

5. SUGGESTED YEAR PLANNING FOR GRADE 3

Unit 1	Unit 2	Unit 3	Unit 4
Word Processing	Desktop Publishing	Internet and E-mail	Integration
Computer terminology 1. Different parts of the computer 2. The keyboard	1. Introduction to DTP 2. Working with wizards 3. Create a sign 4. Project: Car for sale! 5. Create a greeting card 6. Project: Plan a party 7. Create a banner 8. Project: Banner	Internet 1. What is the Internet? 2. Uses of the Internet 3. Terminology 4. Working in a browser 5. Dangers of the Internet	Paint Revision 1. Draw in Paint 2. Select part of a drawing 3. Copy and paste
Word Processing 3. Open and Save 4. Typing in Word 5. Adding pictures 6. Change wrapping 7. Adding WordArt 8. Format text		E-mail 6. What is e-mail? 7. Write your own message 8. Project	FrontPage Express 4. Open and Save 5. Type text 6. Copy from Paint 7. Insert a sound 8. Transport
<u>Recommended Software</u> Microsoft Word®	<u>Recommended Software</u> Microsoft Publisher®	<u>Recommended Software</u> Internet Explorer® and Outlook Express®	<u>Recommended Software</u> Microsoft Paint®