

## DCC Middle School and High School Technology Check Sheet

*Students transferring to DCC who do not have the skills listed for their grade level will receive additional help by our faculty and students in class and availability of on-line tutorials.*

### 6<sup>th</sup> Grade-

- typing 35 WPM
- Microsoft Word- headers/footers, save/save as, split screens, thesaurus
- Publisher- using templates, graphic design and layout, inserting text and images, and margins

### 7<sup>th</sup> Grade- Web 3.0

- Typing 40 WPM
- Prezi
- Voicethread
- Video production- iMovie
- Digital Storytelling
- Google Drive
- Microsoft online-Onenote
- Blabberize
- Graphic Editing
- Chrome Extension
- Coding-Hour of Code, inventor kits, Skripple, 3D pens
- Sway

### 8<sup>th</sup> Grade- Excel

- Typing 45 WPM
- Microsoft Word review- resume, editing a table, mail merge
- Microsoft Excel- vocab, entering and editing data, changing font size, merging and centering cells, resizing columns, color fill, formatting text, entering formulas, auto fill, adding borders, creating additional worksheets, sorting data, inserting comments

### 9<sup>th</sup> Grade – Excel and Databases

- Basic understanding of data input, formatting spreadsheets and manipulating data
- Importing and exporting data
- Making charts and graphs
- Using functions in spreadsheets
- Applying principles learned about Excel to a real world situation
- Creating a database and inputting data
- Organizing data in a database and creating queries, forms, and reports using the data
- Importing and exporting data to other formats
- Using a database to complete a mail merge

### 9<sup>th</sup> Grade - Media and Games

- Photo editing
- Creating animated gifs
- Editing sound/audio
- Making memes
- Making slideshow movies and live action movies
- Making a simple game using coding
- Making platform game, physics, game, and gravity game
- Creating an original game

### 9<sup>th</sup> Grade – 3D and Web Design

- Use Sketch Up to make houses and other objects
- Design your own space using Sketch Up
- Create a keychain and have it printed with the school's 3D printer
- Learn HTML and create web pages with it
- Learn to add Java Script to the pages for cool effects
- Build websites online with Wix

### High School Electives that are available

- Intro to Programming
- Intro to Engineering
- CAD ( Computer-aided Drafting)
- Digital Graphics
- Marketing
- Advanced Web Design