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

☐ B3 Cite resources used in a document or project (TA TEKS 3A, 3C)

☐ B4 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

☐ B5
  Open, view, save, and print documents (TA TEKS 1A, 1B, 1F)
  1. Use print preview
  2. Select page orientation

File and Resource Management

☐ F1
  Use basic computer management skills (TA TEKS 1A, 1B, 1E, 1F, 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, especially in the H drive electronic portfolio)

Keyboarding

☐ Use correct posture (TA TEKS 2B)

☐ Practice keyboarding skills while creating original word processing documents (TA TEKS 2B, 2C, 5A, 7D, 10D)

☐ Build keyboarding speed to 20-30 wpm (TA TEKS 2B)

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Graphics and Publishing

☐ G1 Demonstrate appropriate use of fonts, font sizes, and font colors in a variety of document types (TA TEKS 7A, 10D)

☐ G2 Demonstrate ability to resize a graphic for appropriate fit in a document (TA TEKS 5A, 7D, 10D)

☐ G3 Demonstrate the ability to rotate, duplicate, group, and align objects/pictures (TA TEKS 5A, 7D, 10D)

☐ G4 Demonstrate the ability to capture and use images from electronic resources and the Internet (TA TEKS 3A, 5A)

☐ G5 Demonstrate the ability to use a paint program (TA TEKS 5A, 7G, 8C, 10D, 11B)

☐ G6 Demonstrate the ability to use a draw program (TA TEKS 5A, 7G, 8C, 10D, 11B)

☐ G7 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

☐ G8 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

☐ G9 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
    Format documents as appropriate (TA TEKS 7A)
      1.   Set tabs
      2.   Use headers, footers
      3.   Set margins

☐ WP2
    Use advanced features (TA TEKS 7A)
      1.   Outlining
      2.   Bullets/numbering
      3.   Headers/footers
      4.   Inserting a table

Longview ISD K-12 Technology Scope and Sequence
Technology Curriculum Skills
7th Grade

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WP3
Use a word processor in real world context to:
1. Compose essays and reports
2. Create poems
3. Generate letters

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

S3 Incorporate graphs into other types of documents (TA TEKS 8E)

S4 Use complex functions and formulas in a spreadsheet (TA TEKS 7B, 8E, 9A, 10C, 10E)

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)

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☐ **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
6. Change data
7. Add new records
8. Delete existing records
9. Answer questions about data collected by
    performing sorts and searches

☐ **D4** Use advanced features of a database, such as design layouts for printing reports (TA TEKS 7C, 8E, 10B, 12A)

Internet

☐ **I1** Perform keyword searches for information from electronic media such as CDs 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)
1. Demonstrate the ability to save multimedia items
    from the Internet to a home directory
2. Demonstrate the ability to select text from an
    Internet web page to copy and paste into a
    document
3. Give credit in a bibliography if quoted
4. Use in notes for reference, paraphrasing in actual
    student document

Multimedia Software

☐ **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 student's recorded voice in a presentation

☐ **P4** Incorporate scanned images, images from a digital camera or from CD's into a presentation (TA TEKS 7D, 7G, 7J)

☐ **P5** Incorporate clip art/graphics into a presentation (TA TEKS 7D, 7G, 7J)

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☐ P6 Incorporate original text into a presentation

☐ P7 Demonstrate the appropriate use of font attributes, color, white space and graphics in a presentation (TA TEKS 10D)

☐ P8

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

☐ P9 Incorporate charts/graphs into a presentation (TA TEKS 7G, 8E, 10A)

☐ P10 Evaluate a presentation using a rubric, checklist, or timeline, or other evaluation tool (TA TEKS 9A, 12B, 12D)

☐ P11 Practice presentation skills for audience (posture, delivery skills)

☐ P12 Deliver presentation using projection device