

New Jersey Core Content Competency Standards

- 8.1.12 A.1, 2, 3, 4, 5, 6, 7, 8, 9
- 8.1.12 B.1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12

Essential Questions

- How has word processing enhanced productivity in not only the classroom but the workplace?
- What is the purpose of having a resume and why is creating it in a word processing application necessary?
- Why would creating forms in a word processing application be necessary?
- Why would a database be used as opposed to a spreadsheet?
- When is it necessary to protect and restrict documents?
- What is the importance of using a multimedia presentation in the business world?
- What are the characteristics of a successful multimedia presentation?
- What is the importance of an electronic portfolio?
- Why is the planning stage of web design so critical to a successful website?
- Why is email such an important tool in the workplace?
- When and why would document merging be necessary?
- How can you determine if a research site is accurate and relevant?
- Explain the impacts of the internet on everyday life?
- How has electronic communications enhanced productivity at home, work and school?
- How has technology been an effective tool in the creation of your finished work as opposed to traditional resources?
- How does technology affect the world we live in?
- Explain the characteristics of an effective website? How does design impact effectiveness?
- Describe how technology can be utilized to communicate with diverse audiences with regards to learning skills, handicaps, etc.

Objectives

8.1.12.A - Vocabulary

- Pagination, database, database form, database table, mail merge, bitmap, vector image, .jpg, .bmp, .avi, mpeg, .mp3, .wav, worksheet, desktop publishing, web page, bookmark, filters, html, url, and hyperlink.

8.1.12.A.1- Create a multi-page document with citations using word processing software in conjunction with other tools that demonstrates the ability to format, edit, and print.

1. Students will be able to create and format document content using customized fonts, tables, lists (bulleted/numbered).
2. Students will be able to insert and modify endnotes, footnotes, captions and cross references.
3. Students will be able to create and modify tables in a document.
4. Students will be able to insert and modify images from outside sources (internet/image files).
5. Students will be able to proper use of spell check and thesaurus tools.
6. Students will be able to use pagination and page breaks.
7. Students will be able to utilize find and replace function to edit documents.
8. Students will be able to use of special characters and symbols.
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10. Students will be able to perform a word count.
11. Students will be able to demonstrate appropriate use of copyrighted materials in word processing documents used for content projects/assignments.

8.1.12.A.2 - Create documents including a resume and a business letter using professional format.

1. Students will be able to create a resume including customized fonts, bulleted lists.
2. Students will be able to create a professional letter using word processing tools.
3. Students will be able to create and modify document background.
4. Students will be able to customize document properties.

8.1.12.A.3- Construct a spreadsheet, enter data, use mathematical or logical functions to manipulate and process data, generate charts and graphs, and interpret the results.

1. Students will be able to cut, copy and paste label and values.
2. Students will be able to apply auto format to highlight data.
3. Students will be able to utilize options menu to calculate formulas automatically, change views and edit charts.
4. Students will be able to utilize window options to split or freeze panes and to move among multiple documents.
5. Students will be able to format by removing gridlines from spreadsheet, borders, colors and text.
6. Students will be able to change print settings, adjust margins, and include customized header/footer.
7. Students will be able to create multiple worksheets, add delete worksheets, rename tabs, and link formulas on multiple worksheets.
8. Students will be able to apply the Average, Max and Min functions.
9. Students will be able to incorporate hyperlinks.

8.1.12.A.4- Given a database, define fields, input data from multiple records, produce a report using sort and query, and interpret the data.

1. Students will be able to identify the characteristics and uses of a database.
2. Students will be able to create a new database.
3. Students will be able to create and modify tables using a wizard and from design view.
4. Students will be able to create a report.
5. Students will be able to enter data into fields.

8.1.12.A.5 - Produce a multimedia project using text, graphics, moving images, and sound.

1. Students will be able to create a new presentation.
2. Students will be able to create and design a custom background using an image from file or internet.
3. Students will be able to incorporate sound files into presentation.
4. Students will be able to import video into presentation.
5. Students will be able to print slides, outlines, handouts, and speaker notes.
6. Students will be able to insert action buttons and hyperlinks.
7. Students will be able to customize a template in Slide Master View.
8. Students will be able to customize a slide background.
9. Students will be able to utilize slide notes.
10. Students will be able to recognize, discuss, and establish ethical guidelines for use of personal and copyrighted media (e.g., images, music, video, content, language) in multimedia projects and presentations as a class/group.

8.1.12.A.6 - Produce and edit page layouts in different formats using desktop publishing and graphics software.

1. Students will be able to identify the software and hardware needed for desktop publishing.
2. Students will be able to identify the typography, layout and design elements and principles within desktop publishing program.
3. Students will be able to list the major graphic file formats and understand the difference.
4. Students will be able to use draw, paint or graphics software to create customized visuals and graphics.

8.1.12.A.7 - Develop a document or file for inclusion into a website or web page.

1. Students will be able to create a website containing a portfolio of electronic work.
2. Students will be able to create and organize folder directory for backend of webpage and file naming conventions.
3. Students will be able to create and modify properties of tables in a web page.
4. Students will be able to identify toolbar functions.
5. Students will be able to format text, alignment.

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6. Students will be able to create an interactive table of contents in a webpage.
7. Students will be able to hyperlink to external websites - launch into a new window.
8. Students will be able to hyperlink to student created documents and files - launch into a new window.

8.1.12.A.8 - Discuss and/or demonstrate the capability of emerging technologies and software in the creation of documents or files.

1. Compare and contrast the differences in latest office productivity software and applications from previous versions.
2. Differentiate between various storage devices and use appropriately.
3. Differentiate between office productivity applications and determine most suitable use for displaying documents and files.

8.1.12.A.9- Merge information from one document to another.

1. Mail merge from a spreadsheet into business letter using word processing software.
2. Create and print business envelopes from spreadsheet data.
3. Create custom address labels using data from a spreadsheet.

Suggested Materials

Computers (laptops/desktops), Microsoft Office Suite (Word, PowerPoint, Excel, Publisher, Access, Front Page), Email access, and Internet access.

Assessments

TBD