

4th 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
 - Line Spacing
 - Move Text
 - Select text using different methods
 - Create WordArt objects
 - Use Drawing Tools
 - Change Margins and Page Orientation

Spreadsheet:

- Open, create, edit, save a worksheet
- Navigate a spreadsheet (tab, enter, arrow keys, mouse)
- Learn age appropriate vocabulary/terminology
- Collect data
- Enter data into cells
- Enter row/column headings
- Enter values into cells
- Sort data
- Use SUM function
- Display data through charts/graphs
- Resize/reposition graphics
- Insert Header
- Print with gridlines, column/row headings

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 motto 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