Eighth Grade

Bond County CUSD #2 encourages that the use of technology & the student's acquisition of technology skills be embedded within the general curriculum, with the exception of keyboarding and Internet safety. Mastery of technology skills should be a result of using technology as a tool to learning- similar to how a student uses a pencil and paper. Teachers are encouraged to examine current curriculum, and using this guide, purposely give students opportunities to learn and practice age appropriate essential technology skills as a part of their overall educational plan.

A Eighth grade student will be able to:

- Problem solve through trial and error
- Suggest a technical solution to a manual task
- Use multiple strategies to achieve a goal
- Conduct research using a variety of media
- Identify appropriate uses of technology
- Recommend innovative uses for technology
- Suggest troubleshooting strategies
- Select an appropriate application to perform a task
- Use the Find function to locate files
- Evaluate the limitations of software and hardware
- Identify improvements to existing technology or software
- Create templates

Through the BCCU #2 Technology Curriculum, the student will work to:

- Identify a computer's components and their function
- Identify and use a menu
- Identify and use an icon
- Launch and exit/quit an application
- Use a scroll bar
- Open an existing document
- Create a new document
- Close/Print/Save a document
- Cancel (undo) a previous action
- Handle removable media properly
- Identify and explain input and output purposes and differences
- Explain file size and download time relationships
- Demonstrate proper computer etiquette
- Navigate from one folder to another
- Explain the purpose of a copyright
- Use the HELP function
- Describe the differences between SAVE and SAVE AS commands
- Task switch among applications
- Switch between two open documents
- Use Print Preview function
- Change a window's size
- Copy/Rename/Delete a file
- Log on to the computer/Internet using a username & password
- Access websites through hypertext
- Describe proper Internet etiquette
- Access a website by entering a URL
- Bookmark a web page
- Use the zoom function in a browser
- Use a computer or online calculator
- Magnify to enlarge or to reduce the view of a graphic
- Import and export data among applications

- Add a scanned/or captured image to a file
- Take a screenshot
- Scan/or capture a picture or a block of text
- Explain hypertext
- Explain how data is transferred via the Internet
- Explain why the Internet was developed
- Explain the function of an Internet service provider
- Determine the available free space on a disk
- Organize file and folder structure
- Describe the relative size of a byte, a kilobyte, a megabyte and a gigabyte
- Describe how the CPU processes data
- Explain how information is stored

- Select Print options
- Customize the desktop
- Alter the display of a folder or window's contents
- Identify common filename extensions
- Describe a computer's specifications
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- Evaluate the limitations of software and hardware
- Identify operating systems
- Identify improvements to existing technology or software
- Use the keyboard to execute commands
- Explain the difference between types of computer memory
- Independently demonstrate proficient keyboarding skills

● Use advanced search techniques	Slicing & Dicing ● Presentation

Using an office productivity suite such as Google Drive, Gmail, Google Docs, Slides, Sheets, or Drawing, the student will be able to:

Telecommunications
- Send and receive email
- Attach a file to an email message
- Open an email attachment
- Selectively use search engines and directories
- Participate in an online discussion

Graphics
- Access & navigate graphics libraries
- Add an image
- Resize an object
- Crop an image
- Delete an image
- Select several objects at the same time
- Reposition an object
- Duplicate an object

Graphics, continued
- Save a document as a graphics file
- Customize a color palette
- Modify lighting to adjust the color and shading of objects
- Change the height-to-width proportions of a graphic image

Wordprocessing
- Enter text
- Delete text, image
- Change text color, size, font, style
- Cut, copy & paste text
- Change text alignment
- Adjust line spacing
- Change page orientation
- Select an appropriate page view

- Layer objects
- Use tools to create shapes and lines
- Flip an image
- Rotate an image
- Group and ungroup objects

Wordprocessing, continued
- Customize a table
- Insert page numbers
- Set tabs, Use tabs
- Set margins
- Use find/replace function
- Create a header or a footer
- Change a drawings text-wrapping options
- Insert a symbol
- Adjust the space between text frames or graphic frames
- Link information from one document to another
- Locate a specific page in a multipage document
- Add page breaks
- Insert the current date or time
- Create and modify footnotes or endnotes
- Construct a table of contents
- Change the indentation of text

Spreadsheets
- Identify columns and rows in a table
- Find a cell by its column and row position
- Identify which cells contain formulas, labels and numbers
- Explain the purpose of the entry bar
- Enter and modify data
- Change column width
- Change column height
- Use a spreadsheet to perform mathematical operations
- Create a chart
- Create a chart using data in non-adjacent cells
- Clear contents from a cell or range
- Enter and modify row and column headings

- Create and modify graphical text effects
- Create bulleted list
- Use Spell Check function
- Insert a table

Spreadsheets, continued
- Apply data labels to a chart
- Create and modify borders for a group of cells
- Add shading to a group of cells
- Enter and modify formulas
- Use the FILL command
- Sort data
- Apply a number format
- Apply a mathematical function
- Hide information in a spreadsheet
- Create charts appropriate to the data
- Add chart titles
- Label chart axes
- Format horizontal and vertical axes of a chart
- Customize charts with colors, patterns, fonts and formats

Multimedia
- Create a presentation slide
- Add text, insert images
- Change background color
- Add a background image
- Play a presentation
- Reorder slides/cards
- Use a background or a template multiple times
- Add hot spots or buttons
- Add transitions to a presentation
- Change the amount of time a slide/card appears
- Add a video file
- Record and save a sound file
- Determine the playing options for a presentation

Desktop Publishing
- Apply a border to a graphics frame or a text frame
- Create a border around a page
- Create a text frame

- Insert or delete rows or columns
- Cut or copy and paste data between cells
- Alter the display of gridlines and legends in a chart

Desktop Publishing, continued
- Move between the background and the foreground
- Display or hide positioning guides
- Align objects
- Snap objects to positioning guides
- Adjust the margin width in a text frame
- Format a document with sidebars or pull quotes
- Create and use text styles for fast, consistent formatting.
- Add a shadow to a graphics frame or a text frame
- Alter the shading of a graphics frame or a text frame
- Adjust the spacing between characters
- Insert line breaks

- Insert or delete a page
- Rotate text
- Create columns
- Add captions to a chart or a graphic
- Layer text frames or graphic frames

Databases
- Enter data
- Insert and delete records and fields
- Name fields
- Define RECORDS and FIELDS and explain how they differ
- upon which to sort
- Move between records and fields
- Display all records
- Change a field's number format
- Find and replace data
- Sort a database
- Arrange data by grouping
- Determine the critical characteristics
- Recognize relationships described by AND, OR and NOT

Internet Safety Instruction will include the following topics/lessons:

Safe use of social networking websites, chat rooms, e-mail, bulletin boards, IM'ing, Internet.	Split Decisions ● Lesson Plan ● Video
Recognizing, avoiding, and reporting online solicitation of children by sexual predators.	Friend or Fake ● Video ○ Discussion Guide ● Meeting Offline Video
Risks of transmitting personal information on the Internet.	Two Truths and Lie Oops! I Broadcast it on the Internet
Recognizing and avoiding unsolicited or deceptive communications received online.	Discuss How to spot truth in a sea of lies, rumors and myths on the Internet
Recognizing and reporting online harassment and cyberbullying.	Crossing the Line Cyberbullying: You Can't Take it Back

	● [Video](#)
Reporting illegal activities and communications on the Internet.	Rework, Reuse, Remix
Copyright laws on written materials, photographs, music, and video.	Copyright- Copywrong Quiz