

Curriculum – Information Technology

	Information Technology
What your child will learn	<ul style="list-style-type: none">• Reinforce proper keyboarding techniques (hand placement, reaches, etc.)• Technology “Best Practices” – (file naming, file storage, etc.)• Word processing basics• Presentation software enhancements• Spreadsheet basics – formulas, charts/graphs, formatting, etc.
What your child will do	<ul style="list-style-type: none">• Further develop keyboarding speed and accuracy• Create and modify word processing files containing a variety of page and text formatting options• Create and modify presentation files featuring basic data entry, formatting options, and enhancements• Create and modify spreadsheet files featuring basic data entry, formatting options, and enhancements
What you’ll see (products)	<ul style="list-style-type: none">• A variety of student created and enhanced documents and presentations• Increased “Touch-Typing” skills
How you can help	<ul style="list-style-type: none">• Communicate and reinforce the importance of responsible decisions online• Monitor classwork completion and student grades online