

Deer Valley Unified School District  
Exploratory Curricular Guide  
Grade 7

**Suggested Activities:**

Vocab words of the day (bellwork)

Vocabulary Tests

Vocabulary Crossword Reviews

**Journey Inside the Computer** video

Computer Terms Packet

Jeopardy Review Game for Final

**Resources:**

Microsoft Word

Jeopardy Game Template

Vocabulary Word Bank

Vocabulary Tests

Computer Terms Packet  
(see Computer Applications I binder)

**Journey Inside the Computer** Video

**Vocabulary  
Computer Applications I**

**Learning Objectives:**

1. TSW gain knowledge of computer terminology and their definitions.
2. TSW practice their test taking skills.
3. TSW develop word processing and editing skills.
4. TSW increase keyboarding skills.
5. TSW retrieve and save information remotely.

**Arizona State Standards:**

**Standard 1** – Fundamental Operations and Concepts

1T-E1 Communicate about technology using developmentally appropriate and accurate terminology

PO 1/2. Use basic vocabulary related to technology and systems

1T-E2 Demonstrate increasingly sophisticated operation of technology components

PO 1. Use touch-typing strategies to reach a minimum of 25 words per minute with accuracy

PO 2. Retrieve and save information remotely

**Standard 3** – Technology Productivity Tools

3T-E1 Use formatting capabilities of technology tools for communicating and illustrating

PO 1. Use word processing editing tools to revise a document

**Key Skills/Knowledge:**

Vocab words and definitions

Keyboarding

Test taking

Word processing/editing

**Vocabulary:**

see Computer Applications I binder

**Deer Valley Unified School District  
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**Suggested Activities:**

Business Letter
Letter Home
Persuasive Business Letter
Internet Food Geography Search
Knott's Berry Farm Project
Greeting Card
Let's Go Shopping Internet Search

**Resources:**

Microsoft Word
Word Processing Lessons (see Computer Applications I binder)
Internet

<p style="text-align: center;"><b>Word Processing Computer Applications I</b></p>
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**Learning Objectives:**

- 1. TSW develop keyboarding skills.**
- 2. TSW develop word processing and editing skills.**
- 3. TSW insert and edit graphic elements in a document.**
- 4. TSW design a graphic document.**
- 5. TSW research information on the Internet.**

**Arizona State Standards:**

**Standard 1 – Fundamental Operations and Concepts**

1T-E1 Communicate about technology using developmentally appropriate and accurate terminology

PO 1/2. Use basic vocabulary related to technology and systems

1T-E2 Demonstrate increasingly sophisticated operation of technology components

PO 1. Use touch-typing strategies to reach a minimum of 25 words per minute with accuracy

PO 2. Retrieve and save information remotely

**Standard 2 – Social, Ethical and Human Issues**

2T-E2 Exhibit legal and ethical behaviors when using technology and information and discuss consequences of misuse

PO 1. Follow the rules for deciding when permission is needed for using the work of others.

PO 3. Provide complete citations from electronic media

PO 4. Explain copyright laws and “fair use” guidelines.

**Standard 3 – Technology Productivity Tools**

3T-E1 Use formatting capabilities of technology tools for communicating and illustrating

PO 1. Use word processing editing tools to revise a document

PO 2. Design a word processing document with graphical elements

3T-E2 Use a variety of technology tools for data collection and analysis

PO 1. Use technology device to collect and record data

**Standard 5 – Technology Research Tools**

5T-E1 Locate information from electronic resources

PO 1. Identify electronic research resources

PO 2. Define subject searching and devise a strategy to locate information using available electronic research resources

**Key Skills/Knowledge:**

Keyboarding
Word processing/editing tools
Language Arts - writing
Insert & edit graphic elements
Design a graphic document
Geography
Internet research

**Vocabulary:**

Graphic element
Insert
Copy
Paste
Internet
Margins
Bullets

Deer Valley Unified School District  
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**Suggested Activities:**

Review & discuss rules & consequences

Review and discuss syllabus

Review and discuss copyright

Social Responsibility Internet Scenarios

Small Group Password Situations

**Resources:**

Arizona State Technology Standards

Internet Sites:  
Cyberbee.com

Syllabus  
Rules Handout  
(see Computer Applications I binder)

DVUSD Acceptable Use  
Agreement Policy

**Rules and Guidelines**  
**Computer Applications I**

**Learning Objectives:**

1. TSW understand the rules and consequences of the class.
2. TSW understand copyright laws.
3. TSW understand social responsibility regarding use of the Internet.
4. TSW understand the responsibility of password security and privacy.

**Arizona State Standards:**

**Standard 2** – Social, Ethical and Human Issues

2T-E1 Discuss basic issues related to responsible use of technology and information and describe the personal consequences of inappropriate use

PO 1. Explain the purpose of an Acceptable Use Agreement and the consequences of inappropriate use.

PO 2. Describe and practice safe Internet/Intranet usage.

PO 3. Describe and practice “netiquette” when using the internet and electronic mail.

2T-E2 Exhibit legal and ethical behaviors when using technology and information and discuss consequences of misuse

PO 1. Follow the rules for deciding when permission is needed for using the work of others.

PO 4. Explain copyright laws and “fair use” guidelines.

PO 6. State personal consequences related to the violations of:  
(copyright, password security, privacy, internet usage)

**Key Skills/Knowledge:**

Equipment use and responsibility

Internet use guidelines and safety

Social skills and responsibility

Password security

Copyright infringement

**Vocabulary:**

Copyright

Password

Internet

Acceptable use agreement policy

Privacy

Security

Social responsibility

**Deer Valley Unified School District  
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Grade 7**

**Suggested Activities:**

Personal Powerpoint Presentation

**Multimedia Presentation  
Computer Applications I**

**Learning Objectives:**

1. TSW develop keyboarding skills.
2. TSW develop word processing and editing skills.
3. TSW insert and edit graphic elements in a document.
4. TSW design a multimedia presentation using a variety of digital sources.
5. TSW research information on the Internet.
6. TSW apply transitions, animations and sound.

**Arizona State Standards:**

**Standard 1** – Fundamental Operations and Concepts

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PO 1. Use touch-typing strategies to reach a minimum of 25 words per minute with accuracy

PO 2. Retrieve and save information remotely

**Standard 3** – Technology Productivity Tools

3T-E1 Use formatting capabilities of technology tools for communicating and illustrating

PO 1. Use word processing editing tools to revise a document

PO 2. Design a word processing document with graphical elements

3T-E2 Use a variety of technology tools for data collection and analysis

PO 1. Use technology device to collect and record data

3T-E3 Publish and present information using technology tools

PO 1. Design and create a multimedia presentation or Web page using multiple digital sources

PO 2. Publish or present the above production

**Standard 5** – Technology Research Tools

5T-E1 Locate information from electronic resources

PO 1. Identify electronic research resources

PO 2. Define subject searching and devise a strategy to locate information using available electronic research resources

**Key Skills/Knowledge:**

Keyboarding

Word processing/editing tools

Language Arts - writing

Insert & edit graphic elements

Design a multimedia presentation

Internet research

Animation, sound, & transitions

**Vocabulary:**

Animation

Sound

Transitions

Powerpoint

Multimedia

Background

Template

**Resources:**

Microsoft Power Point

Powerpoint Lesson  
(see Computer Applications I binder)

Digital Camera/Scanner  
Card reader/USB Drive

Internet

**Deer Valley Unified School District  
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**Suggested Activities:**

Shopping List Spreadsheet

Hawaiian Vacation Spreadsheet & Graphs

Sticker Co. Spreadsheet & Graphs

Candy is Dandy Spreadsheet & Graphs

**Resources:**

Microsoft Excel

Excel Lessons  
(see Computer Applications I binder)

Internet

**Microsoft Excel  
Computer Applications I**

**Learning Objectives:**

- 1. TSW develop keyboarding skills.**
- 2. TSW develop word processing and editing skills.**
- 3. TSW analyze data and insert into an Excel Spreadsheet**
- 4. TSW research information on the Internet.**
- 5. TSW create graphs and charts.**

**Arizona State Standards:**

**Standard 1** – Fundamental Operations and Concepts

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PO 1/2. Use basic vocabulary related to technology and systems

1T-E2 Demonstrate increasingly sophisticated operation of technology components

PO 1. Use touch-typing strategies to reach a minimum of 25 words per minute with accuracy

PO 2. Retrieve and save information remotely

**Standard 3** – Technology Productivity Tools

3T-E1 Use formatting capabilities of technology tools for communicating and illustrating

PO 1. Use word processing editing tools to revise a document

PO 2. Design a word processing document with graphical elements

3T-E2 Use a variety of technology tools for data collection and analysis

PO 1. Use technology device to collect and record data

PO 2. Create and use a spreadsheet to analyze data

**Standard 5** – Technology Research Tools

5T-E1 Locate information from electronic resources

PO 1. Identify electronic research resources

PO 2. Define subject searching and devise a strategy to locate information using available electronic research resources

**Standard 6** – Technology as a Tool for Problem Solving and Decision-Making

6T-E1 Determine when technology is useful and select and use the appropriate tools and technology resources to solve problems

PO 1. Based on a problem selected by the student, identify and use appropriate technology tools to: collect data, interpret data, develop a solution to the problem, present findings

**Key Skills/Knowledge:**

Keyboarding

Word processing/editing tools

Excel Spreadsheets

Create graphs/charts

Internet Research Tools

**Vocabulary:**

Microsoft Excel

Spreadsheet

Graph/chart

Fill

Cell

Currency symbol

Formula

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**Suggested Activities:**

Daily Typing Practice

Vocabulary and Number Games

Weekly Typing Tests

Typing Log

Keyboard Qwest

**Resources:**

Microtype 4  
(South-western Keyboarding)

Microsoft Word

Keyboard Qwest  
(see Computer Applications Is Binder)

**Touch-typing (Keyboarding)  
Computer Applications I**

**Learning Objectives:**

1. TSW develop correct hand position on the keyboard
2. TSW increase speed and accuracy using touch typing skills
3. TSW be able to log and keep track of touch typing skills thus analyzing his/her progress to make improvements
4. TSW gain knowledge of computer terminology and apply to daily activities

**Arizona State Standards:**

**Standard 1 – Fundamental Operations and Concepts**

1T-E1 Communicate about technology using developmentally appropriate and accurate terminology

PO 1/2. Use basic vocabulary related to technology and systems

1T-E2 Demonstrate increasingly sophisticated operation of technology components.

PO 1. Use touch-typing strategies to reach a minimum of 25 words per minute with accuracy

**Key Skills/Knowledge:**

Computer terminology

Touch-typing (keyboarding)

Analyze progress to increase skills

**Vocabulary:**

Keyboard

Touch-typing (keyboarding)

AWPM (adjusted words per min.)

Speed

Accuracy

**Deer Valley Unified School District  
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**Suggested Activities:**

Decade Newsletter

**Resources:**

Microsoft Publisher
Decade Newsletter Lesson (see Computer Applications I binder)
Internet

<b>Desktop Publishing Computer Applications I</b>
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**Learning Objectives:**

1. TSW develop keyboarding skills.
2. TSW develop word processing and editing skills.
3. TSW insert and edit graphic elements in a document.
4. TSW design a multimedia presentation.
5. TSW research information on the Internet.
6. TSW format a document.

**Arizona State Standards:**

**Standard 1 – Fundamental Operations and Concepts**

1T-E1 Communicate about technology using developmentally appropriate and accurate terminology

PO 1/2. Use basic vocabulary related to technology and systems

1T-E2 Demonstrate increasingly sophisticated operation of technology components

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PO 1. Use technology device to collect and record data

3T-E3 Publish and present information using technology tools

PO 1. Design and create a multimedia presentation or Web page using multiple digital sources

PO 2. Publish or present the above production

**Standard 5 – Technology Research Tools**

5T-E1 Locate information from electronic resources

PO 1. Identify electronic research resources

PO 2. Define subject searching and devise a strategy to locate information using available electronic research resources

PO 3. Explain the difference between subject and keyword searching

PO 5 Identify the author, copyright date and publisher of information located in electronic resources, including the Internet

**Key Skills/Knowledge:**

Keyboarding
Word processing/editing tools
Language Arts - writing
Insert & edit graphic elements
Design a multimedia presentation
Internet research
Format columns

**Vocabulary:**

Desktop publishing
Graphic element
Cropping
Text wrap
Columns
Headline
Title

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**Suggested Activities:**

Vocab words of the day (bellwork)

Basic Shortcut Co-operative Demo

The Journey Inside  
<http://educate.intel.com/en/thejourneyinside>

**The Journey Inside the Computer** –  
video and study guide

Review parts of a “non-working”  
computer inside and out

Show examples of peripheral devices  
and how they work

**Resources:**

Variety of Peripheral Devices

“Non-working” Computer

Study Guide for Video

Basic Shortcut Handout

Vocabulary Words

(see Computer Applications I binder)

Video:

**The Journey Inside the Computer**

**Basic Computer Knowledge  
Computer Applications I**

**Learning Objectives:**

1. TSW gain knowledge of computer terminology and their definitions
2. TSW increase knowledge of basic computer component systems.
3. TSW understand the operating system of a computer.
4. TSW apply the basic shortcuts and commands while operating the computer.
5. TSW use a variety of peripheral devices and problem solve any connectivity challenges.

**Arizona State Standards:**

**Standard 1** – Fundamental Operations and Concepts

1T-E1 Communicate about technology using developmentally appropriate and accurate terminology

PO 1/2. Use basic vocabulary related to technology and systems

1T-E2 Demonstrate increasingly sophisticated operation of technology components

PO 1. Use touch-typing strategies to reach a minimum of 25 words per minute with accuracy

PO 2. Retrieve and save information remotely

PO 3. Demonstrate functional operation of technology devices

1T-E3 When a system is not working properly, demonstrate an understanding of hardware, software and connectivity problem solving strategies

PO 1/2/3. Use troubleshooting strategies to solve applications problems, basic hardware problems and identify basic connectivity problems

**Standard 3** – Technology Productivity Tools

3T-E1 Use formatting capabilities of technology tools for communicating and illustrating

PO 1. Use word processing editing tools to revise a document

**Key Skills/Knowledge:**

Vocabulary words & definitions

Key components to a computer

Basic shortcuts

Basic commands – operations &  
functions of toolbars

Operating system

Peripheral devices

**Vocabulary:**

see Computer Applications binder