

OBJECTIVE

Word

GRADE LEVEL(S) SUBJECT(S)

Inserting and Modifying Text

- W1 • Insert, modify, and move text and symbols
- W2 • Apply and modify text formats
- W3 • Correct spelling and grammar usage
- W4 • Apply font and text effects
- W5 • Modify paragraph formats
- W6 • Set and modify tabs
- W7 • Apply bullets and numbering to paragraphs
- W8 • Apply paragraph styles

5,	Language Arts, Judaics
5,	Language Arts, Judaics
5,6,7,8,	Language Arts
5,6	Language Arts, Judaics
5,	Language Arts
8,	Language Arts
5,	Language Arts
7,8	Language Arts

Formatting Documents

- W9 • Create and modify a header and footer
- W10 • Apply and modify column settings
- W11 • Modify document layout and Page Setup options
- W12 • Create and modify tables
- W13 • Preview and Print documents

8,	Language Arts, Social Studies
7,8	Language Arts, Social Studies
5,6,7,8	Language Arts, Social Studies, Judaics
5,6,7,8	Language Arts, Science
5,	Language Arts, Social Studies, Judaics, Math, Science

Managing Documents

- W14 • Manage files and folders for documents
- W15 • Create documents using templates
- W16 • Save documents using different names and file formats
- W17 • Insert images and graphics
- W18 • Insert, view and edit comments
- W19 • Track and Review changes

5,6,7,8	Language Arts, Social Studies, Judaics, Math, Science
7,8	Language Arts, Social Studies, Judaics
5,6,7,8	Language Arts, Social Studies, Judaics, Math, Science
5,	Language Arts, Social Studies, Judaics
8,	Language Arts, Social Studies
8,	Language Arts, Social Studies

Excel

Working with Cells and Cell Data

- E1 • Insert, delete and move cells
- E2 • Enter and edit cell data including text, numbers, and formulas
- E3 • Check spelling
- E4 • Find and replace cell data and formats
- E5 • Work with a subset of data by filtering lists

5,	Math, Science
5,	Math, Science
5,	Math, Science
7,8	Math, Science
7,8	Math, Science

Managing Workbooks

- E6 • Manage workbook files and folders
- E7 • Create workbooks using templates
- E8 • Save workbooks using different names and file formats

7,8	Math, Science
7,8	Math, Science
7,8	Math, Science

Formatting and Printing Worksheets

- E11 • Modify row and column formats
- E12 • Apply styles
- E13 • Use automated tools to format worksheets
- E14 • Modify Page Setup options for worksheets
- E15 • Preview and print worksheets and workbooks

6,	Math, Science
6,	Math, Science
6,	Math, Science
6,	Math, Science
6,	Math, Science

Creating and Revising Formulas

- E16 • Create and revise formulas

6,	Math, Science
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Create and Modify Graphics

- E17 • Create, modify, position, and print charts
- E18 • Create, modify, and position graphics

8,	Math, Science
8,	Math, Science

Powerpoint

Creating a Presentation

- P1 • Create presentations (manually and using automated tools)
- P2 • Add slides to and delete slides from presentations
- P3 • Modify headers and footers in the Slide Master

5	Social Studies, Judaics
5	Social Studies, Judaics
8	Social Studies

Inserting and Modifying Text

- P4 • Import text from Word
- P5 • Insert, format, and modify text

7,8	Social Studies
5	Social Studies, Judaics

Inserting and Modifying Visual Elements

- P6 • Add clip art to slides
- P7 • Add tables and charts
- P8 • Customize slide backgrounds

5	Social Studies, Judaics
6	Social Studies, Judaics
6	Social Studies, Judaics

Modifying Presentation Formats

- P9 • Apply formats to presentations
- P10 • Apply animation schemes
- P11 • Apply slide transitions
- P12 • Manage a Slide Master
- P13 • Rehearse timing
- P14 • Rearrange slides
- P15 • Add links to a presentation

6	Social Studies
6	Social Studies
6	Social Studies
8	Social Studies
7	Social Studies
6	Social Studies
8	Social Studies

Printing Presentations

- P16 • Preview and print slides, outlines, handouts, and speaker notes

7,8	Social Studies, Judaics
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Working with Data from Other Sources

- P17 • Add sound and video to slides
- P18 • Insert Word tables on slides
- P19 • Export a presentation as an outline

6	Social Studies
7	Social Studies
8	Social Studies

Managing and Delivering Presentations

- P20 • Set up slide shows
- P21 • Deliver presentations

5	Social Studies, Judaics
5,6,7,8	Social Studies, Judaics

Outlook

Creating and Viewing Messages

O1	• Display and print messages	5	Language Arts, Social Studies, Judaics, Math, Science
O2	• Compose and send messages	5	Language Arts, Social Studies, Judaics, Math, Science
O3	• Insert attachments	5	Language Arts, Social Studies, Judaics, Math, Science
O4	• Insert signatures	6	Language Arts
O5	• Customize views	7	Language Arts, Social Studies, Judaics, Math, Science

Managing Messages

O6	• Move messages between folders	8	Language Arts, Social Studies, Judaics, Math, Science
O7	• Search for messages	7	Language Arts, Social Studies, Judaics, Math, Science
O8	• Save messages in alternate file formats	8	Language Arts, Social Studies, Judaics, Math, Science
O9	• Set message options	7	Language Arts, Social Studies, Judaics, Math, Science

Creating and Managing Contacts

O10	• Create and edit contacts	7	Language Arts, Social Studies, Judaics, Math, Science
O11	• Organize and sort contacts	7	Language Arts, Social Studies, Judaics, Math, Science

Inspiration

I1	Create a diagram using Rapid Fire to add sub concepts	5	Language Arts, Social Studies
I2	Access the Symbol Palette	5	Language Arts, Social Studies
I3	Change graphics using Symbol Palette	5	Language Arts, Social Studies
I4	Use Tool Bar to arrange diagram	5	Language Arts, Social Studies
I5	Switch between Diagram View and Outline View	5	Language Arts, Social Studies
I6	Use Print Options, Print Preview, Page Setup	5	Language Arts, Social Studies
I7	Link concepts using Link on the Tool Bar	6	Language Arts, Social Studies
I8	Format text: font, size, style, justify	6	Language Arts, Social Studies
I9	Change Effects: background color, text background, text color, fill color, line color	6	Language Arts, Social Studies
I10	Use Print Options, Print Preview, Page Setup	6	Language Arts, Social Studies

Davka Writer

D1	Type in both English and Hebrew with vowels	5,6,7,8	Judaics
D2	Display the Hebrew keyboard	5,6,7,8	Judaics
D3	Access Tanach	5,6,7,8	Judaics
D4	Translate Tanach	5,6,7,8	Judaics
D5	Copy text from Tanach to a document	5,6,7,8	Judaics
D6	Remove Trop and vowels	5,6,7,8	Judaics
D7	Access a Shoresht	5,6,7,8	Judaics
D8	Find/Replace	5,6,7,8	Judaics
D9	Word search in Tanach	5,6,7,8	Judaics
D10	Insert Graphics	5,6,7,8	Judaics
D11	Flexi Text	5,6,7,8	Judaics

Windows

	<u>Windows Desktop:</u>		
Win1	• Taskbar	5.6.7.8	All Subjects
Win2	• Start Menu	5.6.7.8	All Subjects
Win3	• Starting and Exiting a Program	5.6.7.8	All Subjects
Win4	• Shutting Down the Computer	5.6.7.8	All Subjects
	<u>My Computer</u>		
Win5	• Renaming a File	5.6.7.8	All Subjects
Win6	• Copying a File	5.6.7.8	All Subjects
Win7	• Deleting a File	5.6.7.8	All Subjects
	<u>Windows Explorer</u>		
Win8	• Viewing the C: drive	5.6.7.8	All Subjects
Win9	• Viewing network drives	5.6.7.8	All Subjects
Win10	• Back-up files to network	5.6.7.8	All Subjects
Win11	• Viewing Folder contents	5.6.7.8	All Subjects
Win12	• Creating a Folder	5.6.7.8	All Subjects
Win13	• Renaming a Folder	5.6.7.8	All Subjects
Win14	• Deleting a Folder	5.6.7.8	All Subjects
Win15	• Undo last action	5.6.7.8	All Subjects
Win16	• Moving a Folder	5.6.7.8	All Subjects
Win17	• Finding a File	5.6.7.8	All Subjects
	<u>Using Help</u>		
Win18	• Applications Help	5.6.7.8	All Subjects
	<u>Running Applications</u>		
Win19	• Starting an Application	5.6.7.8	All Subjects
Win20	• Minimizing, Maximizing, Restoring and Moving a window	5.6.7.8	All Subjects
Win21	• Introduction to Toolbars	5.6.7.8	All Subjects
	<u>Customizing Windows</u>		
Win22	• Empty Recycle bin	5.6.7.8	All Subjects