

Format your letter as shown below. The red numbers tell you how many times to push the enter key for the proper line spacing. Remember that your letter should look like this one.

Current Date (Month date, year)

2

Parents Name

Street or Box Address

Cut Bank, MT 59427

3

Dear Mom and Dad,

2

This quarter 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 school year. Along with basic knowledge about technology we will also learn some specific operations 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 tools in this program, it will be easy for me to use almost any word processing program. This letter is one of the assignments in this unit. Another assignment was creating the address label on the front of the envelope. During this unit we will be writing a short paper using six-trait writing. To plan for this assignment we will use Inspiration to do the pre-writing portion of this assignment. 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 our 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. We will begin this unit by learning how to use the digital camera. We will then make a presentation about me, so I will have to bring in some pictures of myself. I will also need a picture from one of our trips or vacations.

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 studying website structure using a unique educational tool called a WebHunt.

Throughout this class we will also utilize brainpop.com to learn more about technology. These are short movies that explain various topics. The last day of class we will have a final exam. This performance 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.

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Your son/daughter,

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**Sign your first name here**

Your name