

# Computer Essentials Curriculum Map

Topic	Date
Keyboarding – Proper posture and technique, type at 40 wpm	Aug. / Sep. Jan. / Feb.
<u>Basic Computer Concepts</u>	
A. Understand four functions of a computer.	
B. Understand computers' increasing influence in every day life.	August / January
C. Understand basic computer terminology/definitions.	
D. Understand basic computer components.	
<u>Windows Interface</u>	
A. Mouse navigation and selection	
B. Windows, menus, toolbars	August / January
C. Running multiple applications and switching between them	
D. Help	
<u>Computer File Management</u>	
A. Understand the use of and create files and directories	
B. Use windows explorer, open, save and save as dialogue boxes	September / January
C. Understand File Extensions	
<u>Word Processing</u>	
A. Basic formatting operations that a word processor can perform.	Oct. / Nov.
B. Understand how these operations are implemented in Microsoft Word.	Feb. / Mar.
<u>Spreadsheets</u>	
A. Basic operations and purpose of a spreadsheet.	Nov. / Dec.
B. Understand how these operations are implemented in Microsoft Excel.	April
<u>Slideshow/Presentation Software</u>	
A. Basic operations and purpose of a slideshow program.	December /
B. Understand how these operations are implemented in Microsoft PowerPoint.	May