

REDBANK VALLEY SCHOOL DISTRICT CURRICULUM MAP

Computer Literacy and Applications 7th grade

Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9
*Posture *Finger Technique *Homerow Keys *File Management *Logging In, Saving Files, Opening Files	*Touch Techniques of Alphabetic Keys *H & E *I & R *O & T *N & G *Left Shift & Period	*Touch Techniques of Alphabetic Keys *U & C *W & Right Shift *B & Y *M & X *P & V	*Touch Technique of Alphabet *Q & Comma *Z & Colon *Caps Lock & Question Mark *Tab Key *Skill and speed building *Timing	*Numbers *Numeric Key Pad *Symbols *Additional Punctuation	Intro to Word *letter *newsletter	Intro to Excel *basic functions Intro to PowerPoint *friends/family *hobbies	Intro to Movie Maker *animation	*Internet Researching *scavenger hunt