

Dear Parents,

Congratulate your child on a job well done! Over the last seven weeks, students have been hard at work creating a web page and advertisement. Students learned the definition of the Internet, visited various educational web sites, used search engines, and learned Internet terminology. Skills include navigating the Internet to perform research, creating an HTML document, downloading images, adding a bookmark, creating hyperlinks, typing, modifying text, adding backgrounds and borders, and inserting, resizing, and moving graphics on a page. Students also imported a scanned or digital camera image into their documents.

Technology Objectives:

- 📁 Create a publication by combining graphics and text
- 📁 Add text to a publication using text boxes
- 📁 Change the text font, size, and color
- 📁 Move text boxes
- 📁 Resize a text box
- 📁 Add a border to a page
- 📁 Insert graphics into a publication
- 📁 Resize graphics
- 📁 Move graphics
- 📁 Select and use different colors
- 📁 Undo a previous action
- 📁 Change text alignment
- 📁 Edit a publication for spelling errors
- 📁 Create and edit WordArt
- 📁 Select multiple objects
- 📁 Group and ungroup objects
- 📁 Layer text or graphic boxes
- 📁 Create a border around text and graphic boxes
- 📁 Add a shadow to text and graphic boxes
- 📁 Download a graphic from a web site
- 📁 Explain the term HTML
- 📁 View a web site's HTML codes
- 📁 Understand portrait and landscape layouts
- 📁 Preview a publication on the screen
- 📁 Print a publication
- 📁 Use a scanner or digital camera
- 📁 Import a scanned or digital camera image
- 📁 Explain the term Internet
- 📁 Identify and understand the purpose of a modem
- 📁 Explain the term e-mail
- 📁 Visit sites on the World Wide Web
- 📁 Explain the term hypertext
- 📁 Explain the term World Wide Web
- 📁 Recognize an inline image
- 📁 Understand the purpose of an Online Service Provider
- 📁 Utilize various search tools
- 📁 Understand search criteria
- 📁 Access a web site by using an address (URL)
- 📁 Explain the term Uniform Resource Locator
- 📁 Use back and forward buttons to move between sites
- 📁 Bookmark a web site
- 📁 Create an HTML document

Software:

Notepad
Microsoft Word
Microsoft Publisher

