

7th Technology Application Standards by Content Area

Science

All Subjects	Science
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Foundations

Technology Terminology/Acceptable Use Policy (AUP)

T1	Learn grade level appropriate technology /main_web_site/edtech/docs/seventh_term.doc. (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 studentshared 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)
B2	Adjust digital camera settings in order to capture quality images while minimizing file size (640x480 pixels, standard quality setting). Take pictures and upload them to a computer (2A, 2D)
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)
B14	Hold the Ctrl key and select text or objects not ordered consecutively to copy, cut or delete. (1A)
B15	Hold the Shift key and select text or objects ordered consecutively to copy, cut, or delete. (1A)
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.

Multimedia (PowerPoint)

M1	Create a new presentation with multiple slides.(7D, 10A, 10D, 11B)
M2	Use design templates to customize presentations. (7D, 10A, 10D, 11B)
M3	Change backgrounds by selecting Format from the menu bar and choosing Background .(7D, 10D)
M4	Add and remove Text Boxes .(7D, 10D)
M5	Format text by using Bullets and Numbering .(7D, 10D)
M6	Use the Spelling and Grammar and Thesaurus features to edit documents.(7D)
M7	Insert Pictures from Clipart Gallery and From File (digital camera, scanner, or other source). (7D, 7G, 10D)
M8	Access available tools (standard, formatting, drawing, etc.) by selecting View from the menu bar and choosing Toolbars . (7F)

M9	Use Draw tools (WordArt, Text Box, Paint bucket, Lines and Arrows, and AutoShapes). (7F)
M10	Select one or more objects and under the Draw menu select: 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)
M11	Format other properties of text boxes and/or images including Colors and Lines, Size, Layout, Picture, and Web by right-clicking and selecting Format Picture. (10D)
M12	Edit Slide Transitions and Custom Animations to enhance presentation. (7D, 10D)
M13	Use the various PowerPoint views to organize and edit presentations. (7D, 10D)
M14	Use the Slide Sorter view to organize (change sequence) and edit presentation. (7D, 10D)
M15	Remove individual slides in the Slide Sorter view by right-clicking and choosing Delete . (7D, 10D)
M16	Insert sound file or record voice into presentation.(7D, 10D)
M17	Insert video taken with the digital camera or video camera. (7D, 10D)
M18	Use different printing options including multiple slides per page, handouts, notes, and outline. (7D, 10D)
M19	Insert a Hyperlink .(NE)
M20	Create tables and charts/graphs or Insert Ecel spreadsheet and Excel charts/graphs. (7G)

Database (Access/Works)

D1	Open an existing database on the student-shared directory. (1A)
D2	Navigate through records in a table, query, or form. (10B)
D3	Enter data into a field in a table or form view.(7C)
D4	Insert Pictures into a field from Clipart Gallery and From File (digital camera, scanner, or other source). (7C, 7G, 10D)
D5	Find a record based on defined criteria. (10B)
D6	Sort records. (10B)
D7	Use filtering tools to answer questions.(10B)
D8	Apply and remove filters (filter by form and filter by selection). (7C, 10B)
D9	Use the filter by selection to save as a query. (7C, 10B)
D10	Create a database table (using a wizard or in Design View). (7C, 10B)
D11	Create and use multiple field types (7C, 10B)
D12	Create a form with the Form Wizard , choosing an existing table and selecting from horizontal or vertical layouts. (7C, 10B)

Paint (MS Paint)

P1	Create original images or edit imported images by using the paint tools. (5A, 7F, 7G)
P2	Change file format of existing image files (.bmp, .jpeg, .gif).(5A)
P3	Cite copyright information on an image by making a textbox providing copyright information and saving the edited file (stamping URL on an image retrieved from Internet). (3A)
P4	Save and import images into other applications. (7G)

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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