Concept:

Lab rules, concepts to be learned
Seating Chart, Folders, Score Card

Lesson Essential Question:

What are the computer lab rules and procedures?

R6.A.1.6.1; R6.A.2.1.2

Vocabulary:

Learning Essential Question
Score card

7th Grade

Concept:

Reintroduce MS Word 2007
Word & Word Processing Wks.

Lesson Essential Question:

Which version of MS Word
is used in this lab?

R6.A.1.6.1; R6.A.2.1.2

Vocabulary:

Word processing
Word 2007
Shared Drive (S: Drive)

7th Grade

Concept:

Word processing rules and tools
MS Word, Seasonal Topic

Lesson Essential Question:

What are three Word
Processing rules?

R6.A.1.6.1; R6.A.2.1.2

Vocabulary:

Word processing rules
Spelling/grammar check
Show/hide ¶   Double space
Word count   Undo
5 Paragraph Essay

7th Grade

Concept:

Editing documents
MS Word, Mad Editor

Lesson Essential Question:

What is the 1st thing you must you do to change fonts, font sizes, and font styles?

R6.A.1.6.1; R6.A.2.1.2

Vocabulary:

Font   Font size
Font style   Select

7th Grade

Concept:

Desktop publishing concepts
MS Publisher, Club Posters

Lesson Essential Question:

What 4 objects are used
to make a poster?

R6.A.1.6.1; R6.A.2.1.2

Vocabulary:

Insert page   Word art
Border/rectangle   Text box
Picture frame/clipart

7th Grade

Concept:

Set and use left tabs
MS Word, States

Lesson Essential Question:

How do you set left tabs
in MS Word?

R6.A.1.6.1; R6.A.2.1.2

Vocabulary:

Tab	Ruler
Tab marker	Click

7th Grade

Concept:

Text alignments
MS Word, Text Alignment

Lesson Essential Question:

What are the 4 types of text alignment?

R6.A.1.6.1; R6.A.2.1.2

Vocabulary:

Align left   Center

Align right   Justify

7th Grade

Concept:

Online Safety
MS Power Point

Lesson Essential Question:

What is one way to be safe while on the Internet?

R6.A.1.6.1; R6.A.2.1.2

Vocabulary:

Online Safety   Bully
Cyber Bullying

7th Grade

Concept:

Create a report cover
MS Word, Cover English, etc.

Lesson Essential Question:

What 4 things must you include in your report covers?

R6.A.1.6.1; R6.A.2.1.2

Vocabulary:

Insert clipart   Center align
Page layout   Align right
Page border

7th Grade

Concept:

Creating and managing lists
MS Word, Lists

Lesson Essential Question:

What are the 4 names for the two types of lists?

R6.A.1.6.1; R6.A.2.1.2

Vocabulary:

Ordered lists   Numbered lists

Unordered lists   Bulleted lists

Increase indent   Decrease indent

7th Grade

Concept:

Creating Charts & graphs, MS Excel, Charts & Graphs

Lesson Essential Question:

How do create charts and graphs in a spreadsheet?

R7.A.1.6.1; R7.A.2.1.2:
M6.B.2.1.1; M7.E.4.1.1; M7.E.3.1.3

Vocabulary:

Spreadsheet	Excel
Chart wizard	Text box
Legend	Data labels

7th 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 Tab

7th Grade

Concept:

Creating/using tables
MS Word, Word Search

Lesson Essential Question:

What is a table made up of?

R6.A.1.6.1; R6.A.2.1.2

Vocabulary:

Cells
Copy and paste

7th Grade

Concept:

Create a slide presentation

MS PowerPoint, The History of Computers

Lesson Essential Question:

-What type of program is MS PowerPoint?

R6.A.1.6.1; R6.A.2.1.2

Vocabulary:

Slides   View   Transitions

7th Grade

Concept:

Complete/correct assignments

MS Word, MS Publisher, MS Excel

Lesson Essential Question:

-What assignments do I need to complete/correct?

R6.A.1.6.1; R6.A.2.1.2

Vocabulary:

7th Grade