

## 5<sup>th</sup> 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
  - Insert Symbols
  - Switch between document windows

### 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/AVERAGE 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