

**Take a paper from each pile
(there are 2), then have a seat.**

**Turn you and your
chair this way...**

**And remove
gum NOW!**



7th Grade Computer Class
2014-2015
School Year



Tasks for Today

- Take attendance,
- Complete a seating chart,
- Rules and Expectations,
- LEQ Sheets

LEQ/Summary Forms

Name: _____

Grade/section _____

1. LEQ _____

Summary _____

2. LEQ _____

Summary _____

3. LEQ _____

Summary _____

4. LEQ _____

Summary _____

5. LEQ _____

Summary _____

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Clipboard Font Paragraph Styles Editing

Times New Roman 10 A A AaBbCcDc AaBbCcDd AaBbCcDd AaBbCcDd Find Replace Select

B I U abc x₂ x² Aa ab A Change Styles ac

Emphasis Heading 1 Normal Strong

Name: Edward Gorey Grade/Section: 7K

<u>Assignment</u>	<u>Program</u>	<u>I must Start it</u>	<u>I must Finish it</u>	<u>I must Fix it</u>
<u>Word & WP Worksheet.....</u>	<u>PowerPoint</u>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

LEQ 2: Which version of MS Word do we use in this lab?

Start e File Explorer Windows Taskbar icons: Start, Internet Explorer, File Explorer, Windows Media Center, Google Chrome, Microsoft Edge, Microsoft Word

System tray: 6:48 AM 8/27/2014

Folders



Learning Essential Questions

- 2 LEQs = 4 pts. total.

When you arrive...

- Get your folder,
- Take any papers/handouts,
- Check to see if you need a keyboard cover,
- Sit down,
- Write down the LEQ,
- Write down the assignment name, program used, fill in the 1st two circles on the score care, if it's a computer day,
- Turn you and your chair towards the Smartboard.

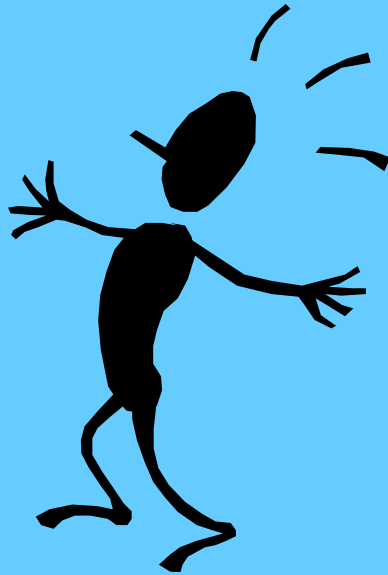
Computer Hardware

25

10



What's new this
year?



Computer/ Keyboarding

Content Maps

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

Schedule...

18 Days

Grades

Grading Scale Percentage

A+	100, 99
A	98, 97, 96, 95
A-	94, 93
B+	92, 91
B	90, 89, 88, 87
B-	86, 85
C+	84, 83
C	82, 81, 80, 79
C-	78, 77
D+	76, 75
D	74, 73, 72
D-	71, 70
F	69 and below

10 pts	A+
9 pts	B
8 pts	C
7 pts	D-
6 pts	F
5 pts	F
4 pts	F
3 pts	F
2 pts	F
1 pts	F
0 pts	F

Grades

- Students attend computer class for 18 double periods for one marking period
- Students will receive a grade on their next report card.
- A = 100 - 90
- B = 89 - 80
- C = 79 - 70
- D = 69 - 60
- F = 59 - ↓

Name: _____

Grade/Section: _____

Lesson Completed, Sheet #1	WPM	Adjusted WPM	Accuracy	Goal WPM
<input type="checkbox"/> Learning a, s, l, and :	_____	_____	_____	_____
<input type="checkbox"/> Learning d, f, j, and k	_____	_____	_____	_____
<input checked="" type="checkbox"/> Cliffhanger	_____	_____	_____	_____
<input type="checkbox"/> Random Words	_____	_____	_____	_____
<input type="checkbox"/> Learning g and h	_____	_____	_____	_____
<input type="checkbox"/> Learning t and y	_____	_____	_____	_____
<input type="checkbox"/> Random Word Practice	_____	_____	_____	_____
<input type="checkbox"/> Learning e and i	_____	_____	_____	_____
<input type="checkbox"/> Learning r and u	_____	_____	_____	_____
<input checked="" type="checkbox"/> Wild West Level 1	_____	_____	_____	_____
<input type="checkbox"/> Random Word Practice	_____	_____	_____	_____
<input type="checkbox"/> Random Words	_____	_____	_____	_____
<input type="checkbox"/> Speed/Accuracy Building	_____	_____	_____	_____
<input type="checkbox"/> Learning q, w, o, and p	_____	_____	_____	_____
<input type="checkbox"/> Learning v, b, n, and m	_____	_____	_____	_____
<input checked="" type="checkbox"/> Gone Fishin'	_____	_____	_____	_____
<input type="checkbox"/> Random Word Practice	_____	_____	_____	_____

10	10	100%
15	13	99%
12	9	98%
10	10	100%
15	13	99%
17	17	100%
20	19	99%

Name: _____ Grade/Section: _____

Lesson Completed, Sheet #1	WPM	Adjusted WPM	Accuracy	Goal WPM
Learning a, s, l, and :	20	19	99%	10
Learning d, f, j, and k				
Cliffhanger				
Random Words				
Learning g and h				
Learning t and y				
Random Word Practice				
Learning e and i				
Learning r and u				
Wild West Level 1				
Random Word Practice				
Random Words				
Speed/Accuracy Building				
Learning q, w, o, and p				
Learning v, b, n, and m				
Gone Fishin'				
Random Word Practice				

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Name: Edward Gorey Grade/Section: 7K

<u>Assignment</u>	<u>Program</u>	<u>I must Start it</u>	<u>I must Finish it</u>	<u>I must Fix it</u>
Word & WP worksheet.....	PowerPoint	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

LEQ 2: Which version of MS Word do we use in this lab?

Windows taskbar with icons for Start, Internet Explorer, File Explorer, VLC, Chrome, PowerPoint, Word, and system tray showing 6:48 AM 8/27/2014.

Name: Edward Gorey

Grade/Section: 7K9

<u>Assignment</u>	<u>Program</u>	<u>I must Start it</u>	<u>I must Finish it</u>	<u>I must Fix it</u>	<u>It is Done</u>
<u>What I did this summer.....</u>	<u>Word</u>	●	●	○	○
<u>3 Club Posters</u>	<u>Publisher</u>	●	●	●	○
<u>Mad Editor</u>	<u>Word</u>	—————●—————●—————●—————●—————			
<u>States</u>	<u>Word</u>	●	●	○	○
<u>Text Alignment</u>	<u>Word</u>	—————●—————●—————●—————●—————			
<u>4 Report Covers</u>	<u>Word</u>	●	●	○	○

Name and Section

Before white settlement Pennsylvania was the home of about 15,000

Indians, most of whom belonged to the DELAWARE, SHAWNEE, and SUSQUEHANNA tribes, as well as scattered groups of the IROQUOIS LEAGUE. In the

17th century, Pennsylvania was claimed by the **Dutch, Swedes, and**

British. As early as 1609 the Dutch explored the lands along the Delaware River.

In 1643 a party of Swedes called the territory NEW SWEDEN and established

the first permanent colonies at Tinicum and New Gottenburg near modern

CHESBTER. In 1655, Peter Stuyvesant, the governor of New Netherland, led an

expedition against the Swedes and imposed Dutch rule. Dutch authority was

terminated when, in 1664, a British force seized New Netherland (present-day

New York). In 1681, William Penn, a prominent British Quaker, obtained from

Charles II a grant of the territory KNOWN AS THE Providence of Pennsylvania.

The first permanent British colony was established at present-day

Philadelphia in ☐ ▸ ▹ ▹ ▹.

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Fix

Name: Edward Gorey

Grade/Section: 7K9

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<u>3 Club Posters</u>	<u>Publisher</u>	●	●	●	○
<u>Mad Editor</u>	<u>Word</u>	●	●	●	●
<u>States</u>	<u>Word</u>	●	●	○	○
<u>Paul Assignment</u>	<u>Word</u>	●	●	●	○

Name: Edward Gorey

Grade/section 6K9

1. LEQ What are three computer lab rules?

Summary Do not chew gum, push in chair, have signed planner if late.

2. LEQ How do you open shared files from the network?

Summary _____

3. LEQ _____

Summary _____

4. LEQ _____

Summary _____

5. LEQ _____

Summary _____

Name: Edward Gorey

Grade/Section: 7K9

<u>Assignment</u>	<u>Program</u>	<u>I must Start it</u>	<u>I must Finish it</u>	<u>I must Fix it</u>	<u>It is Done</u>
<u>What I did this summer.....</u>	<u>Word</u>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<u>3 Club Posters</u>	<u>Publisher</u>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<u>Mad Editor</u>	<u>Word</u>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
<u>States</u>	<u>Word</u>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<u>Text Alignment</u>	<u>Word</u>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
<u>4 Report Covers</u>	<u>Word</u>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<u>Bibliography</u>	<u>Word</u>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

This room is a No
Phone Room



Chrome Books



What must you do to prevent your seat from being changed?

- Be quiet and pay attention when the teacher is talking.
- Follow written, visual and verbal instructions.
- Stay on task and do your work.

What must you do to keep you from getting Quiet Table/Demerit?

- Watch your language.
- Do not chew gum (or food, pencils, etc).
- Throw garbage in garbage cans.
- Have a signed planner if late.
- Stay in your seat and **DO NOT** wander around the room.

Expectations

- Be quiet and ready to start when bell rings.
- **Be quiet and pay attention when the teacher is talking.**
- While working on the computer, keep the noise to an acceptable level.
- **When out of your seat, complete your task quickly; don't wander.**
- Stay on task.
- Hand in your **own work**.
- Let the teacher know when you are done with your assignment.
- Let me see before you print your assignment (unless told otherwise)

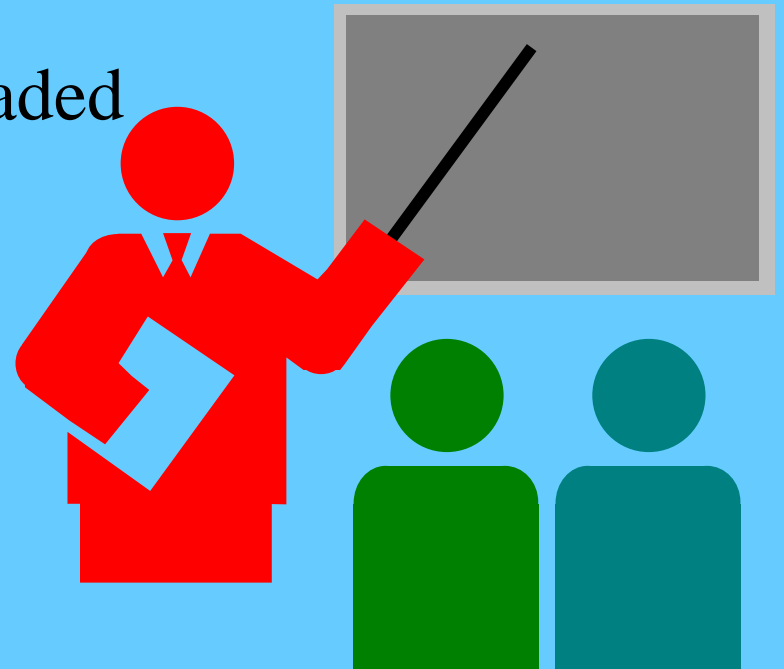
Advice

☞ Help each other; there is only *one* teacher in the room.

☞ Stay on task; keep up with assignments and don't fall behind.

Instructions are given...

- **Visually**, projected on projection screen using a color LCD projector,
- In **written form** on downloaded instructions,
- **Verbally** by the teacher.



Activities

- Daily Assignments, 10 pts. each.

Material To Be Learned

- Students reinforce basic and learn intermediate word processing skills using Microsoft Word 2007.
- Students continue to reinforce their knowledge of the current operating system, Windows XP.

Material To Be Learned

- Students reinforce procedures of desktop publishing in Microsoft Publisher 2007.
- Students learn how to create numbered and bulleted lists in Microsoft Word 2007.

Expectations

- Be quiet and ready to start when bell rings.
- **Be quiet and pay attention when the teacher is talking.**
- While working on the computer, keep the noise to an acceptable level.
- **When out of your seat, complete your task quickly; don't wander.**
- Stay on task.
- Hand in your **own work**.
- Let the teacher know when you are done with your assignment.
- Let me see before you print your assignment (unless told otherwise)

Expectations

Work Quietly

Or

Work Silently

Programs

- Microsoft Office 2007
 - Word 2007
 - Publisher 2007
 - Excel 2007



Problems and Issues



