Arkansas CTE

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

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

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

1.4 Define folder

1. Create folders, and open, save, and move documents in them 1.4.1

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

1.6 Explain ways to get into the software using the operating system

1. Open software 1.6.1

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

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

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

Skip to main content

1.10 Explain the proper ways to exit software

1. Exit software through the menu and through the close (X) icon `1.10.1`

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`

1.12 Explain the reason for using text files

1. Save a document as a text file `1.12.1`

Word Processing – Creating Simple Documents

2.1 Define terminology

1. Prepare a list of terms with definitions `2.1.1`

2.2 Explain word wrap

1. Demonstrate word wrap `2.2.1`

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`

2.4 Explain the insert key

1. Demonstrate the use of insert for typeover/overtype mode `2.4.1`

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`

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`

2.7 Explain default setting

1. Create documents using the default settings of word processing software `2.7.1`

2.8 Explain uses of business letters letter

1. Create business letters `2.8.1`

2.9 Explain the purposes for creating a memo

1. Create memos `2.9.1`

2.10 List reasons for proofreading

1. Proofread and edit a document `2.10.1`

Skip to main content

2.11 Identify report styles

1. Format a report 2.11.1

2.12 Define terminology when using file management

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

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

2.14 Explain the purpose of Print Preview

1. Preview the document prior to printing 2.14.1

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

2.16 Explain Font, Size, and Style

1. Change various font features 2.16.1

2.18 Explain the AutoComplete feature

1. Use the AutoComplete feature 2.18.1

2.19 Describe how Spell-check and Grammar-check work

1. Use Spell-check and Grammar-check in composing documents 2.19.1

2.20 Explain the use of a thesaurus

1. Use Thesaurus to find synonyms 2.20.1

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

3.1 Define terminology

1. Prepare a list of terms with definitions 3.1.1

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

3.3 Describe line spacing

1. Set line spacing to single, 1.5, and double space 3.3.1

3.4 Describe paragraph spacing

1. Set spacing before or after the paragraph 3.4.1

Skip to main content

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

3.6 Explain page and paragraph borders

1. Put a variety of borders around paragraphs and pages 3.6.1

3.7 Explain how to repeat, copy, and remove paragraph formatting

1. Edit a document repeating, copying, and removing paragraph formatting 3.7.1

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

3.9 Explain automatic numbering

1. Create a numbered list using the numbering feature 3.9.1

3.10 Explain special symbols and characters

1. Insert special symbols or characters into a document 3.10.1

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

3.12 Define hyphenation

1. Use the hyphenation feature to automatically hyphenate words when needed 3.12.1

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

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

3.15 Explain the difference between horizontal and vertical centering

1. Center a document horizontally and vertically 3.15.1

Word Processing – Moving, Copying, and Re

Skip to main content

4.1 Define terminology

1. Prepare a list of terms with definitions 4.1.1

Explain cut and paste

1. Move text, using various cut and paste methods (shortcut keys, mouse, menu options, toolbar) 4.2.1

4.3 Explain copy and paste

1. Copy text, using various copy and paste methods (shortcut keys, mouse, menu options, toolbar) 4.3.1

4.4 Describe copy and paste between multiple documents

1. Copy and paste between multiple documents 4.4.1

4.5 Describe find and replace

1. Use the find and replace feature to edit a document 4.5.1

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

4.7 Identify the clipboard

1. View the clipboard when cutting or copying text or images 4.7.1

Spreadsheets – Creating, Editing, and Enhancing a Simple Worksheet

5.1 Define terminology

1. Prepare a list of terms with definitions 5.1.1

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

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

5.4 Describe how to print a worksheet and workbook

1. Print a worksheet 5.4.1
2. Print a workbook 5.4.2

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

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

5.7 Explain the SUM (Autosum) function

1. Enter formulas using the SUM (Autosum) function 5.7.1

Skip to main content

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

5.9 Explain how to move data from one cell to another

1. Move data to another cell 5.9.1

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

5.11 Describe commonly used label formats (bold, italic, etc.)

1. Apply formatting to the values in label cells 5.11.1

Internet, E-Mail and Ethical Use of Technology Resources

6.1 Define terminology

1. Prepare a list of terms with definitions 6.1.1

6.2 Identify a URL

1. Use the URL to go to a specified site 6.2.1

6.3 Identify a browser

1. Navigate through the Internet, using the toolbar on the browser 6.3.1

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

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

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

6.7 List several commonly used search engines

1. Use several search engines to find information 6.7.1

6.8 Explain why it is important to narrow a search

1. Use techniques to narrow a search, such 6.8.1

6.9 Explain favorites/bookmarks

1. Save a website to a favorites/bookmarks 6.9.1

Skip to main content

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

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

6.14 Discuss the ethical use of technology

1. Use technology ethically every day in class 6.14.1

Presentation – Developing a Simple Presentation

7.1 Define terminology

1. Prepare a list of terms with definitions 7.1.1

7.2 Describe different types of

1. Create slides using various layouts 7.2.1

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

7.4 Describe different types of view modes

1. Use different types of view modes 7.4.1

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

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

7.7 Identify various printing options

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