

Computer Applications

Includes:

Microsoft Word

Microsoft Power Point

Microsoft Excel

Microsoft Publisher



Internet Safety Tips for Home

Never give personal facts or photos to strangers online.

If you get to a site or information that makes you feel uncomfortable, go to another site or sign off immediately.

Never agree to meet with someone you meet online.

Never respond to messages that are unkind or make you feel sad.

Always post messages online using a nickname that doesn't identify you.

Don't open mail that is sent by an unknown.

AT THE MCGLYNN SCHOOL STUDENTS ARE EXPECTED TO ADHERE TO THE USER POLICY OUTLINED IN THE STUDENT HANDBOOK.

McGlynn Middle School
Medford Public School

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McGlynn Middle School
Medford Public School



Skills for Life

Technology

Computer Specialist

Karen DiDomenico

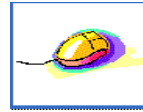
Tech Lab

The three PC computer labs in the middle school are networked with Microsoft Windows 2000 Professional and all users have personal user names and passwords. Each lab has twenty-five computers with Internet access at all stations.

The computers have Microsoft Office Suite, which includes Word, Excel, Power Point, and Publisher. Students will be exposed to all of the programs within their three year tenure at the McGlynn Middle School.



Essential Skills



Grade Six:

Students begin their tech experience with keyboarding skills. They are taught by word association the correct fingering and practice, practice, practice. . .

Students then move onto basic *Microsoft Word* skills and Internet Safety,

Grade Seven:

Emphasis is on Word Processing, Publisher and the Internet. They will learn to use all basic word processing tools as well as the drawing tools.

Students will create business cards and a brochure for a "mock" business.

Student will also practice effective Internet search strategies and Cyberbullying.

Grade Eight:

Students will be introduced to Microsoft Excel to create spreadsheets, chart information, and work with formulas. They will also use Powerpoint to create a project on a math topic and to create a game show.

They will continue to use effective search strategies to narrow their topics while searching on the Internet.

These learning experiences will help our students gain lifelong skills that will enable them to be competitive and productive in the work force.



Student Projects

The Computer Specialists working with the students have developed a project based curriculum. As the students progress year to year the projects get more sophisticated and the students are introduced to higher level skills.

Scavenger Hunts and Web quests are favorite projects where students work cooperatively searching the Internet to gather necessary information to complete the project.

Students will be able to produce research papers and projects for their major classes using the skills they have learned.