

Workplace Readiness Skills for the Commonwealth Grades 6 – 8 School

Technology Knowledge and Skills

19. **Information Technology:** Uses computers, file management techniques, and software/programs effectively

Objective: Students will use the computer to complete tasks.

Activities:

1. Have students learn keyboard and functions.
2. Have students enter data from a class generated assignment.
3. Have students use Microsoft Word to type reports.
4. Have students use power point to create an IEP presentation.
5. Have students use Microsoft Excel to create reports.

Objective: Students will use the computer to generate files and organize information.

Activities:

1. Provided a flash drive, students will maintain school related files organized into folders based on subject area.