3rd Grade Curriculum Overview

Word Processing:
- Open, edit, save, print a document
- Save a document to a specific location
- Use print preview/zoom
- Resize/reposition graphics
- Edit a document:
    - Highlight
    - Font changes (face, size, color)
    - Alignment
    - Copy/Paste
    - Undo/redo
    - Spelling/grammar functions

Spreadsheet:
- Open, edit, save a worksheet
- Navigate a spreadsheet (tab, enter, arrow keys, mouse)
- Learn age appropriate vocabulary
- Collect data
- Enter data into cells
- Enter row/column headings
- Sort data
- Display data through teacher-led charts/graphs

Presentation:
- Understand what is a presentation and when its use is appropriate
- Open, save, print a presentation
- Create/edit a presentation
    - Select appropriate slide layout
    - Enter/edit text
    - Insert/resize graphics
    - Apply design template
    - Add transitions/animations/sound
    - Present/Navigate through a presentation

Information Literacy:
- Launch, navigate/search the Internet
- Type a web address into the address bar correctly
- Access and retrieve information from teacher provided websites

Coding:
- With help and support, select and use various software/applications for computer coding
- Use teacher-selected Internet resources to complete computer coding activities
- Use algorithms for communicate of computer commands
- Complete Hour of Code activities

Common Sense Media:

Talking Safely Online
- Compare and contrast online friends and real-life, face-to-face pals
- Understand that private information should not be given to anyone online without the permission of a trusted adult
- Learn how to respond if an online friend asks them personal questions

Common Sense on Talking Safely Online
- Establish expectations and norms for the group related to appropriate online behavior
- Participate responsibly and respectfully in an online community
- Collaborate on a classroom moto about digital citizenship

The Power of Words
- Empathize with those who have receive mean and hurtful messages
- Judge what it means to cross the line from harmless to harmful communication online
- Generate solutions for dealing with cyberbullying