

# Computer Applications I: Grades 9, 10, 11, 12

Adopted 2010

## Introduction to the Operating System, Computer Systems, and Networks

### 1.1 Define terminology

1. Prepare a list of terms with definitions 1.1.1
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### 1.2 Explain the correct start-up and shut-down procedure using the operating system on a standalone or network system

1. Start up and shut down the hardware correctly 1.2.1
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### 1.3 Identify the purpose and location of the special keys on a keyboard

1. Use function, movement, and other special keys appropriately 1.3.1
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### 1.4 Define folder

1. Create folders, and open, save, and move documents in them 1.4.1
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### 1.5 Explain the purpose of network login and network password

1. Log in to a network, and change a password (for network systems) 1.5.1
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### 1.6 Explain ways to get into the software using the operating system

1. Open software 1.6.1
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### 1.7 Explain the use of shortcut keys, access keys, and Tab in moving through the operating system without a mouse

1. Use Ctrl, access keys, and Tab to move in a software 1.7.1
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### 1.8 Use the mouse to move and access the operating system

1. Use the mouse to move through a program, to drag and drop, to move the active window, and to click and double click 1.8.1
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### 1.9 Explain the differences between Minimize, Restore, Maximize, and Close and their relationships with the Taskbar

1. Move between open documents/programs using the Minimize, Restore, Maximize, and Close icons and by clicking on the Taskbar 1.9.1

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**1.10 Explain the proper ways to exit software**

1. Exit software through the menu and through the close (X) icon [1.10.1](#)
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**1.11 Explain the differences between Open, Close, Save, and Save As in an operating system**

1. Open, Close, Save, and utilize Save As for a file in a different location or with a different name [1.11.1](#)
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**1.12 Explain the reason for using text files**

1. Save a document as a text file [1.12.1](#)
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**Word Processing –  
Creating Simple  
Documents****2.1 Define terminology**

1. Prepare a list of terms with definitions [2.1.1](#)
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**2.2 Explain word wrap**

1. Demonstrate word wrap [2.2.1](#)
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**2.3 Explain the commonly used keys to delete text**

1. Use both backspace/delete keys to delete individual characters or a selected text/block of text [2.3.1](#)
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**2.4 Explain the insert key**

1. Demonstrate the use of insert for typeover/overtyping mode [2.4.1](#)
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**2.5 Explain the purposes and features of help screens**

1. Look up instructions for using software features in the help menu/features [2.5.1](#)
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**2.6 Explain the use of basic text enhancement in all appropriate software**

1. Use caps, caps lock, bold, underline, italic, etc. [2.6.1](#)
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**2.7 Explain default setting**

1. Create documents using the default settings of word processing software [2.7.1](#)
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**2.8 Explain uses of business letters letter**

1. Create business letters [2.8.1](#)
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**2.9 Explain the purposes for creating a memo**

1. Create memos [2.9.1](#)
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**2.10 List reasons for proofreading**

1. Proofread and edit a document [2.10.1](#)

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### **2.11 Identify report styles**

1. Format a report [2.11.1](#)

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### **2.12 Define terminology when using file management**

1. Use folders to keep documents organized (saving, opening, accessing, and passwords) [2.12.1](#)

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### **2.13 Explain the differences between printing the entire document, a range of pages, a specific page, or a selection**

1. Retrieve and print documents and parts of a document [2.13.1](#)

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### **2.14 Explain the purpose of Print Preview**

1. Preview the document prior to printing [2.14.1](#)

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### **2.15 List the standard nonprinting characters, such as Tab, Space, Paragraph**

1. Switch between hiding and showing symbols of nonprinting characters [2.15.1](#)

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### **2.16 Explain Font, Size, and Style**

1. Change various font features [2.16.1](#)

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### **2.18 Explain the AutoComplete feature**

1. Use the AutoComplete feature [2.18.1](#)

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### **2.19 Describe how Spell-check and Grammar-check work**

1. Use Spell-check and Grammar-check in composing documents [2.19.1](#)

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### **2.20 Explain the use of a thesaurus**

1. Use Thesaurus to find synonyms [2.20.1](#)

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## **Word Processing – Changing Margins, Formatting Paragraphs, and Setting and Using**

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### **3.1 Define terminology**

1. Prepare a list of terms with definitions [3.1.1](#)

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### **3.2 Describe the differences in paragraph alignments - left, center, right, and justify**

1. Edit and create documents that use the paragraph alignments of left, center, right, and justify [3.2.1](#)

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### **3.3 Describe line spacing**

1. Set line spacing to single, 1.5, and double space [3.3.1](#)

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### **3.4 Describe paragraph spacing**

1. Set spacing before or after the paragraph [3.4.1](#)

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### **3.5 Explain indents**

1. Use first-line indented paragraphs [3.5.1](#)
  2. Use left, right, or both indents in paragraphs [3.4.2](#)
  2. Set paragraphs to be a hanging indent [3.5.2](#)
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### **3.6 Explain page and paragraph borders**

1. Put a variety of borders around paragraphs and pages [3.6.1](#)
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### **3.7 Explain how to repeat, copy, and remove paragraph formatting**

1. Edit a document repeating, copying, and removing paragraph formatting [3.7.1](#)
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### **3.8 Describe the use of bullets**

1. Create a bulleted list [3.8.1](#)
  2. Select a bullet from a list of choices, special characters, or other decorative pictures [3.8.2](#)
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### **3.9 Explain automatic numbering**

1. Create a numbered list using the numbering feature [3.9.1](#)
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### **3.10 Explain special symbols and characters**

1. Insert special symbols or characters into a document [3.10.1](#)
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### **3.11 Describe changing margins in a document**

1. Change the left, right, top, and bottom margins of a document [3.11.1](#)
  2. Change the margins for a selection or section of the text [3.11.2](#)
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### **3.12 Define hyphenation**

1. Use the hyphenation feature to automatically hyphenate words when needed [3.12.1](#)
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### **3.13 Explain the advantages of having the computer insert the date and time**

1. Insert the date and time into documents, both as an updatable and nonchanging date [3.13.1](#)
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### **3.14 Explain how to create, edit and delete tabs**

1. Set and clear tabs in a document [3.14.1](#)
  2. Create documents with left, center, right, decimal, and leader tabs [3.14.2](#)
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### **3.15 Explain the difference between horizontal and vertical centering**

1. Center a document horizontally and vertically [3.15.1](#)
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## Word Processing – Moving, Copying, and Revising Text

### 4.1 Define terminology

1. Prepare a list of terms with definitions [4.1.1](#)
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### 4.2 Explain cut and paste

1. Move text, using various cut and paste methods (shortcut keys, mouse, menu options, toolbar) [4.2.1](#)
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### 4.3 Explain copy and paste

1. Copy text, using various copy and paste methods (shortcut keys, mouse, menu options, toolbar) [4.3.1](#)
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### 4.4 Describe copy and paste between multiple documents

1. Copy and paste between multiple documents [4.4.1](#)
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### 4.5 Describe find and replace

1. Use the find and replace feature to edit a document [4.5.1](#)
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### 4.6 Describe the advantages of find and replace to edit a document

1. Use the find and replace feature to edit a document [4.6.1](#)
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### 4.7 Identify the clipboard

1. View the clipboard when cutting or copying text or images [4.7.1](#)
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## Spreadsheets – Creating, Editing, and Enhancing a Simple Worksheet

### 5.1 Define terminology

1. Prepare a list of terms with definitions [5.1.1](#)
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### 5.2 Identify the active cell by its name (row and column location)

1. Move the active cell to a cell address (name) given [5.2.1](#)
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### 5.3 Describe how to navigate through the workbook and worksheets

1. Move to various cells on the same and different worksheets [5.3.1](#)
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### 5.4 Describe how to print a worksheet and workbook

1. Print a worksheet [5.4.1](#)
  2. Print a workbook [5.4.2](#)
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### 5.5 Describe how to enter and edit data in a worksheet

1. Enter data in a worksheet and edit existing data [5.5.1](#)
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### 5.6 List order of operations and math operators

1. Enter formulas, correctly using the order of operations and the math operators [5.6.1](#)

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### **5.7 Explain the SUM (Autosum) function**

1. Enter formulas using the SUM (Autosum) function [5.7.1](#)
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### **5.8 Describe how to insert and delete extra rows and columns**

1. Insert extra rows and columns into an existing worksheet [5.8.1](#)
  2. Delete rows and columns from an existing worksheet [5.8.2](#)
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### **5.9 Explain how to move data from one cell to another**

1. Move data to another cell [5.9.1](#)
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### **5.10 Describe some of the commonly used formats for numbers (commas, currency, number of decimal places, percentages, etc.)**

1. Apply formatting to values in numeric cells [5.10.1](#)
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### **5.11 Describe commonly used label formats (bold, italic, etc.)**

1. Apply formatting to the values in label cells [5.11.1](#)
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## **Internet, E-Mail and Ethical Use of Technology Resources**

### **6.1 Define terminology**

1. Prepare a list of terms with definitions [6.1.1](#)
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### **6.2 Identify a URL**

1. Use the URL to go to a specified site [6.2.1](#)
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### **6.3 Identify a browser**

1. Navigate through the Internet, using the toolbar on the browser [6.3.1](#)
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### **6.4 Discuss privacy issues and how data is gathered about the user -- both voluntarily and involuntarily**

1. Give examples of how the user's privacy can be compromised, both voluntarily and involuntarily [6.4.1](#)
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### **6.5 Discuss the reliability and accuracy of information found on the Internet**

1. Give examples of reliable and accurate information found on the Internet [6.5.1](#)
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### **6.6 Discuss copyright and fair use laws as they apply to text, graphics, sound clips, etc.**

1. Follow copyright laws and Fair Use laws in using the information found on the Internet [6.6.1](#)
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### **6.7 List several commonly used search engines**

1. Use several search engines to find information [6.7.1](#)

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**6.8 Explain why it is important to narrow a search**

1. Use techniques to narrow a search, such [6.8.1](#)
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**6.9 Explain favorites/bookmarks**

1. Save a website to a favorites/bookmarks [6.9.1](#)
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**6.11 Describe how to save a picture from a Web page**

1. Save a picture from a Web page to a folder [6.11.1](#)
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**6.12 Identify the elements needed to cite a source on the Internet**

1. Use appropriate citations based on your district/school policy [6.12.1](#)
  3. Add a contact [6.13.3](#)
  4. Open an attachment [6.13.4](#)
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**6.14 Discuss the ethical use of technology**

1. Use technology ethically every day in class [6.14.1](#)
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**Presentation –  
Developing a Simple  
Presentation****7.1 Define terminology**

1. Prepare a list of terms with definitions [7.1.1](#)
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**7.2 Describe different types of**

1. Create slides using various layouts [7.2.1](#)
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**7.3 Explain the importance of clip art and pictures in presentations**

1. Create a slide that uses clip art [7.3.1](#)
  2. Create a slide that uses a picture from a file [7.3.2](#)
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**7.4 Describe different types of view modes**

1. Use different types of view modes [7.4.1](#)
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**7.5 Discuss various enhancements to a slide show**

1. Apply a design template/theme to slides to change the background [7.5.1](#)
  2. Add sound or music [7.5.2](#)
  3. Add diagrams, such as organizational chart, venn diagram, etc. [7.5.3](#)
  4. Add timings [7.5.4](#)
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**7.6 Explain the difference between animations and slide transitions**

1. Add animations to a slide [7.6.1](#)
2. Add slide transitions between slides [7.6.2](#)

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## 7.7 Identify various printing options

1. Print slides, handouts, speaker notes (notes pages), and outlines [7.7.1](#)