

Computers Made Easy

North Brunswick Township Public Schools

Acknowledgements

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Course Description

Computers Made Easy is an individualized course taught in a small group setting that allows for students to learn, at their own pace, various computer application software programs including word processing, desktop publishing, presentation, and spreadsheet. Utilizing Adobe PageMaker, Microsoft Publisher, and building on their knowledge of Microsoft Word, students will gain an understanding of desktop publishing procedures and will develop document design skills necessary to produce professionally prepared documents. Emphasis will be placed on using text and drawing tools, creating special effects, working with graphics, imported text, and scanned and digital photographs. Students will utilize digital cameras and scanners to enhance desktop published documents. Students will explore PowerPoint, incorporating digital images, sound, animation, and video clips into their presentations. Students will perform introductory hands-on activities and projects using excel. Students will use search strategies and explore vast internet resources to enhance their documents and presentations.

COURSE OF STUDY

Chapter or Unit: PowerPoint Basics

OBJECTIVES	MATERIALS/ MANIPULATIVES	SUGGESTED STRATEGIES	ASSESSMENT State, Teacher made, District	PACING	NJ CORE CURRICULUM STANDARD
TSWDAT: 1. Start up and exit PowerPoint Program. Save and open file. Print slides, handouts, notes pages.	Handouts – PowerPoint Screen Smart Board PowerPoint software ↓	<ul style="list-style-type: none"> Teacher demonstration and student practice of start up, exit, save, open, and print procedures. 	Teacher observation ↓	1 day	8.1.12.A.5
2. Identify and become familiar with PowerPoint screen, toolbars, drop-down menus, and dialogue boxes.	↓	<ul style="list-style-type: none"> Teacher demonstration and student practice of use of mouse to access functions found on toolbars, drop-down menus, and dialogue boxes. 	↓		8.1.12.A.5
3. Identify and experiment with 5 different presentation views.	↓	<ul style="list-style-type: none"> Teacher demonstration and student practice of switching between different PowerPoint views. 	↓		8.1.12.A.5

Chapter or Unit: PowerPoint - Creating a Presentation

OBJECTIVES	MATERIALS/ MANIPULATIVES	SUGGESTED ACTIVITIES	ASSESSMENT	PACING	NJ CORE CURRICULUM STANDARD
TSWDAT: 1. Create a new blank presentation using normal, slide, or outline view. Apply a background or design template.	Handouts Smart Board PowerPoint software Roll Assignment Sheet Intro. Project – How To Create a PB&J	<ul style="list-style-type: none"> Teacher demonstration of new procedures using Smart Board Student practice of new procedures by creating How To Presentation in outline or slide view Daily Roll assignments to review new procedures. 	Teacher observation Graded Roll Assignments Graded Projects	PowerPoint Unit - 3 mos. Once procedures are introduced and reviewed students may work at their own pace on projects. Entire PowerPoint Unit may take up to 3 months to complete.	8.1.12.A.5 8.1.12.A.8
2. Create a master slide to control formatting on all slides (except title) in the presentation. Example: font, size, color, style, alignment, spacing, and background. Add header/footer to master which may include, date, time, slide number, and footer text.	<u>Microsoft PowerPoint 2000 Complete Tutorial</u> Rubrics	<ul style="list-style-type: none"> Teacher demonstration of creating a master slide using Smart Board Student practice of new procedure Daily Roll assignments to review new procedures 			8.1.12.A.5 8.1.12.A.8
3. Add and delete slides. Change slide layout utilizing various autolayouts available in slide layout dialogue box.		<ul style="list-style-type: none"> Teacher demonstration of new procedures using Smart Board Student practice of new procedures using outline created for How To Presentation Daily Roll assignments to review new procedures 			8.1.12.A.5 8.1.12.A.8

<p>4. Add text to slide placeholders. Change text appearance by experimenting with fonts, styles, point size, effects, alignment, linespacing, and case. Copy font attributes using format painter. Enhance title text using word art or animate using flamingtext.com. Edit text using delete, replace, move/copy.</p>		<ul style="list-style-type: none"> • Teacher demonstration of format painter and flamingtext.com using Smart Board • Student practice of new procedures • Students create name plate for title slide using flamingtext.com • Daily Roll assignments to review new procedures 			<p>8.1.12.A.5 8.1.12.A.8 8.1.12.B.5</p>
<p>5. Customize bullets and symbols</p>		<ul style="list-style-type: none"> • Teacher demonstration customizing bullets using Smart Board • Student practice of new procedures • Daily Roll assignments to review new procedures 			<p>8.1.12.A.5 8.1.12.A.8</p>
<p>6. Proofread presentation using automatic spell-check and thesaurus</p>		<ul style="list-style-type: none"> • Complete basic slides in introductory Project Assignment – “How To Create a PB&J” Presentation 			<p>8.1.12.A.5 8.1.12.A.8</p>

Chapter or Unit: PowerPoint - Enhancing Presentation

OBJECTIVES	MATERIALS/ MANIPULATIVES	SUGGESTED ACTIVITIES	ASSESSMENT	PACING	NJ CORE CURRICULUM STANDARD
<p>1. Create a organizational chart slide to show relationships within a family or organization. Change text or box formatting, including font, style, size, alignment, color, shadow, borders. Change background of chart. Add/delete subordinates to chart.</p>	<p>Handouts Smart Board PowerPoint software Roll Assignment Sheet <u>Microsoft PowerPoint 2000 Complete Tutorial</u></p>	<ul style="list-style-type: none"> • Teacher demonstration of creating an organizational chart using Smart Board • Student practice of new procedure • Daily Roll assignments to review new procedure 	<p>Teacher observation Graded Roll Assignments Graded Projects</p>		<p>8.1.12.A.5 8.1.12.A.8</p>
<p>2. Create a table slide by selecting number of rows/columns. Using tables and borders toolbar, modify the horizontal and vertical alignment of text within each cell. Modify the table border/fill. Insert/delete rows/columns, merge/split cells.</p>	<p>Project Instruction Packets: 1. Christopher Columbus 2. Halloween 3. NBTHS Home Coming/Pride Weekend 4. History of Valentines Day 5. The Year You Were Born 6. Cruising Around North Brunswick 7. Where in the World Is 8. History of St. Patrick' Day</p>	<ul style="list-style-type: none"> • Teacher demonstration of creating and modifying a table using the border/tables toolbar. • Students practice new procedure by creating a table in "How To Presentation" • Daily roll assignments to review new procedure 			<p>8.1.12.A.5 8.1.12.A.8</p>
<p>3. Add shapes and drawing objects to presentation by using the autoshapecs (lines, basic shapes, autoshapecs, arrows, callouts, stars/banners) and drawing tools found on the drawing toolbar. Select, size scale, move, and rotate objects.</p>		<ul style="list-style-type: none"> • Teacher demonstration of use of drawing tools. • Daily roll assignments to review new procedures 			<p>8.1.12.A.5 8.1.12.A.8</p>

<p>Applying formatting to object by adding fill, line, or font color. Change line, dash, or arrow style, add show, 3-d effect, or fill with picture. Select multiple objects using shift+click or drawing selection box (marquee). Group and ungroup selected objects.</p>					
<p>4. Add clipart using clip art gallery. Ungroup graphic, change colors, regroup. Add clipart using internet explorer. Create clip art folder. Save internet clipart to folder.</p>		<ul style="list-style-type: none"> • Teacher demonstration of searching for, saving, and editing clip art. • Student's search for a save appropriate clip art in created clip art folder. 			<p>8.1.12.A.5 8.1.12.A.8 8.1.12.B.8</p>
<p>5. Insert a hyperlink to jump to a particular slide, document or web site.</p>		<ul style="list-style-type: none"> • Teacher demonstration of creating a hyperlink. • Students create a hyperlink to appropriate web site. • Daily roll assignment to review new procedure 			<p>8.1.12.A.5 8.1.12.A.8 8.1.12.B.5</p>
<p>6. Add one of PowerPoint's pre-drawn action buttons to manually advanced presentation. Format action setting on mouse click.</p>		<ul style="list-style-type: none"> • Teacher demonstration of creating action buttons. • Students create action button in How To Presentation 			<p>8.1.12.A.5 8.1.12.A.8</p>
<p>7. Insert scanned images and digital pictures into presentation.</p>		<ul style="list-style-type: none"> • Teacher demonstration and student practice of the scanner and digital camera. • Students scan and save photos to be imported. • Students use digital camera and transfer photos to clipart folder. 			<p>8.1.12.A.5 8.1.12.A.8</p>

8. Record and insert a sound. Record a narration.		<ul style="list-style-type: none"> • Teacher demonstration of sound recording. • Student practice recording. 			8.1.12.A.5 8.1.12.A.8
9 Enhance presentation by inserting sound files and video clips.		<ul style="list-style-type: none"> • Teacher demonstrate internet search and saving of appropriate sound and video files. • Students select sound and video files to save in folder. • Teacher demonstrate and student practice inserting sound and video files into presentation. • Students play sound files. 			8.1.12.A.5 8.1.12.A.8 8.1.12.B.5 8.1.12.B.12

Chapter or Unit: PowerPoint - Delivering a Presentation

OBJECTIVES	MATERIALS/ MANIPULATIVES	SUGGESTED STRATEGIES	ASSESSMENT State, Teacher made, District	PACING	NJ CORE CURRICULUM STANDARD
TSWDAT: 1. Use slide sorter view to organize slide show.	Handouts Smart Board PowerPoint software Roll Assignment Sheet <u>Microsoft PowerPoint 2000 Complete Tutorial : Rubrics</u>	<ul style="list-style-type: none"> Teacher demonstration using Smart Board of organizing a presentation in slide sorter view. Students organize presentation in slide sorter view 	Teacher Observation Graded Projects using Rubrics		8.1.12.A.5 8.1.12.A.8
2. Add slide transition and timing to advance manually or automatically.		<ul style="list-style-type: none"> Teacher demonstration of new procedures. Students add transition to slides advancing manually or automatically. 			8.1.12.A.5 8.1.12.A.8
3. Add animation effects.		<ul style="list-style-type: none"> Teacher demonstration of adding animation effects. Students add animation effects to slides. 			8.1.12.A.5 8.1.12.A.8
4. Create notes pages for use by speaker.		<ul style="list-style-type: none"> Teacher demonstration of creating notes pages for slides. Students create and print notes pages for presentation. 			8.1.12.A.5 8.1.12.A.8
5. Deliver presentation manually using smart board and notes pages.	Student presentation review sheets	<ul style="list-style-type: none"> Using smart board, students present one of the following presentations to class: Year You Were Born Cruising North Brunswick 	Graded oral presentation. Graded review sheets completed by students		8.1.12.A.5 8.1.12.A.8 8.1.12.B.5 8.1.12.B.12

6. Send presentation as an attachment via e-mail that can be viewed automatically by an individual		<ul style="list-style-type: none">• Discuss and demonstrate procedures for obtaining a free e-mail account.• Demonstrate e-mail procedures including receiving, sending, deleting and attaching files to messages.• Students obtain e-mail accounts and attach a presentation file to send via e-mail.	Evaluation of attachment received via e-mail		8.1.12.A.5 8.1.12.A.8 8.1.12.B.8
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Chapter or Unit: Creating a Desktop Published Document using Adobe PageMaker

OBJECTIVES	MATERIALS/ MANIPULATIVES	SUGGESTED STRATEGIES	ASSESSMENT State, Teacher made, District	PACING	NJ CORE CURRICULUM STANDARD
TSWDAT: 1. Identify differences between word processing and desktop publishing.	Adobe PageMaker software Smart Board <u>Word Processing to Desktop Publishing</u> as a reference text Handouts Project documents.	<ul style="list-style-type: none"> Class discussion of the principles of acceptable layout and design in desktop published documents and the difference between desktop publishing a word processing. 	Teacher observation	PageMaker Unit Once procedures are introduced and reviewed students may work at their own pace on handouts and projects. Entire PageMaker Unit may take up to 2 months to complete.	8.1.12 A.6
2. Start and exit program. Identify and become familiar with PageMaker toolbox, menu bar, rulers, drop-down menus, and dialogue boxes.		<ul style="list-style-type: none"> Teacher demonstration and student practice of start up and exit procedures. Teacher demonstration of use of PageMaker text and pick tool Student practice use of text and pick tool. 	Teacher observation		8.1.12.A.6
3. Identify default settings in PageMaker page setup.		<ul style="list-style-type: none"> Class discussion of pre-set conditions in page setup. Class note differences in desktop publishing and word processing in page setup dialogue box. 	Teacher observation		8.1.12.A.6
4. Create a new file, change default setup options –page size, orientation, margins, Switch view from fit in window to actual size, place text in text box using text tool.		<ul style="list-style-type: none"> Teacher demonstration using smart board of changing set up options. Teacher demonstration using smart board of switching from fit in window to actual size. 			8.1.12.A.6

		<ul style="list-style-type: none"> • Students switch to actual size and create a text block using text tool. 			
5. Switch back to fit in window and save document in appropriate folder.		<ul style="list-style-type: none"> • Students switch to fit in window before saving text file in folder. • Students create a PageMaker folder for assignments. 	Teacher observation		8.1.12.A.6 8.1.12.A.8
6. Open saved file, add text to text block. Create new text block. Select, manipulate, and separate text blocks. Resave file.		<ul style="list-style-type: none"> • Teacher demonstration of new procedures. • Students practice new procedures using practice text file. 	Teacher observation		8.1.12.A.6 8.1.12.A.8
7. Proofread and spell check document. Print individual pages or entire document.		<ul style="list-style-type: none"> • Teacher demonstration of spell check in PageMaker software. • Teacher demonstration of printing procedures. • Students practice new procedures using practice text file. 	Teacher observation Evaluation of Printed file.		8.1.12.A.6 8.1.12.A.8

Chapter or Unit: Changing the Appearance of Text - PageMaker

OBJECTIVES	MATERIALS/ MANIPULATIVES	SUGGESTED STRATEGIES	ASSESSMENT State, Teacher made, District	PACING	NJ CORE CURRICULUM STANDARD
TSWDAT: 1. Identify differences in typeface (serif, sans serif, script), typestyle, type size, and leading.	Adobe PageMaker software Smart Board <u>Word Processing to Desktop Publishing</u> as a reference text Handouts Project 1 Packet – text files	<ul style="list-style-type: none"> • Teacher demonstration of new concepts. • Students identify and select fonts that fit into specific category • Students create a font reference sheet using numerous fonts available in PageMaker • Print reference sheet 	Teacher observation Completed font reference sheet		8.1.12.A.6 8.1.12.A.8
2. Reposition copy using left, center, right, justify, force justify.		<ul style="list-style-type: none"> • Teacher demonstration of text alignment • Students practice various text alignments. 	Teacher observation		8.1.12.A.6 8.1.12.A.8
3. Use ruler guides to reposition blocks of text and sizing handles to resize blocks of text.		<ul style="list-style-type: none"> • Teacher demonstration of using ruler guides to place text blocks. • Students place ruler guides • Students practice placing text blocks using ruler guides • Students resize text blocks using sizing handles. 	Teacher observation		8.1.12.A.6 8.1.12.A.8
4. Edit text by applying proofreader's marks using delete, typeover, move, and copy. Apply spot color to text using color palette.		<ul style="list-style-type: none"> • Teacher review and demonstrate selecting of text. (word, sentence, paragraph) • Students practice selecting text • Students delete, move, copy, and edit selected text 	Teacher observation		8.1.12.A.6 8.1.12.A.8

5. Create various text files for use in future PageMaker projects.	Project 1 Packet	<ul style="list-style-type: none">Project 1 - Students work at their own pace creating and saving blocks of text for use in advertisements, flyers, menus, and letterhead.	Teacher observation Evaluation of printed project 1 documents.		8.1.12.A.6 8.1.12.A.8
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Chapter or Unit: Using the Drawing Tools - PageMaker

OBJECTIVES	MATERIALS/ MANIPULATIVES	SUGGESTED STRATEGIES	ASSESSMENT State, Teacher made, District	PACING	NJ CORE CURRICULUM STANDARD
TSWDAT: 1. Use the drawing tools to create various shapes. Fill shapes with various patterns, change point size and style of stroke, and apply rounded corners.	Adobe PageMaker Smart Board <u>Word Processing to Desktop Publishing</u> Handouts Advertisement Project Packet Saved Project 1 files Project 2 Packet	<ul style="list-style-type: none"> Teacher demonstration and student practice of use of shape drawing tools. Teacher demonstration of various fill options in PageMaker 	Teacher observation		8.1.12.A.6 8.1.12.A.8
2. Draw lines of various widths and patterns, delete, move, resize, and copy lines.		<ul style="list-style-type: none"> Teacher demonstration and student practice of use of line drawing tools. 	Teacher observation		8.1.12.A.6 8.1.12.A.8
3. Group, ungroup, and layer various shapes.		<ul style="list-style-type: none"> Teacher demonstration of grouping, ungrouping, and layering various shapes. 	Teacher observation		8.1.12.A.6 8.1.12.A.8
4. Apply spot color using color palette. Add colors to palette.		<ul style="list-style-type: none"> Teacher demonstration of adding colors to color palette. Students add various colors to color palette Students create pictures in handout document using drawing and line tools. 	Teacher observation		8.1.12.A.6 8.1.12.A.8
5. Replicate advertisements using same dimensions, fonts, sizes, graphic lines, shapes, and fills.	Advertisement Project Packet	<ul style="list-style-type: none"> Using drawing, line, and text tools, students will replicate print advertisements. Students print documents. 	Teacher observation Graded advertisements		8.1.12.A.6 8.1.12.A.8

6. Using saved files from project 1 create various documents by adding shapes created with drawing tools.	Project 1 files Project 1 Packet	<ul style="list-style-type: none">• Students will create flyers, advertisements, letterhead, etc. using project 1 files.• Students open saved files, edit text, apply text format, and create pictures using drawing and line tools	Teacher observation Graded advertisements.		8.1.12.A.6 8.1.12.A.8
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Chapter or Unit: Enhancing Files and Working with Graphics - PageMaker

OBJECTIVES	MATERIALS/ MANIPULATIVES	SUGGESTED STRATEGIES	ASSESSMENT State, Teacher made, District	PACING	NJ CORE CURRICULUM STANDARD
TSWDAT: 1. Import text files and clip art into document..	Adobe PageMaker Smart Board <u>Word Processing to Desktop Publishing</u> as a reference text Handouts Project documents	<ul style="list-style-type: none"> Teacher demonstration of saving graphics in clip art folder. Students search yahoo images and save appropriate clip art for various documents. Teacher demonstration and student practice of importing text files into document. 	Teacher observation		8.1.12.A.6 8.1.12.A.8
2. Import clip art as anchored (behaves as graphic) or inline (behaves as text) graphic.		<ul style="list-style-type: none"> Class discussion of difference in importing graphic inline (as text) or anchored (as picture) Teacher demonstration and student practice of importing graphics both inline and anchored. 	Teacher observation		8.1.12.A.6 8.1.12.A.8
3. Rotate, size, skew, copy, and paste imported text blocks		<ul style="list-style-type: none"> Teacher demonstration and students practice of rotating, sizing, copy/paste, and skewing blocks of text. 	Teacher observation		8.1.12.A.6 8.1.12.A.8
4. Change type face, type style, size, leading, and apply drop cap to imported text file.		<ul style="list-style-type: none"> Teacher demonstration and student practice of making font changes in imported text blocks. 	Teacher observation		8.1.12.A.6 8.1.12.A.8
5. Using pick tool and control palette, rotate, size, reflect, skew, crop, copy, and paste imported graphics.		<ul style="list-style-type: none"> Teacher demonstration and student practice of rotating, sizing, reflecting, skewing, cropping, copying/pasting imported graphics. 	Teacher observation		8.1.12.A.6 8.1.12.A.8

6. Use drawing tool to draw a shape and use shape to mask an imported graphic.		<ul style="list-style-type: none"> • Teacher demonstration and student practice of masking a graphic. 	Teacher observation		8.1.12.A.6 8.1.12.A.8
7. Place scanned images and digital pictures into document.	Scanner Digital Camera	<ul style="list-style-type: none"> • Teacher review of use of scanner and digital camera. • Student scan images, save in clip art folder, and import into document. • Students take pictures using digital camera, save in clip art folder, and import into documents. 	Teacher observation		8.1.12.A.6 8.1.12.A.8
8. Using text tool, drawing tools, scanned images, saved graphics, and digital pictures create project documents that include anchored and inline graphics.		<ul style="list-style-type: none"> • Students complete project documents. 	Graded project documents		8.1.12.A.6 8.1.12.A.8

Chapter or Unit: Creating Desktop Published Documents Using Microsoft Word

OBJECTIVES	MATERIALS/ MANIPULATIVES	SUGGESTED STRATEGIES	ASSESSMENT State, Teacher made, District	PACING	NJ CORE CURRICULUM STANDARD
TSWDAT: 1. Start and exit program. Create, save, open, edit using proofreader's marks, and print file. Change margins and page orientation.	Microsoft Word Smart Board Handouts Project documents	<ul style="list-style-type: none"> Teacher review and student practice of starting/exiting program Teacher review and student practice of creating, saving, opening, editing, and printing files. Teacher review of applying proofreader's marks Teacher review of Microsoft word page setup – margins, page orientation paper size. 	Teacher observation	2 month Once procedures are introduced and reviewed students may work at their own pace on handouts and projects. Entire Word Unit may take up to 2 month to complete.	8.1.12.A.1 8.1.12.A.8
2. Distinguish between three types of font faces: serif, sans serif, and script.		<ul style="list-style-type: none"> Teacher review of three basic font categories. Students create a font reference sheet using fonts available in Microsoft word. 	Teacher observation		8.1.12.A.1 8.1.12.A.8
3. Change type size and leading within a document.		<ul style="list-style-type: none"> Teacher review and student practice of selecting and editing font. 	Teacher observation		8.1.12.A.1 8.1.12.A.8
4. Create a multi-column newspaper style document containing masthead, contents, headlines, and body with default and custom widths and gutter space.		<ul style="list-style-type: none"> Teacher review and student practice of setting up a newspaper style multi-column document. 	Teacher observation Graded newsletter		8.1.12.A.1 8.1.12.A.8
5. Balance column lengths by using various page and column breaks.		<ul style="list-style-type: none"> Teacher demonstration and student practice of various section breaks within a column document. Students complete project assignments by applying appropriate section breaks. 	Teacher observation		8.1.12.A.1 8.1.12.A.8

<p>6. Insert, position, size, copy, and delete an object (clipart, caption, scanned image, digital photo, shape, line, word art, or text box) to improve its visual image. Wrap text around an object using clip art toolbar.</p>		<ul style="list-style-type: none"> • Teacher demonstration and student practice of inserting sizing, and positioning objects using dummy text. • Teacher demonstration and student practice of applying various text wrapping options to inserted objects. 	<p>Teacher observation Graded newsletter</p>		<p>8.1.12.A.1 8.1.12.A.8</p>
<p>7. Draw, size, move, position, change style width, and color of graphic line.</p>		<ul style="list-style-type: none"> • Teacher review and student practice of the various drawing tools on the drawing toolbar in Microsoft word. • Students complete documents that require use of drawing tools. 	<p>Teacher observation</p>		<p>8.1.12.A.1 8.1.12.A.8</p>
<p>8. Create a text box. Move, size, change style, width, color, add border, shadow 3-d effect, and apply text wrapping. Change text direction within text box. Add text to various autoshapes.</p>		<ul style="list-style-type: none"> • Teacher review and student practice creating and formatting a text box. • Students practice drawing and adding text to various shapes. 	<p>Teacher observation</p>		<p>8.1.12.A.1 8.1.12.A.8</p>
<p>9. Enhance documents using drop caps, pull quotes, graphic/picture captions, reverse text, and by expanded/condensed character spacing.</p>		<ul style="list-style-type: none"> • Teacher demonstration and student practice of enhancing text using various Microsoft word text functions. 	<p>Teacher observation</p>		<p>8.1.12.A.1 8.1.12.A.8</p>
<p>10. Create a one page, two-sided, tri-fold brochure.</p>		<ul style="list-style-type: none"> • Teacher demonstration of page setup for tri-fold brochure. • Teacher and students set up and save tri-fold brochure. 	<p>Teacher observation</p>		<p>8.1.12.A.1 8.1.12.A.8</p>

11. Print and fold one-page two-sided brochure.		<ul style="list-style-type: none"> • Teacher demonstration of printing process for two sided brochure. • Teacher demonstration of folding of tri-fold brochure. 	Graded brochure		8.1.12.A.1 8.1.12.A.8 8.1.12.B.5 8.1.12.B.12
12. Research and create a tri-fold travel brochure of students country of origin or a New Jersey tourist attraction		<ul style="list-style-type: none"> • Students create a sketch of information they will include in brochure. • Search various internet sites for information, and save graphics/pictures for use in brochure. 	Graded brochure		8.1.12.A.1 8.1.12.A.8 8.1.12.B.5 8.1.12.B.12

Chapter or Unit: Desktop Publishing using Microsoft Publisher

OBJECTIVES	MATERIALS/ MANIPULATIVES	SUGGESTED STRATEGIES	ASSESSMENT State, Teacher made, District	PACING	NJ CORE CURRICULUM STANDARD
<p>TSWDAT: 1. Start and exit Publisher Program. Identify the elements of the Publisher window including toolbars, and task pane.</p>	<p>Microsoft Publisher software Smart Board Handouts Project Instruction sheets Roll Assignment Sheets</p>	<ul style="list-style-type: none"> Teacher demonstration and student practice of starting and exiting program. Using handout students identify elements of Publisher window. Class discussion of various ways to create documents in Publisher, blank publication, publication sets, quick publications. 	<p>Teacher observation</p>	<p>Publisher Unit - 3 mos. Once procedures are introduced and reviewed students may work at their own pace on projects. Entire Publisher Unit may take up to 3 months to complete.</p>	<p>8.1.12.A.6</p>
<p>2. Create documents using blank print publication. Change paper size, margins, page orientation.</p>		<ul style="list-style-type: none"> Teacher demonstration and student practice of creating blank print publication and changing document setup 	<p>Teacher observation</p>		<p>8.1.12.A.6</p>
<p>3. Add/remove pages within a publication. Navigate between publication pages.</p>		<ul style="list-style-type: none"> Teacher demonstration and student practice of adding, deleting, and navigating between publication pages. 	<p>Teacher observation</p>		<p>8.1.12.A.6</p>
<p>4. Create a text box. Key text within box. Use function key to zoom in and out of text box. Link text in autoflow to additional text box.</p>		<ul style="list-style-type: none"> Teacher demonstration and student practice of creating a text box, inserting text, and linking overflow to a new text box. Student practice of new procedures using roll assignment 	<p>Teacher observation Graded roll assignment</p>		<p>8.1.12.A.6 8.1.12.A.8</p>

<p>5. Enhance text using:</p> <ul style="list-style-type: none"> • Font choices • Type Styles • Type Effects • Various tab settings • Bulleted lists • Text box border 		<ul style="list-style-type: none"> • Teacher demonstration of text enhancements. • Student practice using roll assignment. 	<p>Teacher observation Graded roll assignment</p>		<p>8.1.12.A.6 8.1.12.A.8</p>
<p>6. Enhance documents using</p> <ul style="list-style-type: none"> • Background • Graphics – move, size, rotate, flip, align and distribute, ungroup and change colors, regroup • Word art – change fill, lines, shadow, 3-d effect • Tables- merge/split cells, change borders/fill • Scanned images • Digital pictures 	<p>Tic-Tac-Toe Assignment Instruction Sheet Father's Day Fishing Derby Flyer Creating a Personal Magazine Cover</p>	<ul style="list-style-type: none"> • Teacher demonstration inserting a background to a document. • Teacher review of inserting, moving, sizing, rotating grouping/ungrouping graphics. • Teacher demonstration and student practice of flipping and aligning graphics. • Teacher review of table functions. • Student practice using roll assignment. • Teacher review of scanner and digital camera • Students create one page print advertisements advertising school events, township events, and a personal magazine cover. 	<p>Graded roll assignment Graded flyers</p>		<p>8.1.12.A.6 8.1.12.A.8</p>

<p>7. Enhance documents by creating shapes using drawing tools:</p> <ul style="list-style-type: none"> • Lines – straight, freeform, scribble • Autoshapes – fill, color, gradient, texture, picture, pattern • Layer objects on a page • Group shapes – copy/paste, rotate, flip horizontally/vertically • Align and distribute shapes/lines. • Apply shadow, add 3-d effect • Save grouped shape as a graphic file jpeg, tiff. Etc. 	<p>Snowflake or Butterfly Drawing Project Instruction Sheet</p> <p>Logo Project Instruction Sheet</p> <p>Using Drawing tools to create a Lion Cage</p>	<ul style="list-style-type: none"> • Teacher demonstration of drawing tools available in Publisher. • Students practice drawing, filling, layering, grouping, flipping, aligning, adding shadow or 3-d effect to a shape using roll assignment. • Students use free form tool to create an original, symmetrical object (snowflake or butterfly depending on season). Draw one side of object, apply fill effects, group, copy/paste, and flip horizontally to create an exact replica for other side. Align two sides and group together. Save picture as jpeg file. • Create an original poem, haiku, or acrostic to be placed in a text box below drawn picture. • Use drawing tools and text box to create a personal logo. Group and save as a jpeg. 	<p>Graded roll assignment</p> <p>Graded Drawing Project</p> <p>Graded Logo Project</p>		<p>8.1.12.A.6</p> <p>8.1.12.A.8</p>
<p>8. Create a multi-column newspaper style document containing masthead, contents, headlines, and body. Change paper size, margins, columns, gutter space.</p>	<p>Project Instruction Sheets</p> <p>Club News</p>	<ul style="list-style-type: none"> • Teacher demonstration of changing page setup: margins, number of columns, gutter space, and paper size. • Teacher demonstration of using Publisher design gallery objects for masthead.. 	<p>Graded Newsletter</p>		<p>8.1.12.A.6</p> <p>8.1.12.A.8</p>

9. Use ruler guides to accurately place text boxes, graphics, tables, objects, digital pictures within document.		<ul style="list-style-type: none"> Teacher demonstration of using ruler guides to help place objects within a document. 			8.1.12.A.6 8.1.12.A.8
10. Create a tri-fold brochure including a master page and lined form.	Project instruction sheet Creating a tri-fold brochure in Publisher	<ul style="list-style-type: none"> Teacher demonstration of creating a master page for a multi-page document. Teachers and students set up master page for brochure. Including margins, columns, gutter space, tabs. Exit master page. Add page to document. Navigate between pages. Create text box for each column. 	Graded brochure		8.1.12.A.6 8.1.12.A.8 8.1.12.B.5 8.1.12.B.12
11. Create a new publication (advertisement, newsletter, greeting card, business card, letterhead, etc. using a Quick Publication (wizard)	Business Card Instruction Sheet	<ul style="list-style-type: none"> Teacher demonstration of Publisher Quick Publication options. Students use Quick Publications to create personal business cards. Include saved personal logo. Print multiple cards. 	Graded business cards		8.1.12.A.6 8.1.12.A.8
12. Create personal information set.		<ul style="list-style-type: none"> Teacher demonstration and student practice of creating personal information sets for use in quick publications 			8.1.12.A.6 8.1.12.A.8
13. Modify publication properties – change color scheme and font scheme using wizard options.		<ul style="list-style-type: none"> Teacher demonstration and student practice of changing color and font schemes in quick publications. 			8.1.12.A.6 8.1.12.A.8

Chapter or Unit: Creating a Spreadsheet using Microsoft Excel

OBJECTIVES	MATERIALS/ MANIPULATIVES	SUGGESTED STRATEGIES	ASSESSMENT State, Teacher made, District	PACING	NJ CORE CURRICULUM STANDARD
TSWDAT: 1. Start and exit Microsoft Excel.	Microsoft Excel Smart Board Handouts Project Instruction Sheets	<ul style="list-style-type: none"> Teacher demonstration and student practice of starting and exiting program. 	Teacher observation	Excel Unit 1 month Once procedures are introduced and reviewed students may work at their own pace on projects. Entire Excel Unit may take up to 1 month to complete.	8.1.12.A.3
2. Identify the elements of the Excel window including the menu bar, tool bars, and status bar, scroll bars.		<ul style="list-style-type: none"> Using handout students identify elements of Excel window. 	Teacher observation		8.1.12.A.3
3. Identify parts of a worksheet – columns, rows, cells, formula bar, sheet tabs		<ul style="list-style-type: none"> Using handout students identify elements of worksheet 	Teacher observation		8.1.12.A.3
4. Move to various cells using the mouse, arrow keys, page up, page down, home, end, and go to command.		<ul style="list-style-type: none"> Teacher demonstration and student practice of navigating around the worksheet. 	Teacher observation		8.1.12.A.3
5. Insert text, numbers, and formulas into cells. Enter a series		<ul style="list-style-type: none"> Teacher demonstration and student practice of creating a spreadsheet by inserting text, numbers, and formulas. 	Teacher observation		8.1.12.A.3
6. Save, close, and open file.		<ul style="list-style-type: none"> Teacher demonstration and student 	Teacher observation		8.1.12.A.3 8.1.12.A.8

		practice using roll assignments			
7. Change worksheet appearance including column width, row height, font style and size, cell format and border. Enhance spreadsheets using borders and shading.		<ul style="list-style-type: none"> Students will format cell contents and enhance spreadsheets using roll assignments. 	Teacher observation Graded roll assignment		8.1.12.A.3 8.1.12.A.8
8. Insert/delete columns and rows.		<ul style="list-style-type: none"> Students will insert/delete rows and columns using roll assignments. 	Teacher observation		8.1.12.A.3 8.1.12.A.8
9. Create worksheet formulas using relative and absolute cell references. Copy formulas using relative cell references.		<ul style="list-style-type: none"> Teacher demonstration and student practice of creating basic formulas using addition, subtraction, multiplication, and division. 	Teacher observation		8.1.12.A.3 8.1.12.A.8
10. Use SUM, AVERAGE, MAX, MIN, and COUNT functions. Use AutoSum to quickly find the total of a range of cells.		<ul style="list-style-type: none"> Teacher demonstration and student practice of creating formulas using an excel function. 	Teacher observation		8.1.12.A.3 8.1.12.A.8
11. Use the Chart Wizard to create various charts such as column, line, and pie charts.		<ul style="list-style-type: none"> Teacher demonstration and student practice of using the chart wizard to create various charts from a spreadsheet. 	Teacher observation Graded roll assignment		8.1.12.A.3 8.1.12.A.8
12. Modify charts by changing the patterns, fonts, and properties of various elements within the chart.		<ul style="list-style-type: none"> Teacher demonstration and student practice of formatting a chart. 	Teacher observation Graded roll assignment		8.1.12.A.3 8.1.12.A.8
13. Use and excel spreadsheet to create a gradebook.	Instruction Packet Gradebook Assignment	<ul style="list-style-type: none"> Students will use a spreadsheet to create a class gradebook. Set up names and assignments in gradebook. Sort names alphabetically. Use autofill to add column heading 	Graded spreadsheet		8.1.12.A.3 8.1.12.A.8 8.1.12.B.12

		<p>for tests.</p> <ul style="list-style-type: none"> • Create formulas to calculate averages • Copy formulas • Create a chart for average test scores. 			
14. Group project – M&M's exercise.	Project Instruction Packet Bag of M&Ms	<ul style="list-style-type: none"> • Give each group a bag of M&Ms. • Each team list the number of each color found in their bag. • Set up a spreadsheet to record the number of each color for each group. • Use autosum and function wizard to determine totals and average for each color. • Use the spreadsheet information to create a bar chart. <p>Using the information answer the following questions in report form.</p> <ol style="list-style-type: none"> 1. Does each bag have the same number of M&Ms? 2. Which team had the most? 3. Which color is most prevalent? 4. Which color is least prevalent? 5. Why do you think there are more of certain colors? <p>Copy spreadsheet and chart into the report.</p>	Graded report.		8.1.12.A.3 8.1.12.A.8 8.1.12.B.12