



The Maples Computer Curriculum Overview

Reach Higher

Grade	Keyboarding	Word Processing	Graphics	Databases	Spreadsheets	Multimedia	Electronic Communications
Kindergarten	- select keys which represent desired letters, numbers and other commonly used keys	- use keyboard to type first name and last name - use keyboard to type words/sentences	- create images using a free-form drawing tool (<i>Paint</i>)				- begin to access the World Wide Web
One	- become familiar with the placement of keys on the keyboard (e.g., shift key, arrow keys, period)	- use keyboard to enter characters and text as prompted on the computer screen - delete or replace letter(s) or word(s)	- use a simple paint program to illustrate an idea - modify images				- begin to access information with assistance - follow “hypertext links” with assistance
Two	- use right and left hands on appropriate sides of the keyboard - preliminary use of a “touch type” program	- type text from a written or printed source - use the space bar correctly between words - use the shift key correctly	- modify images using area colour and pattern fills - manipulate shapes on the screen			- browse text, pictures and sound from a prepared presentation	- electronic books and dictionaries - follow “hypertext links” - be familiar with the school Website
Three	- identify the functions of appropriate keys on the computer keyboard - begin to use correct fingering to type	- begin to use the vocabulary of word processing software - edit known spelling and punctuation errors by deleting and replacing	- select and move an image - reshape pictures and text blocks - use simple vocabulary of graphics software			- use a software program to author and present a story - browse, text, pictures and sound on a CD ROM	- access to and responsible use of the internet - be familiar with the school’s Website - navigate through Websites
Four	- use correct fingering on all letter keys - locate function keys and other specific keys	- format the page to improve readability and spacing - use portrait and landscape layouts - use spellchecker for editing	- select, rotate and resize images - add text to an image - choose a draw program to explore designs for a structure		- introduction to spreadsheet software - format cells for a specific purpose	- create an electronic slideshow with assistance - use simulation software to supplement other curriculum	- use bookmarks to access and save selected sites - use “kids” search engines to access information
Five	- continue to use correct fingering for all letter keys, commas and periods - increase speed and accuracy	- format the page to improve readability and improve presentation - revise by cutting and pasting sections of text	- select, duplicate and delete an image - insert digital images into a document		- enter text and numbers by moving from cell to cell - use a spreadsheet to display a chart, table or graph	- integrate media from an outside source into a presentation - create a simple interactive hypermedia presentation	- access pre-selected Websites - search for information using an appropriate search engine using “key words” - recognize some error messages
Six	- increase speed and accuracy - apply keyboarding skills in all areas of the curriculum	- use search, find and replace facilities - insert graphics, clip art and charts	- cut, paste and modify a graphic image - modify images using a paint program - use a digital camera		- apply spreadsheet terminology (cells, format, column, row, data, graphs) - insert or delete rows and columns	- use a presentation tool as part of a curricular assignment - classify ideas by copying and pasting into a chart, creating headings for each group	- select the electronic source which appears most appropriate for a specific task - recognize the need to validate information obtained “on-line”
Seven	- use and refine keyboarding skills established in earlier grades - apply keyboarding skills in all areas of the curriculum	- use tabs, columns and tables - use point form format and bullets - mark sections that require revision by use of formatting	- refine the use of graphics software tools - modify digital photos	- analyze data in a data base - add/edit a record in an existing field	- create, edit and enter formulae in <i>Excel</i> - refine the use of spreadsheet terminology	- use an interactive program to present information through text, pictures and sound (i.e., <i>PowerPoint</i>)	- gather and compare information - do a comprehensive Web search using refined search strategies
Eight	- use and refine keyboarding skills established in earlier grades - apply keyboarding skills in all areas of the curriculum	- use headers and footers - cut and paste paragraphs to reorder them - use preview feature to determine stylistic integrity	- refine the use of graphics software tools - import and modify a graphic image	- copy information from a database to another application - modify the layout of a database	- create an original spreadsheet - use spreadsheets for real-life applications	- use an interactive program to present information through text, pictures and sound (i.e., <i>PowerPoint</i>)	- create a basic web page - combine selected key words to conduct a Boolean search - search an on-line database to gather information