

CURRICULUM CONTENT

Computer Ergonomics

- Distance between eyes and screen
- Positions of hands
- Positions of feet
- Location of Monitor, keyboard on the table

Microsoft Word 2007

- Open/Close a document
- Save/Save a document
- Copy/Paste

Microsoft Word –Making a Card Visit

- Insert Text box , Shapes, Picture, ClipArt
- Edit Pictures , Border, Crop
- Copy/Paste
- Print

Microsoft Word- Making a Greeting Card

- Page Layout: Orientation, Columns, Page border
- Insert Picture, ClipArt, Shapes, WordArt
- Format Font : Size, Style, Color
- Print
- Hot keys

Art Rage

- Usage of Tools: oil paint, chalk, pencil, felt pens, etc.
- Drawing a picture
- Tracing a picture

LOGO (Language of Graphics Oriented)

- Introduction of Screen. Turtle
- Commands: Forward, Back, Left , Right
- Commands: Hide Turtle, Show Turtle, Arc

- Commands: Sum, Product, Print
- Command : Repeat

Microsoft Access –Database

- Terminology: Database, Field, Record
- Sorting records

Microsoft Excel- Spreadsheet

- Terms; cells, active cell, columns, rows, address bar
- Terms: Sheet tab, Worksheet, Workbook, Spreadsheet
- Working with cells: Delete, Insert, Merge and center
- Format cells: add borders, change the style and color, fill with color
- Sum, Auto sum, Average, chart
- Fill handle

Microsoft Paint – Making changes on a picture

- Open picture
- Tools: Select , Magnifier, Color Picker, Brush, Text

Pivot- Animations

- Terms: Frame, figure
- Edit figure
- Work with object: Flip, Rotate, Double
- Save/Close/ Open an animation
- Load a background

Encarta Kids-Encyclopedia

- Searching information
- Transferring to Microsoft Word

Searching Engine

- Search information in Internet
- Usage of “+” , “and”

Google Earth

- Explore 3D buildings, imagery, and terrain

