

Computers 101 Third Grade Curriculum Outline

NOTE: The instructor reserves the right to make changes and modifications where appropriate.

Students Need: One 2-pocket folder for lab work

| Week | Date | Topic/Activity | Tools/Material |
|------|---|---|--|
| 1 | 9-10-07 | Introduction: <ul style="list-style-type: none"> ▪ Computer Assignment ▪ Class Introduction & Review Computer Lab Rules and Care: <ul style="list-style-type: none"> ▪ Ten Commandments - Review | <ul style="list-style-type: none"> ▪ Login Sheet/Account setup info ▪ Computer folders/filing cabinet ▪ 10_computer_rules.ppt (start) |
| 2 | 9-17-07 | Computer Lab Rules and Care: <ul style="list-style-type: none"> ▪ Ten Commandments - Review Computer Parts: <ul style="list-style-type: none"> ▪ User's Environment <ul style="list-style-type: none"> ▪ My Documents ▪ Create folders ▪ Recreate Icons ▪ Networking | <ul style="list-style-type: none"> ▪ 10_computer_rules.ppt (complete) ▪ Logins – test to make sure all accounts works properly ▪ Create folders in My Docs – go over organizing work/files/folders ▪ Create third grade lab folder (in my docs). ▪ Create My Documents shortcut |
| 3 | 9-24-07 | Computer Parts: <ul style="list-style-type: none"> ▪ User's Environment – Review <ul style="list-style-type: none"> ▪ Recreate Icons ▪ Display ▪ Networking | <ul style="list-style-type: none"> ▪ Create My Network Places on start bar ▪ Create 3rd grade Lab folder shortcut ▪ Change display background (if time allows) |
| 4 | 10-01-07 | No School – Diocesan Workshop | N/A |
| 5 | 10-08-06 | No School – Columbus Day | N/A |
| 6 | 10-15-07 9:00 Mass for 3rd gr. | <ul style="list-style-type: none"> ▪ User's Environment – Review <ul style="list-style-type: none"> ▪ Recreate Icons ▪ Display ▪ Networking ▪ Add printer | <ul style="list-style-type: none"> ▪ Continue with setting up User's environment ▪ Add printer |

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| 7 | 10-22-07 | Using the Computer: <ul style="list-style-type: none"> ▪ Microsoft Word ▪ Review <ul style="list-style-type: none"> ▪ WordArt ▪ Text Box ▪ AutoShapes | <ul style="list-style-type: none"> ▪ Students to make a name tag banner with a picture of a computer using Word; print, cut, and display on wall outside computer room |
| 8 | 10-29-07 | Computer Parts: <ul style="list-style-type: none"> ▪ Using the Keyboard <ul style="list-style-type: none"> ▪ Typing master ▪ Learning the keys HOMEWORK #1: Introducing Me (due 11-05-07) | <ul style="list-style-type: none"> ▪ Pass out and explain homework assignment ▪ Bunny icon: TypingMaster/warmup/games/bubbles (a-z, A-Z, 0-9), (studied keys) |
| 9 | 11-05-07 | Using the Computer: <ul style="list-style-type: none"> ▪ Microsoft Word <ul style="list-style-type: none"> ▪ Title ▪ Table ▪ Numbered list ▪ Text position (centered, left and right justified) ▪ Saving files HOMEWORK #1 DUE | <ul style="list-style-type: none"> ▪ Some students need to complete name tag, once completed: ▪ each item in each of the columns |
| 10 | 11-12-07 | No School –Veterans Day | N/A |
| 11 | 11-19-07 | No Classes – Out on Vacation | N/A |
| 12 | 11-26-07 | Using the Computer: <ul style="list-style-type: none"> ▪ Microsoft Word <ul style="list-style-type: none"> ▪ Title ▪ Table ▪ Numbered list ▪ Text position (centered, left and right justified) ▪ Saving files | <ul style="list-style-type: none"> ▪ Begin typing in Homework assignment #1– Introducing Me lab in third grade lab folder ▪ Demonstrate how to insert a table ▪ Show students how to label each column. Place |
| 13 | 12-03-07 Move to 12/10 – Snow Day | Using the Computer: <ul style="list-style-type: none"> ▪ Microsoft Word <ul style="list-style-type: none"> ▪ Title ▪ Table ▪ Numbered list ▪ Text position (centered, left and right justified) ▪ Saving files | <ul style="list-style-type: none"> ▪ Continue typing in Homework assignment #1– Introducing Me lab |

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| 14 | 12-10-07 | Using the Computer: <ul style="list-style-type: none"> ▪ Microsoft Word <ul style="list-style-type: none"> ▪ Title ▪ Table ▪ Numbered list ▪ Text position (centered, left and right justified) ▪ Saving files | <ul style="list-style-type: none"> ▪ Continue typing in Homework assignment #1– Introducing Me lab |
| 15 | 12-17-07 3s only – Delayed opening no class for 3W | Computer Parts: <ul style="list-style-type: none"> ▪ Using the Mouse (more practice) ▪ Using the Keyboard ▪ Typing master ▪ Learning the keys | <ul style="list-style-type: none"> ▪ Bunny icon: TypingMaster/warmup/games/ABC (a-z, A-Z), Record students' times ▪ Color circles icon: Kids Games http://www.free-coloring-pages.com/game.html ▪ Students can play any game |
| 16 | 12-24-07 | No School – Christmas Break | N/A |
| 17 | 12-31-07 | No School – Christmas Break | N/A |
| 18 | 1-07-08 | Using the Computer: <ul style="list-style-type: none"> ▪ Microsoft Word <ul style="list-style-type: none"> ▪ Title ▪ Table ▪ Numbered list ▪ Text position (centered, left and right justified) ▪ Saving files | <ul style="list-style-type: none"> ▪ Continue typing in Homework assignment #1– Introducing Me lab |
| 19 | 1-14-08 Snow Day Move to 1/23 (makeup class) | Using the Computer: <ul style="list-style-type: none"> ▪ Microsoft Word <ul style="list-style-type: none"> ▪ Title ▪ Table ▪ Numbered list ▪ Text position (centered, left and right justified) ▪ Saving files Computer Parts: <ul style="list-style-type: none"> ▪ Using the mouse | <ul style="list-style-type: none"> ▪ Continue typing in Homework assignment #1– Introducing Me lab |

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| 20 | 1-21-08 | No School – Dr. Martin L King Jr. Day | N/A |
| 19 | 1-23-08 (make up class of 1/14/08) | Using the Computer: <ul style="list-style-type: none"> ▪ Microsoft Word <ul style="list-style-type: none"> ▪ Title ▪ Table ▪ Numbered list ▪ Text position (centered, left and right justified) ▪ Saving files | <ul style="list-style-type: none"> ▪ Continue typing in Homework assignment #1– Introducing Me lab |
| 21 | 1-28-08 | No Class – Grandparents Day | N/A |
| 22 | 2-04-08 | Using the Computer: <ul style="list-style-type: none"> ▪ Microsoft Word <ul style="list-style-type: none"> ▪ Title ▪ Table ▪ Numbered list ▪ Text position (centered, left and right justified) ▪ Saving files | <ul style="list-style-type: none"> ▪ Continue typing in Homework assignment #1– Introducing Me lab |
| 23 | 2-11-08 | Using the Computer: <ul style="list-style-type: none"> ▪ Microsoft Word <ul style="list-style-type: none"> ▪ Title ▪ Table ▪ Numbered list ▪ Text position (centered, left and right justified) ▪ Saving files | <ul style="list-style-type: none"> ▪ Continue with typing in Homework assignment #1– Introducing Me lab |
| 24 | 2-18-08 | No School – Presidents Day | N/A |
| 25 | 2-25-08 | No School – Winter Break | N/A |
| 26 | 3-03-08 | Using the Computer: <ul style="list-style-type: none"> ▪ Microsoft Word <ul style="list-style-type: none"> ▪ Title ▪ Table ▪ Numbered list ▪ Text position (centered, left and right justified) ▪ Saving files | <ul style="list-style-type: none"> ▪ Continue and complete typing in Homework assignment #1– Introducing Me lab |

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| 27 | 3-10-08 | Using the Computer: <ul style="list-style-type: none"> ▪ Microsoft Word ▪ Internet - Introduction <ul style="list-style-type: none"> ▪ Networking ▪ Safety rules | <ul style="list-style-type: none"> ▪ For students how have not completed lab, continue and complete typing in Homework assignment #1– Introducing Me lab ▪ Introduce networking and internet safety ▪ Demonstrate how to download pictures from internet ▪ Students are to find pictures of their country for the curriculum fair |
| 28 | 3-17-08 | Using the Computer: <ul style="list-style-type: none"> ▪ Microsoft Word ▪ Internet - Introduction <ul style="list-style-type: none"> ▪ Networking ▪ Downloading | <ul style="list-style-type: none"> ▪ Continue with students finding pictures of their country for the curriculum fair ▪ Demonstrate how to download pictures from internet and insert pictures in a word document. |
| 29 | 3-24-08 | Using the Computer: <ul style="list-style-type: none"> ▪ Microsoft Word ▪ Internet - Introduction <ul style="list-style-type: none"> ▪ Networking ▪ Downloading | <ul style="list-style-type: none"> ▪ Continue with students finding pictures of their country for the curriculum fair ▪ Demonstrate how to download pictures from internet and insert pictures in a word document. |
| 30 | 3-31-08 | The Main Computer: <ul style="list-style-type: none"> ▪ Input and Output devices ▪ What's inside a computer | <ul style="list-style-type: none"> ▪ Click-n-Learn Web site. Kids Online icon: http://www.kids-online.net/learn/c_n_1.html ▪ Pass out Input/Output devices worksheet ▪ Hand out Inventory Lab description. ▪ Go over worksheet with students and match up the words w/ pictures on handouts |
| 31 | 4-07-08 | Using the Computer: <ul style="list-style-type: none"> ▪ Microsoft Excel <ul style="list-style-type: none"> ▪ Cell & Cell addressing ▪ Formatting ▪ Fill ▪ Formulas ▪ Workbook & worksheet | <ul style="list-style-type: none"> ▪ Have students open up a worksheet ▪ Go over some Microsoft Excel Terminology ▪ Demonstrate how to merge cells, resize, and format. ▪ Begin Inventory Lab following the instructions in the lab assignment in the 3rd grade labs folder (each student also given a copy) |
| 32 | 4-14-08 | Using the Computer: <ul style="list-style-type: none"> ▪ Microsoft Excel <ul style="list-style-type: none"> ▪ Cell & Cell addressing ▪ Formatting ▪ Fill ▪ Formulas ▪ Workbook & worksheet | <ul style="list-style-type: none"> ▪ Continue with Inventory Lab following the instructions in the lab assignment in the 3rd grade labs folders. |

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| 33 | 4-21-08 | No School – Spring Break | N/A |
| 34 | 4-28-08 | Using the Computer: <ul style="list-style-type: none"> ▪ Microsoft Excel <ul style="list-style-type: none"> ▪ Cell & Cell addressing ▪ Formatting ▪ Fill ▪ Formulas ▪ Workbook & worksheet | <ul style="list-style-type: none"> ▪ Continue with Inventory Lab following the instructions in the lab assignment in the 3rd grade labs folders. |
| 35 | 5-05-08 | Using the Computer: <ul style="list-style-type: none"> ▪ Microsoft Excel <ul style="list-style-type: none"> ▪ Cell & Cell addressing ▪ Formatting ▪ Fill ▪ Formulas ▪ Workbook & worksheet | <ul style="list-style-type: none"> ▪ Continue with Inventory Lab following the instructions in the lab assignment in the 3rd grade labs folders. |
| 36 | 5-12-08 | Using the Computer: <ul style="list-style-type: none"> ▪ Microsoft Excel <ul style="list-style-type: none"> ▪ Cell & Cell addressing ▪ Formatting ▪ Fill ▪ Formulas ▪ Workbook & worksheet | <ul style="list-style-type: none"> ▪ Continue with Inventory Lab following the instructions in the lab assignment in the 3rd grade labs folders. |
| 37 | 5-19-08 | Using the Computer: <ul style="list-style-type: none"> ▪ Microsoft Excel <ul style="list-style-type: none"> ▪ Cell & Cell addressing ▪ Formatting ▪ Fill ▪ Formulas ▪ Workbook & worksheet | <ul style="list-style-type: none"> ▪ Continue with Inventory Lab following the instructions in the lab assignment in the 3rd grade labs folders. |
| 38 | 5-26-08 | No School – Memorial Day | N/A |
| 39 | 6-02-08 | Using the Computer: <ul style="list-style-type: none"> ▪ Microsoft Excel <ul style="list-style-type: none"> ▪ Cell & Cell addressing ▪ Formatting ▪ Fill ▪ Formulas ▪ Workbook & worksheet | <ul style="list-style-type: none"> ▪ Continue and complete Inventory Lab following the instructions in the lab assignment in the 3rd grade labs folders. |
| 6-06-08 Last day of specials | | | |