



Technology Applications

Grade: 7th			
Six Weeks: 3rd 6 Weeks (14-15 class periods of 90 minutes each)			
Unit: Spreadsheets, Databases, HTML			
Lesson	TEKS	Examples/Specifics	Guiding Questions
Week 1 & 2	<p>Create and edit spreadsheet using all data types, formulas and functions, and chart information 7B</p> <p>Integrate acquired technology application skills, strategies, and use of the word processor, database, spreadsheet, telecommunications, draw, paint, and utility programs into the foundation and enrichment curricula 8E</p> <p>Design and implement procedures to track trends, set timelines and review/ evaluate progress for continual improvement in process and product 9A</p>	<p>Such as: formulas, create graphs, and format charts in spreadsheets</p> <p>Such as: Spreadsheet, Layouts, Formatting, Cells, Columns , Rows, Formulas, Calculations, Functions, Chart, Page settings, Data types, Axis, Label, Rubric</p>	<p>What information does a spreadsheet provide us?</p> <p>Why would we need to use a spreadsheet?</p> <p>What layouts can be used in a spreadsheet?</p> <p>How do you change layouts?</p> <p>How do you format a spreadsheet?</p> <p>How do you use functions and formulas in a spreadsheet?</p> <p>How do you insert a chart using the spreadsheet data?</p>

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Week 1 & 2 continued	<p>Resolve information conflicts and validate information through research and comparison of data 9B</p> <p>Create a variety of spreadsheet layouts containing descriptive labels and page settings 10C</p> <p>Match the chart style to the data when creating and labeling charts 10E</p> <p>Determine and employ technology specifications to evaluate projects for design, content delivery, purpose, and audience, demonstrating that process and product can be evaluated using established criteria or rubrics 12B</p>	See above	<p>How do you insert a chart using the spreadsheet data? Why would you use a chart within a spreadsheet?</p> <p>How do you create a chart showing part of the information in the spreadsheet?</p> <p>Is your chart distracting?</p> <p>Is your chart clearly labeled?</p> <p>Is your formatting distracting?</p> <p>Does the spreadsheet layout and chart present the data accurately and in an understandable format?</p>

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Week 3 & 4	<p>Plan, create and edit databases by defining fields, entering data, and designing layouts appropriate for reporting 7C</p> <p>Integrate acquired technology application skills, strategies, and use of the word processor, database, spreadsheet, telecommunications, draw, paint, and utility programs into the foundation and enrichment curricula 8E</p> <p>Design and implement procedures to track trends, set timelines and review/ evaluate progress for continual improvement in process and product 12A</p>	<p>Such as: how to create a database, fields, records, data types, reports, mail merge documents</p> <p>Such as: Database, Layouts, Formatting, Trends, Timelines, Validate, Static, Dynamic, Tables, Forms, Reports, Queries, Rubric</p>	<p>How can a database be used to solve problems?</p> <p>How could you use this program in a content area class?</p> <p>Is the layout distracting?</p> <p>Is the report providing useful information?</p> <p>Does the formatting in the report assist or detract from the information?</p> <p>What information can a database provide?</p>

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Week 3 & 4 continued	<p>Resolve information conflicts and validate information through research and comparison of data 9B</p> <p>Demonstrate use of a variety of layouts in a database to communicate information appropriately including horizontal and vertical layouts 10B</p> <p>Design and implement procedures to track trends, set timelines, and review and evaluate the product using technology tools such as database managers, daily/monthly planners, and project management tools 12A</p>	<p>Such as: how to create a database, fields, records, data types, reports, mail merge documents</p> <p>Such as: Database, Layouts, Formatting, Trends, Timelines, Validate, Static, Dynamic, Tables, Forms, Reports, Queries, Rubric</p>	<p>Why would you need a variety of layouts and input options?</p> <p>How do database managers work?</p> <p>What information do they provide?</p>

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Wee k 3 & 4 continued	<p>Determine and employ technology specifications to evaluate projects for design, content delivery, purpose, and audience, demonstrating that process and product can be evaluated using established criteria or rubrics 12B</p> <p>Evaluate the product for relevance to the assignment or task 12D</p>	<p>Such as: how to create a database, fields, records, data types, reports, mail merge documents</p> <p>Such as: Database, Layouts, Formatting, Trends, Timelines, Validate, Static, Dynamic, Tables, Forms, Reports, Queries, Rubric</p>	See above

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Weeks 5 & 6	<p>Identify, create and use files in various formats, such as text, bitmapped/vector graphics, image, video, and audio files 5A</p> <p>Resolve information conflicts and validate information through accessing, researching, and comparing data 6B</p> <p>Demonstrate the ability to identify the source, location, media type, relevancy, and content validity of available information 6C</p> <p>Plan, create, and edit documents created with a word processor using readable fonts, alignment, page setup, tabs, and ruler settings 7A</p>	<p>Such as: creating, organizing a webpage using basic HTML tags</p> <p>Such as: Web page, HTML, Web authoring , Graphics, Images, Fonts, Formatting, Citations, Save As, Editing</p>	<p>How are you publishing this information?</p> <p>Does that affect your formatting choices?</p> <p>Who is your audience?</p> <p>What steps should you take to insure that you communicate appropriately with your desired audience?</p> <p>Does your webpage look distracting?</p> <p>Can you publish the same information in a variety of ways? Which one is more effective and can reach your audience?</p>	<p>Learning.com Basic HTML:</p> <p>Basic HTML Body Tags & Tag Basics Attributes Font Color & Size Tags</p> <p>Easy Tech: Basic HTML The Basic HTML unit teaches students how to use basic HTML tags to effectively organize and communicate web page information.</p> <p>Create a webpage containing appropriate information using various formatting options.</p> <p>Add graphics and images to a webpage and cite appropriately.</p> <p>Compare and Contrast web pages. Find what is appealing and distracting. Report on your findings, likes and dislikes.</p>	<p>www.learning.com (EasyTech) http://www.learning.com</p> <p>District Word Processing software: Microsoft Word)</p> <p>Rubric http://rubistar.4teachers.org/index.php</p>

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Weeks 5 & 6 continued	<p>Use technology in self-directed activities by sharing products for defined audiences 8D</p> <p>Integrate acquired technology application skills, strategies, and use of the word processor, database, spreadsheet, telecommunications, draw, paint, and utility programs into the foundation and enrichment curricula 8E</p> <p>Design and implement procedures to track trends, set timelines and review/ evaluate progress for continual improvement in process and product 9A</p>	<p>Such as: creating, organizing a webpage using basic HTML tags</p> <p>Such as: Web page, HTML, Web authoring , Graphics, Images, Fonts, Formatting, Citations, Save As, Editing</p>	<p>What safety precautions do you need to take before you publish web documents?</p> <p>What type of information can you share safely over the Internet?</p> <p>Why do you need to be safe while using the Internet?</p> <p>What type of communication can technology provide? How is it useful in education?</p> <p>Will others gain information from your product?</p>	<p>Evaluation: Students will report on how relevant to the assignment their final product was. They will use a teacher created rubric to grade their final product.</p>	<p>www.learning.com (EasyTech) http://wwwlearning.com</p> <p>District Word Processing software: Microsoft Word)</p> <p>Rubric http://rubistar.4teachers.org/index.php</p>

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Weeks 5 & 6 continued	<p>Resolve information conflicts and validate information through research and comparison of data 9B</p> <p>Demonstrate appropriate use of fonts, styles, and sizes, as well as effective use of graphics and page design to effectively communicate 10D</p> <p>Publish information in a variety of ways including, but not limited to, printed copy, monitor display, Internet documents, and video 11A</p>			<p>www.learning.com (EasyTech) http://www.learning.com</p> <p>District Word Processing software: Microsoft Word)</p> <p>Rubric http://rubistar.4teachers.org/index.php</p>

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