

## **Media 1** Jr. High and High School

1. Microsoft Word
  - A. Toolbars
  - B. Formatting Documents (Borders and Shading, Bullets and Numbering Paragraph)
  - C. Spelling and Grammar
  - D. Tables
  - E. Project Gallery
  - F. Calendars
  - G. Brochures
  - H. Restaurant Menu
  - I. 4 Types of Bulleted lists
  - J. Documenting research of Bulleted lists (websites hyperlinked)
  - K. How to do Online Research
2. Excel
  - A. Charts - Population Growth, Sunsets for City
  - B. Graphs - Tide reports
  - C. Ordered Lists
3. Power Point
  - A. Multiple Slides
  - B. Formatting Slides (changing layout mode)
  - C. Transitions
  - D. Animations
  - E. Adding Sound/ music
  - F. Bibliography (hyperlinked and proper form)
  - G. Action Buttons
  - H. Presentation
  - I. Research PowerPoint project
  - J. Jeopardy Review Game

## **Media 2**

1. Review of Word, PPT, Excel
2. Jeopardy PPT
3. Internet Scavenger Hunt
4. Digital photography -
5. Photo essay with iMovie
6. Photoshop
7. Motivational and De-motivational Posters
8. Typography – and Magazine ads
9. Create a Webquest for 4<sup>th</sup> grade
10. Webpage design (Word, HTML, iWeb)
11. Illustrator
12. Garage Band