

Digital Information Technology Curriculum Summary

The purpose of the Digital Information Technology Curriculum Summary is to present an overview of the Digital Information Technology curriculum. Parents are the intended audience of the Digital Information Technology Curriculum Summary.

Spreadsheets

- Explain the function of a spreadsheet
- Enter and edit data in a spreadsheet
- Autofill, etc.
- Insert rows and columns
- Link spreadsheet chart into another document
- Format cells (currency, percent, comma, and accounting formats, etc.)
- Create/analyze various charts
- Customize and edit charts to include titles, axis titles, legends, and data labels
- create and enter formulas
- use standard functions (SUM, AVERAGE, MAX, MIN, MEDIAN, MODE, etc.)
- copy formulas (absolute and relative)
- use of advanced formulas (If...then)

Digital Citizenship

- Evaluate web content
- Social Bookmarking and Tags (i.e. Delicious, Ever note)
- Digital Safety (Acceptable Use Policy), protect personal security/privacy, hardware and network security
- Digital Rights/Responsibilities, Creative Commons licensing, copyright and Fair Use Law, plagiarism, digital etiquette

Web Design

- Analyze existing web pages for design elements (i.e. accessibility, visual layout, etc.)
- Create and edit code using HTML basic tags
- Develop a website utilizing web editors
- Research and organize web content

Data Management

- Specify uses and components of a database
- Add fields and change data type
- Sort, filter, and analyze data using specific criteria
- Modify the design of a database
- Create/edit tables, queries, reports, forms
- Career exploration using Career Cruising

Board Approved 9/2011

**DIGITAL INFORMATION TECHNOLOGY
GRADE 8**

Digital Media
<ul style="list-style-type: none">• Web 2.0 tools (Google Docs/Earth, Wikis, Blogs/Forums, Text Animators, Evernote, Delicious)• Online lessons (Moodle, Wikis)