

Syllabus

for 7th grade Expo:
Word Processing

Teacher	Phone	Email	Website
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General Expectations

In order for you to be a successful typist, you must **practice!**

You must be responsible. Make sure you come to class **on time and complete all assignments.**

Know the computer lab and school rules and follow them. **Respect people, property and the learning environment.**



Learning Expectations

1. The student will keyboard using the touch method with speed and accuracy. We will use the typing program, All the Right Type to practice these typing skills.

- 1.1 Uses proper posture and hand position.
- 1.2 Uses proper placement and position of fingers.
- 1.3 Uses home row.
- 1.4 Uses space bar properly.
- 1.5 Uses proper keyboard techniques for the control of alphabetic and numeric keys.
- 1.6 Keyboards for speed and accuracy.

2. The student completes applications with word processing programs. We will use Microsoft Office programs such as Word, Excel, Publisher and Power Point to learn the following skills.

- 2.1 Sets and changes margins and tabs.
- 2.2 Sets and changes format styles (pull-down menu items) and sets up columns.
- 2.3 Saves, retrieves, and prints documents.
- 2.4 Keys and formats a modified-block and block letter, simple tables and graphs, and a Power Point presentation.
- 2.5 Cares for a disk: save to, format, copy, delete files, and storage.
- 2.6 Saves and retrieves documents to student folder on school server.

3. The student will be a responsible computer user.

- 3.1 Handles CD's and flash drives properly.
- 3.2 Boots the system and logs on and shuts down properly.
- 3.3 Uses and cleans the mouse regularly.
- 3.4 Keeps dust to a minimum.

