

**SSD**  
**IEP Computers**  
**Student Learning Standards**

**Microtype Lessons:**

- I will learn how to turn on my computer and access the desktop
- I will learn how to select the icon for the Microtype Lessons
- I will learn how to register and enter information into the Microtype Lessons
- I will learn the finger positions for each alphabetic key on the keyboard
- I will learn the finger positions for each basic punctuation keys
- I will learn the finger positions for the numeric keys
- I will learn the finger positions so that I can increase my typing speed
- I will learn how to use the keyboarding skill builder lessons to increase my typing speed to 20wpm
- I will learn how to use the keyboarding skill builder lessons to increase my typing speed to 25wpm
- I will learn how to use the keyboarding skill builder lessons to increase my typing speed to 30wpm
- I will learn how to use the keyboarding skill builder lessons to increase my typing speed to 35wpm
- I will learn how to use the keyboarding skill builder lessons to decrease my typing errors to 20
- I will learn how to use the keyboarding skill builder lessons to decrease my typing errors to 15
- I will learn how to use the keyboarding skill builder lessons to decrease my typing errors to 10
- I will learn how to use the keyboarding skill builder lessons to decrease my typing errors to 5

**Microsoft Office 97 Professional Chapter 1:**

- I will learn about ancient counting machines
- I will learn the difference between an analytical engine, a calculator and a computer
- I will learn about the history of the computer
- I will learn the difference between a microprocessor and a microcomputer
- I will learn about the different parts of a computer and how to use them effectively

**Microsoft Office 97 Professional Chapter 2:**

- I will learn the operating systems of a computer
- I will learn how to use the desktop and Windows on a computer
- I will learn how to use my computer and Windows Explorer
- I will learn how to save and retrieve files

**Microsoft Office 97 Professional Chapter 3:**

- I will learn how to create a new word document
- I will learn how to use word wrap and the menus
- I will learn how to use spell check and grammar check
- I will learn how to open and close files and save them to a variety of destinations
- I will learn how to print a document

#### **Microsoft Office 97 Professional Chapter 4:**

- I will learn how to preview a document
- I will learn how to delete blocks of text in a document
- I will learn how to use and change character formats – fonts and size
- I will learn how to use and change character formats – superscripts and subscripts
- I will learn how to use and change paragraph formats – alignment and line spacing
- I will learn how to use and change page formats – margins and headers/footers
- I will learn how to add page numbers to a document
- I will learn how to use and apply tabs and tab stops

#### **Microsoft Office 97 Professional Chapter 5:**

- I will learn how to copy, paste and move text in a document
- I will learn how to use the control key
- I will learn how to find and use special characters in a document
- I will learn how to replace text in a document
- I will learn how to use the thesaurus when writing a paragraph

#### **Microsoft Office 97 Professional Chapter 15:**

- I will learn how to create a power point presentation
- I will learn how to view and display power point slides and presentations
- I will learn how to insert, edit and delete slides in a power point presentation
- I will learn how to add clip art to a power point presentation
- I will learn how to display all slides and print a power point presentation
- I will learn how to change transitions between slides in a presentation
- I will learn how to preset animation for individual slides in a presentation
- I will learn how to change backgrounds on individual slides
- I will learn how to use the slide templates when designing a presentation
- I will learn how to create text within slides when designing a presentation

#### **Microsoft Office 97 Professional Chapter 16:**

- I will learn how to use the internet and internet addresses
- I will learn how to surf the internet
- I will learn how to use the computer to assist me in the library in my school
- I will learn how to use the internet to assist me when developing an essay for a class