

## Information Technology Activity Guide

### Objectives

*In this unit, students will:*

1. Identify and describe the components of modern information processing systems in contrast to the past.
2. Design and produce a document using word processing software.
3. Demonstrate the use of spreadsheet software including formulas and graphing.
4. Develop a multimedia presentation demonstrating a variety of aspects of movement and animation.
5. Use various research tools to complete a project.
6. Develop a personal web page with multiple features.
7. Demonstrate use of digital mapping software to plan a trip.
8. Demonstrate understanding of Windows Movie Maker by completing a project with camera pictures, transitions, and music.

Day #	Activity #	Activity Description	Type of Activity
1	1	<b>Exploring Computers</b> Explore the history of computers and view some interactive exhibits. Write in journal.	<b>Internet</b>
2	1	<b>Word Processing</b> Write a business letter.	<b>Project</b>
3	1	<b>M&amp;M Spreadsheet</b> Demonstrate uses for a spreadsheet. Count various colored M&Ms. Use formulas to add and find an average. Create a chart. Write a paragraph about original hypothesis and actual results.	<b>Project</b>
4	1	<b>Multimedia Presentation</b> Understand how multimedia presentation packages can be used. Create a PowerPoint presentation with various backgrounds, fonts, clip art, photos from camera, animation, and sound.	<b>Project</b>
5	1	<b>Creating a Web Page</b> Design and develop a web site containing links to other web pages Insert digital photos of students at work in Tech Lab.	<b>Project</b>
5	2	<b>Narrative Writing activity/on-screen multiple-choice test</b> Explain a multimedia report, including graphs, photos and sound bytes	<b>Test</b>
6	1	<b>Reference Material</b> Demonstrate the utilization of reference material on a computer	<b>Project</b>
7	1	<b>Digital Mapping</b> Understand that digital mapping can be utilized to assist you in planning a trip. Show knowledge of adding restaurants and motels to route.	<b>Project</b>
8	1	<b>Digital Mapping</b> Show knowledge of adding points of interest to route. Summarize information in journal.	<b>Project</b>
9	1	<b>Windows Movie Maker</b> Create a movie with camera photos, words, transitions, effects, and music.	<b>Project</b>
10	1	<b>Design Brief</b>	<b>Project</b>
10	2	<b>Persuasive Writing activity/on-screen multiple-choice test</b> Explain why a multimedia presentation is superior to a simple stand-up presentation	<b>Test</b>