

2009/2010 2nd Quarter
Technology Class

7th Grade

Goals

- File Management: Create folders and subfolders to quickly find files.
- Typing Skills: Goal of 30 WPM
- Microsoft Excel: Use function keys and create meaningful graphs using real-life examples.
- Microsoft Word: Create tables using formatting tools and create meaningful documents.
- Internet Safety: Private and personal information strategy and safety when using websites such as Twitter, Facebook, and instant messengers.