

## Computers 101 Fourth 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 and a notebook.

Week	Date	Topic/Activity	Tools/Material
1	9-10-07	<b>Introduction:</b> <ul style="list-style-type: none"> <li>▪ Computer Assignment</li> <li>▪ Class Introduction &amp; Review</li> </ul> <b>Computer Lab Rules and Care:</b> <ul style="list-style-type: none"> <li>▪ Ten Commandments - Review</li> </ul>	<ul style="list-style-type: none"> <li>▪ Login Sheet/Account setup info</li> <li>▪ Introduction_presentation.ppt</li> <li>▪ Computer folders/filing cabinet</li> <li>▪ 10_computer_rules.ppt</li> </ul>
2	9-17-07	<b>Computer Parts:</b> <ul style="list-style-type: none"> <li>▪ User's Environment - Review <ul style="list-style-type: none"> <li>▪ Display</li> </ul> </li> <li>▪ User's Environment – New <ul style="list-style-type: none"> <li>▪ Screensaver</li> <li>▪ Mouse pointer</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Logins – test to make sure all accounts works properly</li> <li>▪ Change display background</li> <li>▪ Setting screen saver</li> <li>▪ Change mouse pointer</li> </ul>
3	9-24-07	<b>Computer Parts:</b> <ul style="list-style-type: none"> <li>▪ User's Environment <ul style="list-style-type: none"> <li>▪ My Documents</li> <li>▪ Create folders</li> <li>▪ Add printer</li> <li>▪ Recreate Icons</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Create folders in My Docs – go over organizing work/files/folders</li> <li>▪ Create My Documents shortcut</li> <li>▪ Create My Network Places icon</li> <li>▪ Create Lab folder shortcut</li> </ul>
4	10-01-07	<b>No School – Diocesan Workshop</b>	N/A
5	10-08-07	<b>No School – Columbus Day</b>	N/A
6	10-15-07	<b>Using the Computer:</b> <ul style="list-style-type: none"> <li>▪ Microsoft Word <ul style="list-style-type: none"> <li>▪ Review - ClipArt/Text Box and/or AutoShapes</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Students to make a <b>name tag</b> banner with a picture of a computer using Word; print, cut, and display on wall outside computer room</li> </ul>
7	10-22-07	<b>Computer Parts:</b> <ul style="list-style-type: none"> <li>▪ My Computer</li> <li>▪ Saving files on floppy</li> <li>▪ Formatting</li> </ul> <b>HOMEWORK #1: Favorite Recipe</b>	<ul style="list-style-type: none"> <li>▪ Discuss what's in My Computer</li> <li>▪ Discuss Hardware Devices and symbols</li> <li>▪ Handout floppies</li> <li>▪ Format floppies</li> </ul>

Week	Date	Topic/Activity	Tools/Material
8	10-29-07	<b>Computer Parts:</b> <ul style="list-style-type: none"> <li>▪ Using the Keyboard</li> <li>▪ Home Keys</li> </ul>	<ul style="list-style-type: none"> <li>▪ Bunny icon: TypingMaster/warmup games/clouds and Tetris (studied keys)</li> <li>▪ Halloween games if completed</li> </ul>
9	11-05-07	<b>Using the Computer:</b> <ul style="list-style-type: none"> <li>▪ Microsoft Word <ul style="list-style-type: none"> <li>▪ Title</li> <li>▪ Table <ul style="list-style-type: none"> <li>▪ Numbered list</li> <li>▪ Text position (centered, left and right justified)</li> </ul> </li> </ul> </li> <li>▪ Saving files</li> </ul> <p><b>HOMEWORK #1 Due</b></p>	<ul style="list-style-type: none"> <li>▪ Begin typing in Homework Assignment #1– <b>RECIPE lab</b> in 4<sup>th</sup> grade lab folder</li> <li>▪ Save file in My Doc/lab folder &amp; on floppy</li> </ul>
10	11-12-07	<b>No School – Veterans Day</b>	N/A
11	11-19-07	<b>No Classes – Out on Vacation</b>	N/A
12	11-26-07	<b>Using the Computer:</b> <ul style="list-style-type: none"> <li>▪ Microsoft Word</li> </ul>	<ul style="list-style-type: none"> <li>▪ Some students need to complete <b>name tag</b></li> <li>▪ Continue with typing in homework assignment #1– <b>RECIPE lab</b></li> <li>▪ Save file in My Doc/lab folder &amp; on floppy</li> </ul>
13	12-03-07 <b>Snow Day No School Continue on 12/10</b>	<b>Using the Computer:</b> <ul style="list-style-type: none"> <li>▪ Microsoft Word</li> </ul>	<ul style="list-style-type: none"> <li>▪ Continue with typing in homework assignment #1– <b>RECIPE lab</b></li> <li>▪ Save file in My Doc/lab folder &amp; on floppy</li> </ul>
14	12-10-07	<b>Using the Computer:</b> <ul style="list-style-type: none"> <li>▪ Microsoft Word</li> </ul>	<ul style="list-style-type: none"> <li>▪ Continue with typing in homework assignment #1– <b>RECIPE lab</b></li> <li>▪ Save file in My Doc/lab folder &amp; on floppy</li> </ul>
15	12-17-07	<b>Using the Computer:</b> <ul style="list-style-type: none"> <li>▪ Microsoft Word</li> </ul>	<ul style="list-style-type: none"> <li>▪ Continue and complete with typing in homework assignment #1– <b>RECIPE lab</b></li> <li>▪ Save file in My Doc/lab folder &amp; on floppy</li> </ul>
16	12-24-07	<b>No School – Christmas Break</b>	N/A
17	12-31-07	<b>No School – Christmas Break</b>	N/A

Week	Date	Topic/Activity	Tools/Material
18	1-07-08	<b>Using the Computer:</b> <ul style="list-style-type: none"> <li>▪ Microsoft Word <ul style="list-style-type: none"> <li>▪ Title</li> <li>▪ Table <ul style="list-style-type: none"> <li>▪ Numbered list</li> <li>▪ Text position (centered, left and right justified)</li> </ul> </li> <li>▪ Saving files</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Continue with typing in homework assignment #1– <b>RECIPE lab</b></li> <li>▪ Save file in My Doc/lab folder &amp; on floppy</li> </ul>
19	1-14-08 <b>Snow Day Move to 1/23 - 4M 1/28 - 4A</b>	<b>Using the Computer:</b> <ul style="list-style-type: none"> <li>▪ Microsoft Word <ul style="list-style-type: none"> <li>▪ Title</li> <li>▪ Table <ul style="list-style-type: none"> <li>▪ Numbered list</li> <li>▪ Text position (centered, left and right justified)</li> </ul> </li> <li>▪ Saving files</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Continue and complete with typing in homework assignment #1– <b>RECIPE lab</b></li> <li>▪ Save file in My Doc/lab folder &amp; on floppy</li> <li>▪ Print if finished</li> </ul>
20	1-21-08	<b>No School – Dr. Martin L King Jr. Day</b>	N/A
19	1-23-08 <b>4M only</b>  (make up class of 1/14/08 for)	<b>Using the Computer:</b> <ul style="list-style-type: none"> <li>▪ Microsoft Word <ul style="list-style-type: none"> <li>▪ Title</li> <li>▪ Paragraphs – indenting</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Begin typing in report for 4<sup>th</sup> grade curriculum fair</li> </ul>
21	1-28-08 <b>4A only</b>  <b>No class 4M Grandparents Day</b>	<b>Using the Computer:</b> <ul style="list-style-type: none"> <li>▪ Microsoft Word <ul style="list-style-type: none"> <li>▪ Title</li> <li>▪ Table</li> <li>▪ Numbered List</li> <li>▪ Text Position</li> </ul> </li> </ul> <b>The Internet:</b> <ul style="list-style-type: none"> <li>▪ Search engines</li> </ul>	<ul style="list-style-type: none"> <li>▪ Continue and complete with typing in homework assignment #1– <b>RECIPE lab</b></li> <li>▪ Save file in My Doc/lab folder &amp; on floppy</li> <li>▪ Print</li> </ul> <b>If complete:</b> <ul style="list-style-type: none"> <li>▪ Students can do some research on Internet for their animal curriculum fair report</li> </ul>
22	2-04-08	<b>Using the Computer:</b> <ul style="list-style-type: none"> <li>▪ Microsoft Word <ul style="list-style-type: none"> <li>▪ Title</li> <li>▪ Paragraphs – indenting</li> </ul> </li> </ul> <b>The Internet:</b> <ul style="list-style-type: none"> <li>▪ Search engines</li> </ul>	<ul style="list-style-type: none"> <li>▪ Begin typing in report for 4<sup>th</sup> grade curriculum fair – <b>4A</b></li> <li>▪ Continue typing in report for 4<sup>th</sup> grade curriculum fair - <b>4M</b></li> <li>▪ Have students use internet for researching report if they do not have all their information</li> </ul>

Week	Date	Topic/Activity	Tools/Material
23	2-11-08	<b>Using the Computer:</b> <ul style="list-style-type: none"> <li>▪ Microsoft Word</li> <li>▪ Title</li> <li>▪ Paragraphs – indenting</li> </ul> <b>The Internet:</b> <ul style="list-style-type: none"> <li>▪ Search engines</li> </ul>	<ul style="list-style-type: none"> <li>▪ Continue typing in report for 4<sup>th</sup> grade curriculum fair</li> </ul>
24	2-18-08	<b>No School –Presidents Day</b>	N/A
25	2-25-08	<b>No School – Winter Break</b>	N/A
26	3-03-08	<b>Using the Computer:</b> <ul style="list-style-type: none"> <li>▪ Microsoft Word</li> <li>▪ Title</li> <li>▪ Paragraphs – indenting</li> </ul> <b>The Internet:</b> <ul style="list-style-type: none"> <li>▪ Search engines</li> </ul>	<ul style="list-style-type: none"> <li>▪ Continue typing in report for 4<sup>th</sup> grade curriculum fair</li> </ul>
27	3-10-08	<b>Using the Computer:</b> <ul style="list-style-type: none"> <li>▪ Microsoft Word</li> <li>▪ Title</li> <li>▪ Paragraphs – indenting</li> </ul> <b>The Internet:</b> <ul style="list-style-type: none"> <li>▪ Search engines</li> </ul>	<ul style="list-style-type: none"> <li>▪ Continue typing in report for 4<sup>th</sup> grade curriculum fair</li> </ul>
28	3-17-08	<b>Using the Computer:</b> <ul style="list-style-type: none"> <li>▪ Microsoft Word</li> <li>▪ Title</li> <li>▪ Paragraphs – indenting</li> </ul> <b>The Internet:</b> <ul style="list-style-type: none"> <li>▪ Search engines</li> </ul>	<ul style="list-style-type: none"> <li>▪ Continue and complete typing in report for 4<sup>th</sup> grade curriculum fair</li> <li>▪ Print out reports when done</li> </ul> <u>If complete:</u> <ul style="list-style-type: none"> <li>▪ Have students finish and complete with typing in homework assignment #1– <b>RECIPE lab</b></li> <li>▪ Print out to hang on wall</li> </ul>
29	3-24-08	<b>Using the Computer:</b> <ul style="list-style-type: none"> <li>▪ Microsoft Word</li> <li>▪ Title</li> <li>▪ Paragraphs – indenting</li> </ul> <b>The Internet:</b> <ul style="list-style-type: none"> <li>▪ Search engines</li> </ul>	<ul style="list-style-type: none"> <li>▪ Continue and complete typing in report for 4<sup>th</sup> grade curriculum fair</li> <li>▪ Print out reports when done</li> </ul> <u>If complete:</u> <ul style="list-style-type: none"> <li>▪ Have students finish and complete with typing in homework assignment #1– <b>RECIPE lab</b></li> <li>▪ Print out to hang on wall</li> </ul> <u>If completed:</u> Game Day

Week	Date	Topic/Activity	Tools/Material
30	3-31-08	<b>The Internet:</b> <ul style="list-style-type: none"> <li>▪ Introduction</li> <li>▪ Terms</li> <li>▪ Search engines</li> <li>▪ Using hyperlinks</li> <li>▪ Using browsers</li> </ul> <b>Using the Computer:</b> <ul style="list-style-type: none"> <li>▪ Microsoft Word <ul style="list-style-type: none"> <li>▪ Shapes/banners</li> <li>▪ Inserting pictures</li> <li>▪ Text box</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Pass out <a href="#">Internet Terms</a> <a href="#">handout</a>.</li> <li>▪ Go over terms and discuss the meaning of each term</li> <li>▪ Begin <a href="#">Internet_lab-THE SAINTS</a> in 4th grade lab folder</li> <li>▪ Follow instructions in the lab.</li> </ul>
31	4-07-08	<b>The Internet:</b> <ul style="list-style-type: none"> <li>▪ Introduction</li> <li>▪ Terms</li> <li>▪ Search engines</li> <li>▪ Using hyperlinks</li> <li>▪ Using browsers</li> </ul> <b>Using the Computer:</b> <ul style="list-style-type: none"> <li>▪ Microsoft Word <ul style="list-style-type: none"> <li>▪ Shapes/banners</li> <li>▪ Inserting pictures</li> <li>▪ Text box</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Continue with the <a href="#">Internet_lab-THE SAINTS</a> in 4th grade lab folder</li> <li>▪ Follow instructions in the lab.</li> </ul>
32	4-14-08	<b>The Internet:</b> <ul style="list-style-type: none"> <li>▪ Introduction</li> <li>▪ Terms</li> <li>▪ Search engines</li> <li>▪ Using hyperlinks</li> <li>▪ Using browsers</li> </ul> <b>Using the Computer:</b> <ul style="list-style-type: none"> <li>▪ Microsoft Word <ul style="list-style-type: none"> <li>▪ Shapes/banners</li> <li>▪ Inserting pictures</li> <li>▪ Text box</li> </ul> </li> </ul> <b>HOMEWORK #2: Saint Power Point Presentation</b>	<ul style="list-style-type: none"> <li>▪ Continue and complete with the <a href="#">Internet_lab-THE SAINTS</a> in 4th grade lab folder</li> <li>▪ Follow instructions in the lab.</li> </ul>
33	4-21-08	<b>No School – Spring Break</b>	N/A

Week	Date	Topic/Activity	Tools/Material
34	4-28-08	<b>The Internet:</b> <ul style="list-style-type: none"> <li>▪ Search engines</li> <li>▪ Using hyperlinks</li> <li>▪ Using browsers</li> </ul> <b>Using the Computer:</b> <ul style="list-style-type: none"> <li>▪ Microsoft Word</li> </ul> <b>HOMEWORK #2 Due</b>	<ul style="list-style-type: none"> <li>▪ Continue and complete with the <b>Internet_lab-THE SAINTS</b> in 4th grade lab folder</li> <li>▪ Follow instructions in the lab.</li> </ul>
35	5-05-08	<b>Using the Computer:</b> <ul style="list-style-type: none"> <li>▪ <b>Power Point</b> <ul style="list-style-type: none"> <li>▪ Trusty Tool Bars</li> <li>▪ Handy Help</li> <li>▪ Techie Terms</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ . Begin with Power_Point.pp presentation (in Presentations folder)</li> <li>▪ Discuss toolbars <ul style="list-style-type: none"> <li>▪ Anchored</li> <li>▪ Floating</li> </ul> </li> <li>▪ Demonstrate how to use Handy Help</li> <li>▪ <a href="#">Techie Terms – pass out handout sheet</a></li> </ul>
36	5-12-08	<b>Using the Computer:</b> <ul style="list-style-type: none"> <li>▪ <b>Power Point</b> <ul style="list-style-type: none"> <li>▪ Creating a slide</li> <li>▪ Clip and Word art</li> <li>▪ Font – size, style, color</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Begin developing a power point presentation on <b>The Saint</b>. See sample in 4<sup>th</sup> grade lab folder.</li> <li>▪ Using PowerPoint, students are to create a presentation about the saint they researched.</li> </ul>
37	5-19-08	<b>Using the Computer:</b> <ul style="list-style-type: none"> <li>▪ <b>Power Point</b> <ul style="list-style-type: none"> <li>▪ Creating a slide</li> <li>▪ Clip and Word art</li> <li>▪ Font – size, style, color</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Continue with power point presentation on <b>The Saint</b>. See sample in 4<sup>th</sup> grade lab folder.</li> <li>▪ Using PowerPoint students are to create a presentation about the saint they researched.</li> </ul>
38	5-26-08	<b>No School – Memorial Day</b>	N/A
39	6-02-08	<b>Using the Computer:</b> <ul style="list-style-type: none"> <li>▪ <b>Power Point</b> <ul style="list-style-type: none"> <li>▪ Creating a slide</li> <li>▪ Clip and Word art</li> <li>▪ Font – size, style, color</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Continue and complete power point presentation on <b>The Saint</b>. See sample in 4<sup>th</sup> grade lab folder.</li> <li>▪ Using PowerPoint students are to create a presentation about the saint they researched.</li> <li>▪ Have students show his/her saint presentation</li> </ul>
		<b>6-06-08 Last day of specials</b>	