



## Keyboard the entire letter first!

Insert clipart in the header. Format clipart - tight and resize. Move it in the appropriate position.

2 August 21, 2005

Parent Name  
Street or Box Address  
Cut Bank, MT 59427

Remember that you must delete the "create your drawing here" box before you draw your lines.

2 Dear Mom and Dad,

2

I am in computer class for six weeks. Mrs. Minnis is my teacher. We will be working on several projects that will help me gain more computer skills. Knowing how these tools work will help me as I continue through this year. Along with basic knowledge about technology we will also learn some specific information about software programs.

During the first unit we will concentrate on word processing and Microsoft Word. This is one of the most widely used software programs. If I understand the functions of this tool, it will be easy for me to use almost any word processing program. This letter is one of the assignments this week. Another assignment was creating the address label on the front of the envelope. We will also learn how to create columns, insert graphs, and create layered textboxes as graphics. During this unit we will be writing a short paper using six-trait writing. We learned about six-trait writing in English.

Next, we will learn about spreadsheets. This will include entering information on a spreadsheet and creating a variety of graphs and charts. As we continue through the week, we will also learn how to develop math formulas to do calculations in Excel.

Then the focus will be on multi-media presentations. We will be using Microsoft PowerPoint. This will help me bring information and creative thinking together in a communication device that I can use in many of my classes. During this unit I will make a presentation about idioms. I will also use Publisher to develop a tri-fold brochure.

The last unit will focus on the Internet. The Internet is a powerful tool that is still very new. The Internet is becoming so large that it is necessary to understand how to search for information. We will do this by learning website structures through the use of a unique education tool called a WebHunt.

This year the 8<sup>th</sup> grade class will help create the CBMS yearbook. We will learn how to take digital photos and how to manipulate them to create a page in the yearbook.

The last three days of this class we will do a final exam and we will learn how to organize files on the computer. This final (test) assessment will reflect the skills I have learned in this class.

This class is loaded with technology skills that will help me with my other classes. If you have any questions you can refer to the syllabus that is enclosed with this letter. Mrs. Minnis would also be glad to answer any questions, just give her a call at 873-4421.

Your daughter/son,

**4 enter and sign your first name in this space.**

your name

**Insert the school bus in the footer and format (behind text). Change your view to 25% and resize the bus as a watermark behind the letter**