

Faith. Academics. Service.

Catholic Schools

Computer Class

Kindergarten

Goal: To write descriptive/or action words that describe St. Anne School for Catholic Schools Week.

Objective: To type words written in class into text boxes

Procedure & Technical Skills:

- Locate shift key on the keyboard for capitalization
- Locate punctuation marks
- Print

Next Project

Goal: To become familiar with different facts about ancient world countries and their geographical location.

Objective: By using early reading skills, problem-solving and navigational skills students will navigate to countries like Egypt, China, South America, Antarctica, and the Plymouth Colony.

Procedure and Technical Skills:

- Students locate and use the arrow keys to move in cardinal directions
- Students will listen to the audio and follow directions explained
- Students will learn new terms with visual examples
- Students will navigate to each country and learn about the environment, wildlife, ecosystem, early civilization, and the early writing system.

Grade 1

Goal: To create an acrostic poem using adjectives that describes "Faith". Students will write words in class with their teachers.

Objective: To type words into text boxes in a vertical position.



Procedure and Technical Skills:

- Students locate the shift key for capitalization
- Students will locate punctuation keys
- Students will copy/paste pictures from art gallery or St. Anne website.
- Print

[Next Project](#)

Goal: To utilize interactive software that will develop math, reading, writing, and science skills.

Objective: To utilize a School version of Jump Start Advanced first grade which will re-enforce skills being learned in class, while challenging student to advance difficulty level based on their performance.

Procedure & Technical Skills:

- To develop skills in phonics, spelling, punctuation, capitalization, syllables, sentence building, and reading comprehension
- To use the number keys to complete computations such as, addition, subtraction, fractions, counting coins, measurements, and skip counting.
- To use logical thinking, problem solving, listening and memory skills.

[Grade 2](#)

Goal: Students will complete this writing prompt... St. Anne School teaches me to service my community by...

Objective: To compose sentence that explains types of community service projects performed in school.

Procedure & Technical Skills:

- Students will use PrintShop to compose sentences.
- Students will format locate shift key for capitalization.
- Students will locate the punctuation keys
- Students will include pictures from the clip art gallery, or copy/paste from a web image gallery.
- Proofread/Spell Check Procedures and Print

[Next Project](#)

Goal: To explore a penguin that is being studied in science class.



Objective:

- To create an informational booklet. Students in Mrs. LoBue's class will be assigned a penguin. Students will type specific facts that were written in class
 - Example: habitat, diet, body characteristics, classification
- Students will be guided to explore age appropriate websites to search for additional facts and photos.
- Students will store the websites to their "Favorites" for easy access in the weeks to follow.

Procedure & Technical Skills:

- Students will use the Print Shop Software booklet layout
- Word Art will be used for all titles. Students will alter colors, font styles, and resize
- Students will perform the "right click Copy and Paste" function in order to copy a picture of their animal from the internet and paste onto Print Shop, then resize accordingly.
- Students will type facts in a sentence format.
- Proofread with each student before printing.
- Familiarize students with the saving and opening of files.

Grade 3

Goal: In a group discussion Students will elaborate on the 2012 Catholic School Week theme "Faith, Academics, and Service."

Objective: To use descriptive words to create a shape

Procedure & Technical Skills:

- To copy and paste a picture related to theme
- To insert Headlines for each word
- To arrange and flip words around shape
- Proofread/Spell Check Procedures and Print

Next Project

Goal: To introduce students to typing skills by utilizing Type to learn software.

Objective:

- Students will practice proper placement of fingers on the keyboard
- Emphasis will be placed on the "Home Row Keys **ASDF...JKL;** "



- Students will learn two new keys every two weeks
- Students will repeat lessons until they are comfortable typing keys learned
- Students are encouraged to type by memorization and refrain from looking at the keyboard

Procedure & Technical Skills:

- Prior to each lesson locate letters on the keyboard
- Explain and demonstrate correct keystroke technique
- Practice strokes before the beginning of each lesson

Grade 4

Goal: To compose an acrostic poem that describes the 2012 Catholic School Week theme “Faith, Academics, and Service.”

Objective: Students will acrostic poem using Microsoft Word

Procedure & Technical Skills:

- To type beginning letters of poem using a Word Art
- To insert text boxes to complete sentences
- To include pictures from the clip art gallery, or copy/paste from a web image gallery, or St. Anne website

Next Project

Goal: To begin researching a famous person born in New Jersey in order to compose a brief biography. This project is assigned by Mrs. McLaughlin and will be completed in the computer lab.

Objective:

- To utilize Microsoft Publisher to create the Biography content and the cover page.
- Search Google for biography websites and save to “Favorites”
- Students will follow format to create a Biography located on the side margin of their document. This will allow student to organize facts as follows:
 - Birth date, place, and where the person grew up
 - Brief family history
 - Education
 - Childhood/Adulthood
 - Career
 - Accomplishment



- Awards
- Social impact or contributions to society
- Interesting and additional fun facts

Grade 5

Goal: To compose a diamante poem that describes the 2012 Catholic School Week theme “Faith, Academics, and Service.”

Objective: Students will create poem using Microsoft Word

Procedure & Technical Skills:

- Students will follow Diamante Poem format
- Students will center align document
- Insert and format images/borders
- Spellcheck/print

Next Project

Goal: Students will create a replica of a popular magazine focusing on the John F. Kennedy assassination. Magazine covers will be used at the mock trial.

Objective:

- To select a magazine cover from an internet site and import into the Print Shop (ex. People, Newsweek, Time, American History, etc.)
- To utilize Paint and Photo shop tools available in the Print Shop.
- To include catchy headlines, photos, and details of JFK’s assassination.

All covers will be printed and handed in to Mr. Puntasecca to be graded.

Procedure & Technical Skills:

- **Insert a Headline**-used for the titles. Students are instructed to change font styles and color of text to imitate their magazine cover.
- **Insert a Text Box**- to type headlines
- **Images**-Students will import images from the internet.
- **Photo Shop Tools** – To crop and alter the appearance to black and white or antique.
- Encarta dictionary and thesaurus will be used to search for descriptive words
- Proofread/Spell-check & Print

Grade 6

Goal: Students will create a Home Page for a Web Site





Objective: Students will use Microsoft Publisher to create a home page that will focus on the theme for Catholic Schools Week 2012 “Faith, Academics, Service.”

Web page will be printed and will include the following:

- The strong moral values taught
- Academic standards enforced in every subject
- Student involvement with service projects in local communities

Procedure & Technical Skills:

- **Insert a Headline**-Web Page title.
- **Insert 3 Text Boxes**- to organize facts
- **Images**-Students will import images from the internet.

[Next Project](#)

Goal: To animate and record timings for a Microsoft PowerPoint Slide Show Presentation

Objective:

- To complete the Power Point slide show of an Ancient Country by adding music in a “midi” file format, animations, transitions, and record timer.

Procedure & Technical Skills:

- Browse web for free “midi” music files and insert into 1st slide and program midi to play for the duration of the slide show.
- Add transitions to each slide
- Time the slide show to play automatically

[Grade 7](#)

Goal: To replicate a School/Education magazine cover hi-lighting St. Anne Catholic Schools Week - **example: The Catholic Teacher**

Objective: Students will focus on the theme “**Faith, Academics, Service.**” and will include the following headlines in their magazines:

- The high academic standards
- The strong moral values taught
- Service projects that involve students reaching out to local communities





Procedure & Technical Skills:

- **Insert a Headline-** for magazine tile and headlines. Students are instructed to change font styles and color of text to imitate the magazine title they chose.
- **Images-**Students will alter images by using Photo Shop Tools.

All magazine covers will be on display on the second floor bulletin board in the center hall.

Grade 8

Goal: To compose an essay that will focus on the Catholic Schools week theme.

Objective: Students will explain how faith, academics, and service to the community help shape them into the person they want to be.

- First paragraph-introduction of student and how many years at SAS
- Second paragraph-Explain how St. Anne's offers strong academics, service projects, and teaches faith

Procedure & Technical Skills:

- **PrintShop- Insert a Headline-**used for the title; alter the font styles and color of text.
- **Insert a Text Box-** Resize text box to 8½ margins to type essay.
- **Art Gallery-**Students will import pictures from the internet relating to Catholic Schools Theme or to St. Anne
- **Proofread/Spell-check & Print**

Next Project

Goal: To continue creating the PowerPoint Presentation with hyper-links

Objective: To create a slide show illustrating the story grammar in "Harry Potter and the Prisoner of Azkaban."

Slides will include definition and examples of:

- Characters: round, static, dynamic, and main
- Setting: time and place
- Plot



- Conflict
- Theme
- Irony
- Point of view

Technical Skills:

- All slides must be animated using “custom animations”
- Music in a midi format will be downloaded and saved to a music file in power point sub-directory. Midi will be programmed to play for the duration of the slide show.
- Students will copy images of the characters or scenes from an Internet site and layer behind their text.
- Transitions will be added for an added effect in between each slide
- All slide shows will be timed so that they can be played automatically.

Students will be graded Mrs. Greene for content and appearance, and I will grade for presentation and use of technical procedures.

If you have any questions, please contact me at angelaf@stannenj.com

[Yearbook Update](#)

If you have not submitted a yearbook ad, kindly do so ASAP. You may send photos and your message in an envelope marked with students' name and we will create an ad for your child.

