


Art and Keyboarding	7th grade	2009-2010	C. Spivey		
1 st Six Weeks	2 nd Six Weeks	3 rd Six Weeks	4 th Six Weeks	5 th Six Weeks	6 th Six Weeks
<p><u>The Elements of Art</u> Line Shape Form Space Space and Perspective Value Color Color Schemes Texture</p>	<p><u>The Principles of Design</u> Balance Emphasis Proportion Rhythm Pattern Unity Variety</p> 	<p><u>Art Media and Techniques</u> Drawing Painting Printmaking Collage Textile arts Sculpture Architecture</p>	<p><u>Keyboarding</u> Getting ready Home Row Keys H and E G and U R and I T and Right Shift O and C B and . N and Left Shift V and Y M and W P and X Z and , Q and ? Timed writing</p>	<p><u>KeyBoarding</u> Tab Caps Lock Hyphen Apostrophe Diagonal Colon Quotation Mark Margins and Line Spacing Centering Underlining Boldfacing Indenting Timed Writing</p>	<p><u>Keyboarding</u> Producing Documents Invitations Announcements Timed writing</p> <p><i>Please note: This is only an for the year. With contests and other “extras” this schedule could be interrupted.</i></p>