ICT 1 Pacing Guide

Pacing Time	Topic	Topics covered	Standard Covered

1 1/2 Weeks	Macbook	● Features of Macbook
		   o gestures
		   o programs
		   o dock
		   o menu bar
		   o preferences
		   o Screen shots
			Review Macbook features

	Email	● use email
		   o creating messages
		   o To, Cc, BCc, reply, reply all
		   o folders
		   o signature
		   o tracking
		   o contacts
		   o attachments
		   o use calendar	

1 1/2 Weeks	Presentation Software	● Plan a presentation ● Create, save, and view a presentation ● Add transitions, timing, animations, and sound effects ● Edit and organize slides ● Format the presentation ● Insert images, videos, hyperlinks, tables	Indicator #4: Understand how to create a professional looking presentations using presentation software CA4.1 Create a presentation using presentation software. CA4.2 Modify a presentation CA4.4 Add visual appeal and animation to presentation CA4.3 Format the slides in the presentation CA4.5 Add visual elements to a presentation CA4.6 Able to share and present their presentations
6 Weeks	Word Processing Software	● Create a variety of documents with formatting options	Indicator #1: Understand how to create a variety of documents using word processing software.

		- Apply paragraph and section shading - Change line spacing, font size, color - Sort list - Manipulate tabs - tables - Create header, footer, columns - Insert symbols, special characters, formulas - Use help feature	CA1.1 Modify and manipulate paragraphs and paragraph formatting. CA1.2 Use tables to enhance documents. CA1.3 Customize document formatting CA1.5 Create and use the advance features of word processing software CA1.6 Format characters and use the Help features
5 Weeks	Spreadsheet Software	- Format spreadsheet - Cell size - Insert and delete cells - Borders and shading - Sort data - Find and replace data - multiple worksheets - Rename worksheet - Formulas - Use auto sum and fill - Write formulas - Charts - Create and format - Delete or resize chart - Change data	Indicator #2: Understand how to create and manipulate workbooks using spreadsheet software. CA2.1 Format a spreadsheet to enhance its appearance CA2.2 Insert formulas into a worksheet to enhance its functionality CA2.3 Manipulate data within and between workbooks CA2.4 Create charts within a spreadsheet to represent data graphically.

3 Weeks	iApps / Adobe	● Use Quicktime or Garageband to create audio/video. ● Use Illustrator and Photoshop to modify photos	MD2.3 Use multimedia tools
1 Week	Review	● Activities to review all programs and final assessment	