

7th Technology Application Standards by Content Area

Social Studies

All Subjects	Social Studies
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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)
B3	Use the scanner to digitize images and use them within an application.
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, .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)

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)

Desktop Publishing (Publisher)

DP1	Select a document type and use the Publisher Wizard to choose a design, color scheme, and layout.(7E)
DP2	Edit needed pages and delete unnecessary ones by clicking on the page navigation button (lower left), selecting Edit from the menu, and choosing Delete Page.(7E, 12D)
DP3	Click in the text boxes and replace text. (7E)
DP4	Use the Spelling feature to edit documents.(7E)
DP5	Right-click on images, choose Change Picture, Picture , and Clipart to replace existing picture with another selection. (7E, 7G, 10D)
DP6	Insert Pictures from Clipart Gallery and From File (digital camera, scanner, or other source).(7E, 7G, 10D)
DP7	Access available tools (standard, formatting, drawing, etc.) by selecting View from the menu bar and choosing Toolbars .(7F)
DP8	Use Draw tools to add Text Boxes, Lines, AutoShapes , etc. (7F)
DP9	Delete Objects (text boxes, clipart, etc.) by right-clicking and selecting this option.(7E, 10D)
DP10	Change picture properties (color, scale, type, etc.) by right-clicking on the picture and choosing Change Picture .(10D)
DP11	Change frame properties (fill color, line color, border style, etc.) by right-clicking on the picture and choosing Change Frame .(10D)
DP12	Select Arrange to Order (layer), Align , or Rotate or Flip objects.(10D)
DP13	Select Page Setup under the File menu to change Publication Layout and Page Orientation .(7E)

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)

Internet (Netscape Communicator/Internet Explorer)

I1	Use keyword searches to find information on a given topic.(4A, 4B)
I2	Use Boolean search strategies to find information on a given topic.(4A, 4B)
I3	Gather information from the websites found from search results.(4A, 4B)
I4	Use the Bookmark or Favorites feature to identify and save sites to an individual computer.(NE)
I5	Determine whether web sites provide useful, appropriate, and valid information using methods including looking at the URL, identifying the author, looking for bibliographic information, checking associated links, ability to email author, listing the date the page was last updated, and identifying the site's targeted audience. If needed, use the NEISD Web Site Evaluation Chart.(6A, 6B, 6C, 9B)
I6	Use the web to tour virtual environments, remote locations, and/or explore online interactive lessons.(7H)
I7	Communicate with other learners or experts in the field through tools such as: teacher email (teacher-directed only), video conferencing (NetMeeting), and/or interactive websites.(8A, 11C)
I8	Use acquired information in the creation of products. (NE)
I9	Recognize and identify sources of URL suffixes including, but not limited to, .org, .com, .edu, .gov, and .net (6C)
I10	Use the Internet as an online help source as needed to solve specific problems.(5C)

Web Authoring

WA1	Use Composer, FrontPage, or another web authoring software to create a multiple page web within a folder. (NE)
WA2	Create titles for all pages within the web. (NE)
WA3	Create tables. (NE)
WA4	Insert text. (NE)
WA5	Align text and images in and outside of tables. (NE)
WA6	Save images/clipart to web folder. (2D)

WA7	Insert background colors and/or images. (10D)
WA8	Insert clipart and other images (digital camera, scanner, or other source). (2D, 7G, 10D)
WA9	Create hyperlinks within web and to outside locations. (NE)
WA10	Customize color and style of text and links. (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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