



THE PEANUT COMPUTER GALLERY COMPUTERS 101

Saint Catherine School
Manchester, NH

September-November 2007
Issue 1

The Quarterly Digital News

Welcome

Welcome to Mrs. Morin's computer newsletter. This quarterly newsletter is designed to be a source of information in order to keep parents apprised of major assignments and class projects in Computers 101. In this newsletter you will find various articles on topics including:

- **What's New in Our Classroom**
- **Inside Our Curriculum Network**
- **Computer Projects Galore**
- **Bits N' Bytes Reminders**
- **Class Calendar**

WELCOME

What's New in Our Classroom



We have added two new items to share this year; a quarterly newsletter and a web page. In order to inform parents of what their child is learning in

computers this year, I thought the best approaches are a newsletter and a web page. A brief synopsis of the curriculum, the projects we are working on, and some key reminders for parents and students will be provided in this letter.

The Peanut Computer Gallery web page provides more details on the curriculum for all grade levels, the technology standards, and goals and objectives. I also post homework assignments, favorite links that I use during the year, and more. You can access this web page by going to Saint Catherine's web site at www.saintcatherines.org. Click on the

school and then click on [Peanut Computer Gallery](#) link at the bottom of the middle column. The actual web site address is www.saintcatherine.org/School/computer_classes/computers_101.htm. Please take a moment to browse around.



Inside Our Curriculum Network

The students have been in full swing with fun-filled activities on the computers. Here are some of the things each grade have been learning this past quarter:

- **Pre-K and Kindergarten:** Mouse techniques (left button, double clicking, and maneuvering) using interactive learning games, identifying letters on the keyboard with the TypingMaster program, making name tags in Microsoft Word with auto shapes, and using various paint tools (paint bucket, air brush, and selecting paint colors) in Microsoft paint.
- **1st and 2nd:** Mouse and keyboard techniques (including left, right, and down arrows keys, the shift key, backspace key, & space bar), using Microsoft Word features including knowing how to change font size, color, and style, how to save changes in a file, and created a name tag using auto shapes. In addition, 2nd graders learned how to create and name a folder, and how to create an icon on their desktop.
- **3rd and 4th:** How to customized their environment such as changing their background and screen saver, reviewed creating and naming their computer lab folder in *My Documents*, learned how to added a network printer, and using several features in Microsoft Word including WordArt, text box, and auto shapes. They also reviewed how to change font size, color, and style as well filling in auto shapes and text boxes. In



addition, the 4th graders learned how to format and save files onto a floppy disk.

- **5th:** Have been focusing on the Internet and Intranet. As a whole class, we had discussions about various search engines such as Google, Netscape, and Yahoo as well as various web terms including hypertext, web addresses, domains, and the meaning of acronyms *www*, *http*, and *html*. For a better understanding of these terms and how to use search engines, the students have been working on an internet-scavenger hunt lab. This lab also helps the students to determine how to narrow their search and how to select a web link that will provide the best information for the topic in question.
- **6th:** Have been busy completing their Ice Cream Business excel spreadsheets that were started at the end of fifth grade. The students are reviewing topics on cells, cell addresses, formatting cells, expanding columns, and inserting formulas for their calculations. In addition, the sixth graders have begun their monthly typing contest that encourages the students how to efficiently and accurately type without looking at the keyboard. The contest is between each of the four sixth grade groups. The wpm (words per minute) net score from each student is charted on a bar graph for the student to see how well he or she improves from month to month.

Bits N' Bytes Reminders

Reminders to Parents

Please review the policy handbook on the computer usage and guidelines that students are expected to abide to while working in the Peanut Computer lab. Any misuse of the computers or misconduct will result in a demerit and/or removal of computer privileges.

Reminders to Students:

Homework Assignments are Due:

3rd Grade: 11/05

4th Grade: 11/05

5th Grade: 11/06, 11/07, 11/13, 11/14

6th Grade: 11/29, 11/30, 12/06, 12/07



Computer Projects Galore

Third Grade: are working on a "Introducing Me" lab where the students have to create a biography in Microsoft Word (one page). This lab



entails using tables, numbered list, formatting a title, text position, and inserting pictures through ClipArt as well as a picture of themselves from a file downloaded from a digital camera.

Homework assignment: Introducing Me

Fourth Grade: are working on their favorite sandwich recipe. They will be typing their custom made recipe in Microsoft Word that will use various features such as creating a title, learning how to insert a table and removing its borders, numbered list, and text position. They will also be inserting pictures from ClipArt.

Homework assignment: Favorite Sandwich Recipe

Fifth Grade: are working on an Internet and Intranet project. Using the definitions on Internet and Intranet, they will design their own Intranet in Microsoft Word. They will need to use ClipArt, auto shapes, and how to group objects. In addition, as a class, we will discuss how to link each of their custom made Intranet to the Internet through our World Wide Web model in the computer lab. **Homework assignment:** Intranet and Internet Definitions

Sixth Grade: when completed their Ice Cream Business Excel spreadsheet, they will begin to work on writing a business plan for their Ice Cream Business. Their plan will be typed in Microsoft Word and they will learn how to set up a title page, use headers, format paragraphs, inset Table of Contents, and how to convert their Excel summary of expenses spreadsheet into a pie graph. **Homework assignment:** Business Plan Draft

Each grade received a homework sheet that describes the assignment and what they need to prepare for the project. A copy of the homework is also available on the class's web page.

Class Calendar: No School

11/22 & 11/23/07 - Thanksgiving

12/24/07-01/01/08 - Christmas

