

# 7th Technology Application Standards by Content Area

## English

All Subjects	English
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### Foundations

#### Technology Terminology/Acceptable Use Policy (AUP)

T1	Learn grade level appropriate technology <a href="#">terminology</a> . (1E, 1H)
T2	Teachers will review the rules included in the NEISD Acceptable Use Policy and model appropriate use of the computer. (3A, 3B, 3C)
T3	Students will sign off on the NEISD AUP and demonstrate an understanding of the rules when accessing NEISD computers. (3A, 3B, 3C)
T4	Students will not copy: 1) another individual's electronic work, or 2) software for which they do not have a license, or 3) copyrighted information that does not meet "fair use guidelines".(3A, 3B, 3C)

### Networking

N1	Log on and off the network using personal username and password each time computer is used. (1A)
N2	Create, name, and save files to personal directory on the network. (1A, 1B, 1F)
N3	Access files in personal directory and on the student shared directory. (1A, 1B, 1F)
N4	Copy files from the student shared directory to personal directory by copying the icon or using the <b>Save As</b> feature within the program. (1A, 1B, 1F)
N5	Select and print to the appropriate networked printer. (1A, 1B, 1F, 2A)

### Basic Operations

B1	Use <b>My Computer</b> or <b>Network Neighborhood</b> to navigate to available drives. (1A, 1B)
B4	Use the <b>Help</b> menu to type in a keyword and/or look at the available list of topics. (5C)
B5	Use the <b>Ctrl+Alt+Delete</b> keys to unfreeze the computer. (1A)
B6	Right-click on files, folders, icons, and within applications to access menu options. (1A)

B7	Delete files within personal directory by right-clicking the file icon and choosing delete. (1A)
B8	Create folders within personal directory to organize files. (1A, 1B)
B9	Rename files and folders within personal directory by right-clicking and choosing Rename. 1A, 1B)
B10	Adjust the view of files and folders by selecting <b>View</b> from the menu bar and choosing <b>Large Icon, Small Icon, List, or Details</b> . (1A, 1B)
B11	Organize files and folders within personal directory by selecting <b>View</b> from the menu bar, choosing <b>Arrange Icons</b> and making a selection. (1A, 1B)
B12	Save digital files to a CD-R. (1B, 5B)
B13	Recognize various file formats including, but not limited to, .doc, .ppt, .xls, .dbf, .bmp, .jpeg, .gif, .stk, .ins, .html and their associated applications/programs. (1D, 1E, 5A)
B16	Recognize keyboard shortcuts to complete tasks within applications (ctrl-s to save, ctrl-c to copy, ctrl-x to cut, ctrl-v to paste, etc.) (1A)
B17	Use the Find files or Folders feature within the Start menu to locate missing files on the hard drive or the server. (1A)

## Keyboarding

K1	Use correct posture when keyboarding and demonstrate mastery of proper keyboarding technique. (2A, 2B)
K2	Use language skills including capitalization, punctuation, spelling, word division, and the use of numbers and symbols as grade-level appropriate. (2B)
K3	Use a variety of software applications such as Word, Excel, or Inspiration to produce, proofread, and correct errors within documents. (2B, 7A, 7B, 7C)
K4	Students will keyboard 24 words per minute with 98% accuracy by the end of the seventh grade. (2A, 2B)
K5	Use one space after all punctuation marks. (2C)
K6	Keyboard from copy (documents, textbooks, or other printed sources of information). (2A, 2B, 2C)

## Information Acquisition and Problem Solving

These applications are intended to be used withing the context of the content area TEKS to express ideas and solve problems.

### Word Processing (Word)

W1	Create a new document or open an existing one on the student-shared directory. (7A)
W2	Use the highlighter tool to highlight text with different colors. (NE)
W3	<b>Format</b> text by using <b>Bullets</b> and <b>Numbering</b> .(7A, 10D)
W4	<b>Insert Pictures</b> from <b>Clipart Gallery</b> and <b>From File</b> (digital camera, scanner, or other source).(7A, 7G, 10D)Create tables to structure and organize information. (7G, 10D)

W5	Move and resize clipart and/or images by right-clicking on the image, selecting <b>Format Picture</b> , clicking the <b>Layout</b> tab, and choosing the appropriate <b>Wrapping Style</b> .(10D)
W6	Format other properties of text boxes and/or images including <b>Colors and Lines, Size, Layout, Picture</b> , and <b>Web</b> by right-clicking and selecting Format Picture. (10D)
W7	Create tables to structure and organize information. (7G, 10D)
W8	Use the <b>Spelling and Grammar</b> and <b>Thesaurus</b> features to edit documents.
W9	Access available tools (standard, formatting, drawing, etc.) by selecting <b>View</b> from the menu bar and choosing <b>Toolbars</b> . (7F)
W10	Use <b>Draw</b> tools ( <b>WordArt, Text Box, Paint bucket, Lines and Arrows</b> , and <b>AutoShapes</b> ). (7F)
W11	Highlight/Select one or more objects and under the <b>Draw</b> menu choose: 1) <b>Grid</b> to unsnap or snap objects to grid, 2) <b>Order</b> to layer objects and text, 3) <b>Rotate</b> or <b>Flip</b> to change object orientation, 4) <b>Group</b> or <b>Ungroup</b> to combine or separate objects, and 5) <b>Align</b> and <b>Distribute</b> to position objects. (7F)
W12	Adjust margins, page orientation, and vertical alignment using <b>Page Setup</b> under the <b>File</b> menu.(7A, 10D)
W13	Insert <b>Headers and Footers</b> using the <b>View</b> menu. (7A, 10D)
W14	<b>Format</b> page by inserting <b>Borders and Shading</b> .(7A, 10D)
W15	Adjust spacing using <b>Paragraph</b> in the <b>Format</b> menu.(7A, 10D)
W16	<b>Insert</b> a <b>Hyperlink</b> .(NE)
W17	Insert Excel Spreadsheet and Excel charts/graphs. (7B, 7G)
W18	Insert left, right, center, and/or decimal tabs to format documents. (7A)

### Graphic Organizer (Inspiration)

G1	Create a diagram or open an existing template that explains an idea or concept. (10D)
G2	Insert symbols or pictures into diagram. (10D)
G3	Use the link tool to connect objects within a diagram. (10D)
G4	Change the font size, type, style (bold, italicize, underline), and color. (10D)
G5	Use the <b>Rapid Fire</b> tool to input ideas into a diagram. (10D)
G6	Use the <b>Spell Check</b> tool to edit diagrams. (10D)
G7	Compile notes and ideas into outlines using the Outline View. (10D)
G8	Insert hyperlinks. (NE)
G9	Use <b>Draw Tools</b> to design and format a diagram. (7F, 10D)
G10	Select <b>Group, Align</b> , and <b>Evenly Space</b> under the <b>Symbol</b> menu to format objects within a diagram. (7F, 10D)

G11	Select <b>Gridlines</b> under the <b>Utility</b> menu to show or hide grid. (7F, 10D)
G12	Select <b>Grid Snap</b> under the <b>Utility</b> menu to snap or unsnap objects to grid. (7F, 10D)
G13	Layer objects by choosing <b>Send to Back</b> or <b>Bring to Front</b> from the <b>Effects</b> menu. (7F, 10D)
G14	Adjust page orientation to effectively print diagrams and outlines. (10D)
G15	Use <b>Diagram Properties</b> and <b>Outline Properties</b> under the <b>File</b> menu to change default settings within a file.(10D)
G16	Use the Position tool to move an entire diagram at one time. (10D)
G17	Use the Arrange tool to display diagrams in preset formats. (10D)

## Collaboration

C1	Use technology to communicate and collaborate with other students on group projects. (7J, 8B, 8C, 8E)
C2	Use any applications available in the North East ISD software load to create products that communicate ideas when working on group projects. (7J, 8E)

## Communication

### Publish

PB1	Display work on the computer screen, projector, television, or printer. (11A)
PB2	Proofread products and make improvements. (12D)
PB3	Use tools such as checklists, timelines, and rubrics to evaluate products and determine relevancy to task and specific lesson objectives. (9A, 12A, 12B, 12D)
PB4	Choose appropriate fonts, colors, and graphics in order to ensure that products are readable when displayed on screen and/or printed. (10D)

## Portfolio

A1	Students and teachers will select items that have been saved to the students' personal network directories to store in an electronic portfolio.(12C)
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