Concept:

Lab rules, concepts to be learned

Folders

Lesson Essential Question:

What are three computer lab rules and procedures?

R6.A.1.6.1; R6.A.2.1.2

Vocabulary:

Learning Essential Question

6th Grade

Concept:

Seating Chart, Score card
Present Typing Instructor Program

Lesson Essential Question:

What fingers control
the F & J keys?

R6.A.1.6.1; R6.A.2.1.2

Vocabulary:

WPM   Accuracy
AWPM   Goal
Index Fingers

6th Grade

Concept:

8 major Home Row keys
Typing Instructor program

Lesson Essential Question:

What are the 8 major home row keys?

R6.A.1.6.1; R6.A.2.1.2

Vocabulary:

-a s d f j k l ;

6th Grade

Concept:

Open files from target

Hardware, Software worksheets

Lesson Essential Question:

What is the name and letter of the drive you go to, to open shared files from the network?

R6.A.1.6.1; R6.A.2.1.2

Vocabulary:

Shared Drive (S: Drive)
Start
Menu

6th Grade

Concept:

Save files to target

MS Paint, Me at School

Lesson Essential Question:

What is the name and the letter of the drive you go to, to save your files while at school?

R6.A.1.6.1; R6.A.2.1.2

Vocabulary:

Save/Save As   U: Drive

Portrait/Landscape

6th Grade

Concept:

Modifier keys
Typing Instructor program

Lesson Essential Question:

-What are the 3 modifier keys?

R6.A.1.6.1; R6.A.2.1.2

Vocabulary:

Modifier Keys
Shift, Alt, Ctrl

6th Grade

Concept:

Computer terms
Disks, Files, & Memory; Using the Keyboard worksheets

Lesson Essential Question:

-What does USB mean?

R6.A.1.6.1; R6.A.2.1.2

Vocabulary:

Byte   Bits
Binary System
USB

6th Grade

Concept:

Proper posture
Typing Instructor program

Lesson Essential Question:

How should you sit when using a computer keyboard?
R6.A.1.6.1; R6.A.2.1.2

Vocabulary:

Ergonomics

6th Grade

Concept:

Word Processing Rules

MS Word, My Journal

Lesson Essential Question:

What are three Word
Processing Rules?

R6.A.1.6.1; R6.A.2.1.2

Vocabulary:

Show/Hide ¶
Word processing Rules
Spelling/Grammar Check

6th Grade

Concept:

Types of keyboards
Typing Instructor program

Lesson Essential Question:

What is the name for the type of keyboard we use?

R6.A.1.6.1; R6.A.2.1.2

Vocabulary:

Sholes
QWERTY
Dvorak

6th Grade

Concept:

Correct PowerPoint worksheets
Finish Me at School, Paint

Lesson Essential Question:

What assignments/LEQs do I need to correct/complete?

R6.A.1.6.1; R6.A.2.1.2

Vocabulary:

6th Grade

Concept:

MS Word ribbon parts
MS Word, Two-week Vacation

Lesson Essential Question:

-What are the three parts that make up the ribbon in Word 2007?

R6.A.1.6.1; R6.A.2.1.2

Vocabulary:

5 Paragraph Essay
Double space   Line Spacing
Tab   Group   Command

6th Grade

Concept:

Word processing tools

MS Word, Two-Week Vacation

Lesson Essential Question:

Which tool in MS Word shows where you pressed tab, Enter, and the Space Bar?

R6.A.1.6.1; R6.A.2.1.2

Vocabulary:

Zoom   Word count

Double space   Show/Hide ¶

6th Grade

Concept:

Accuracy
Typing Instructor Program

Lesson Essential Question:

What are 2 tips for typing accurately?

R6.A.1.6.1; R6.A.2.1.2

Vocabulary:

Accuracy

6th Grade

Concept:

Clip Art in a word document

MS Word, Two-week Vacation

Lesson Essential Question:

In which tab do you find the groups to set text wrapping and object size?

R6.A.1.6.1; R6.A.2.1.2

Vocabulary:

Clipart   Double click   Layout
Format   Size

6th Grade

Concept:

Prevent stress and fatigue
Typing Instructor program

Lesson Essential Question:

What is one exercise that is used to reduce stress while using a keyboard?

R6.A.1.6.1; R6.A.2.1.2

Vocabulary:

6th Grade

Concept:

Using Shapes

MS Word, Seasonal topic

Lesson Essential Question:

What is the tab, group, and command where you get shapes?

R6.A.1.6.1; R6.A.2.1.2

Vocabulary:

Insert   Illustrations
Shapes   Format

6th Grade

Concept:

Computer Etiquette, Online Safety

MS PowerPoint

Lesson Essential Question:

What is one way to keep our files at school safe?

R6.A.1.6.1; R6.A.2.1.2

Vocabulary:

Online Safety   Passwords

Log on/Log off   Username

6th Grade

Concept:

Word Art, Clip Art

MS Publisher, Travel Posters

Lesson Essential Question:

What are the first 2 objects used to make a poster?

R6.A.1.6.1; R6.A.2.1.2

Vocabulary:

Word Art   Clip Art/Picture Frame
Insert Page

6th Grade

Concept:

Text Box, Border/Rectangle

MS Publisher, Travel Posters

Lesson Essential Question:

What four objects are
used to make a poster?

R6.A.1.6.1; R6.A.2.1.2

Vocabulary:

Word Art   Clip Art/Picture Frame
Text Box   Border/Rectangle

6th Grade

Concept:

Online Etiquette
MS Power Point

Lesson Essential Question:

What is one way to protect your files?

R6.A.1.6.1; R6.A.2.1.2

Vocabulary:

Online Safety   Etiquette

6th Grade