

7th Technology Application Standards by Content Area

Math

All Subjects	Math
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Foundations

Technology Terminology/Acceptable Use Policy (AUP)

T1	Learn grade level appropriate technology terminology . (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 Save As feature within the program. (1A, 1B, 1F)
N5	Select and print to the appropriate networked printer. (1A, 1B, 1F, 2A)

Basic Operations

B1	Use My Computer or Network Neighborhood to navigate to available drives. (1A, 1B)
B4	Use the Help menu to type in a keyword and/or look at the available list of topics. (5C)
B5	Use the Ctrl+Alt+Delete 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)
B13	Recognize various file formats including, but not limited to, .doc, .ppt, .xls, .dbf, .bmp, .jpg, .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)

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 28 words per minute with 98% accuracy by the end of the seventh grade.(2A, 2B)
K5	Use one space after all punctuation marks. (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.

Spreadsheet (Excel)

S1	Create a spreadsheet by entering text, values (numeric), and formulas. (7B)
S2	Use Chart Wizard to create charts/graphs as grade level and task appropriate to express ideas and solve problems.(7B, 10C, 10E)
S3	Adjust margins, page orientation, and vertical/horizontal alignment using Page Setup under the File menu.(7B, 10C, 10D)
S4	Format cells by changing column width and row height.(7B, 10C, 10D)
S5	Insert and delete columns and rows.(7B)
S6	Use the Spelling and Grammar feature to edit spreadsheets.(7B)
S7	Insert Pictures from Clipart Gallery and From File (digital camera, scanner, or other source). (7B, 10C, 10D)
S8	Access available tools (standard, formatting, drawing, etc.) by selecting View from the menu bar and choosing Toolbars .(7F)
S9	Use Draw tools (WordArt , Text Box , Paint bucket , Lines and Arrows , and AutoShapes). (7F)
S10	Highlight/Select one or more objects and under the Draw menu choose: 1) Grid to unsnap or snap objects to grid, 2) Order to layer objects and text, 3) Rotate or Flip to change object orientation, 4) Group or Ungroup to combine or separate

	objects, and 5) Align and Distribute to position objects.(7F)
S11	Right-click on cells, columns, or rows and select Format Cells to change Number, Alignment, Font, Border, Patterns, or Protection. (10C)
S12	Insert a Hyperlink. (NE)
S13	Sort data by row or column based on organizational need. (10C)
S14	Set print area or print selection to designate specific cells to print. (7B, 10C)
S13	Insert, delete, rename, and use multiple worksheets within the same spreadsheet. (7B, 10C)

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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