appropriate use of cut, copy, paste and move functions as applied to graphics (TA TEKS 7D, 10D)
- G5 Demonstrate the ability to rotate, duplicate, group, and align objects/pictures (TA TEKS 5A, 7D, 10D)
- G6 Demonstrate the ability to capture and use images from electronic resources and the Internet (TA TEKS 3A, 5A)
- G7 Demonstrate the ability to use a paint program (TA TEKS 5A, 7G, 8C, 10D, 11B)
- G8 Demonstrate the ability to use a draw program (TA TEKS 5A, 7G, 8C, 10D, 11B)
- G9 **Demonstrate an understanding of the difference between a paint program and a draw program (TA TEKS 1A, 1C, 7F)**
1. **Copy a paint object into a draw document for saving as a JPG, BMP, etc.**
 2. **Edit an object's color or lines in a paint program**

Longview ISD K-12 Technology Scope and Sequence
Technology Curriculum Skills
6th Grade

Skills in red are to be introduced. All other skills are to be reinforced.

- G10 Demonstrate the ability to create a multicolumn document that includes: (TA TEKS 7E)
1. Text wrapped from one column to another
 2. Text wrapped around graphic objects
- G11 Demonstrate the ability to integrate two or more productivity tools (TA TEKS 7G)
1. Add a table, chart or graph to a word processing document
 2. Add original graphics from a paint or draw program to another document

Word Processing

- WP1 Create and save a new document (TA TEKS 7A, 7I, 10A)
1. Use save
 2. Use save as to rename a previously saved document
- WP2 Open, view and print documents (TA TEKS 7A, 7I, 10A)
1. Use print preview
 2. Select page orientation
- WP3 Format documents as appropriate (TA TEKS 7A)
1. Select font, size, style, color
 2. Indent
 3. Set tabs
 4. Use headers, footers
 5. Align text
 6. Set margins
- WP4 Edit text (TA TEKS 7A, 10D)
1. Change font, size, style
 2. Cut, copy, paste, delete text
 3. Use spell check
- WP5 Use advanced features (TA TEKS 7A)
1. Outlining
 2. Bullets/numbering
 3. Headers/footers
 4. Inserting a table
- WP6 Use a word processor in real world context to:
1. Write stories or poems
 2. Generate letters

Longview ISD K-12 Technology Scope and Sequence
Technology Curriculum Skills
6th Grade

Skills in red are to be introduced. All other skills are to be reinforced.

Spreadsheets

- S1 Use, including modify, an existing spreadsheet (TA TEKS 7B)
1. Sort data
 2. Create charts
 3. Print spreadsheets
 4. **Insert a row or column**
 5. **Delete row or column**

- S2 Create a new spreadsheet (TA TEKS 7B, 8E)
1. Identify intended use
 2. Collect data
 3. Determine rows and columns
 4. Create simple calculations
 5. **Use fill down/across**
 6. Set cell attributes, such as formatting numbers as currency, or boldface text

Database

- D1 Use an existing database (TA TEKS 4A, 4B, 5B, 5C, 6A-C)
1. Use library electronic catalog
 2. Add records to a file
 3. Sort records
 4. Search for specific data
- D2 **Identify and use database vocabulary such as, file, record, field, search, sort, etc. (TA TEKS 1E)**
- D3 Collect data and create an original database (TA TEKS 7C, 8E, 10B, 12A)
1. **Identify the intended use of the collected data**
 2. **Enter fields and set field attributes**
 3. **Enter data consistently in the file**
 4. Save database
 5. **Edit database**
 1. Change data
 2. Add new records
 3. Delete existing records
 6. **Answer questions about data collected by performing sorts and searches**

Longview ISD K-12 Technology Scope and Sequence
Technology Curriculum Skills
6th Grade

Skills in red are to be introduced. All other skills are to be reinforced.

Internet

- I1 Perform keyword searches for information from electronic media such as CD's and the Internet (TA TEKS 4A, 4B, 5B)
- I2 Select appropriate graphics, audio, video items from the Internet for use in projects (TA TEKS 4A, 4B, 5A, 6A-C, 9B)
- I3 Demonstrate the ability to save multimedia items from the Internet to a home directory (TA TEKS 4A, 4B, 5A, 6A-C, 9B)
- I4 Demonstrate the ability to select text from an Internet web page to copy and paste into a document
 1. Give credit in a bibliography if quoted
 2. Use in notes for reference, paraphrasing in actual student document

Multimedia

- M1 Use age-appropriate multimedia software to reinforce subject specific skills (TA TEKS 1F, 7H)

Presentation Tools

- P1 Create a storyboard for a multimedia presentation prior to creating the presentation, either on paper or the computer (TA TEKS 1C, 7A)
- P2 Determine target audience and purpose of a presentation (TA TEKS 10A, 11B)
- P3 Incorporate scanned images, images from a digital camera or from CD's or from the Internet into a presentation (TA TEKS 7D, 7G, 7J)
- P4 Incorporate clip art/graphics into a presentation (TA TEKS 7D, 7G, 7J)
- P5 Demonstrate the appropriate use of font attributes, color, white space and graphics in a presentation (TA TEKS 10D)
- P6 **Create a non-linear presentation (TA TEKS 7D, 8D, 10A, 11B)**
 1. **Use HyperStudio or PowerPoint to create a project with a menu incorporating branching**
- P7 **Incorporate charts/graphs into a presentation (TA TEKS 7G, 8E, 10A)**

Longview ISD K-12 Technology Scope and Sequence
Technology Curriculum Skills
6th Grade

Skills in red are to be introduced. All other skills are to be reinforced.

- P8 Evaluate a presentation using a rubric, checklist, or timeline, or other evaluation tool (TA TEKS 9A, 12B, 12D)
- P9 Practice presentation skills for audience (posture, delivery skills)
- P10 Deliver presentation using projection device