Arkansas CTE

Computer Applications II: Grades 9, 10, 11, 12

Adopted 2010

Spreadsheet – Formatting and Changing the Appearance of a Worksheet

1.1 Define terminology

1. Prepare a list of terms with definitions 1.1.1

1.2 Describe commonly used numeric formats

1. Apply appropriate numeric formats 1.2.1

1.3 Explain advanced formatting techniques

1. Center text over a range of columns 1.3.1
2. Wrap text on several lines of a cell 1.3.2
3. Change indents within a cell 1.3.3
4. Rotate text within a cell 1.3.4
5. Add line breaks in cells 1.3.5

1.4 Explain how to adjust column width and row height

1. Change column width and row height 1.4.1

1.5 Explain the purpose of hiding columns and rows

1. Hide columns and rows 1.5.1

1.6 Explain common features used to enhance cells within a table

1. Add borders to cells 1.6.1
2. Add gridline borders 1.6.2
3. Add color and shading to cells 1.6.3

1.7 Explain styles and AutoFormat

1. Apply styles and AutoFormat to a selection or worksheet 1.7.1

1.8 Explain how to copy the format of a cell to other cells

1. Copy the format of a cell to a group of selected cells 1.8.1

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Explain how to change page orientation and use the fit to option

1. Using printing options, landscape and fit to one page 1.9.1

Spreadsheets – Using Functions and Formulas, and Constructing Templates

2.1 Define terminology

1. Prepare a list of terms with definitions 2.1.1

2.2 Explain common functions - Average, Count, Min, Max

1. Use the average function in a formula 2.2.1
2. Use the min function in a formula 2.2.2
3. Use the max function in a formula 2.2.3

2.3 Explain the difference between absolute and relative cell referencing

1. Write and calculate formulas that use relative references 2.3.1
2. Write and calculate formulas that use absolute references 2.3.2
3. Write and calculate formulas that use mixed references 2.3.3

2.4 Explain how to display a cell formula

1. Display and print cell formulas 2.4.1

2.5 Explain the reason for freezing titles and splitting screens

1. Freeze a title, and split a screen 2.5.1

Spreadsheet – Creating and Enhancing Charts and Graphs

3.1 Define terminology

1. Prepare a list of terms with definitions 3.1.1

3.2 Identify the following chart types: Column, Bar, Line, Pie, Scatter (XY)

1. Select and create and appropriate chart type 3.2.1

3.3 Identify and describe the parts of a chart

1. Create charts with titles, legends, and labels 3.3.1

3.4 Explain enhancements to a chart

1. Resize or move the chart 3.4.1
2. Change fonts 3.4.2
3. Change colors and patterns 3.4.3
4. Add backgrounds and borders 3.4.4
5. Add drawing objects such as call outs or shapes 3.4.5
6. Add clip art, pictures, or graphics 3.4.6

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Define terminology

1. Prepare a list of terms with definitions 4.1.1

4.2 Describe the differences between landscape and portrait orientation

1. Change a document to use landscape orientation 4.2.1

4.3 Print special documents (envelopes, labels, etc.)

1. Print an envelope 4.3.1
2. Print labels 4.3.2

4.4 Explain page and section breaks

1. Create a document with a hard page break 4.4.1
2. Insert section breaks in a document 4.4.2

4.5 Explain the process of creating and editing page numbers

1. Add, change, and format page numbers 4.5.1

4.6 Describe the information typically given in headers and footers

1. Add headers and footers with various information, such as the document name, date/time, author, draft or revision number, page numbers, etc. 4.6.1
2. Add a header/footer to a document 4.6.2

Word Processing – Using Styles, Templates, Mail Merge, and Special Documents

5.1 Define terminology

1. Prepare a list of terms with definitions 5.1.1

5.2 Explain the purpose of styles

1. Apply styles to documents 5.2.1

5.3 Explain types of templates and their features

1. Use a template to create a new document 5.3.1
2. Create/Modify templates 5.3.2

5.4 Explain the purpose of a mail merge

1. Create mail-merged letters 5.4.1
2. Create mail-merged labels 5.4.2

5.5 Explain the difference in the main document and data source

1. Create a main document and a data source 5.5.1

5.6 Print special documents (envelopes, labels, etc.)

1. Print an envelope 5.6.1
2. Print labels 5.6.2

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Tables and Columns

Define terminology

1. Prepare a list of terms with definitions 6.1.1

6.2 Describe the features of a table

1. Create a table with multiple rows and columns 6.2.1

6.3 Explain how to edit or add data to a table

1. Add and edit data in a table 6.3.1

6.4 Explain how a table structure can be edited

1. Insert cells, rows, columns 6.4.1
2. Delete cells, rows, columns 6.4.2
3. Merge and split cells 6.4.3
4. Move and copy cells, rows, and columns 6.4.4
5. Change the table's dimensions 6.4.5
6. Sort contents of a table 6.4.6

6.5 Identify enhancements used for tables

1. Apply Auto-formats 6.5.1
2. Add gridline borders 6.5.2
3. Add color and shading to cells 6.5.3

6.6 Explain the uses of multi-column documents

1. Create documents with multicolumn layouts such as newsletter, flyer or brochure 6.6.1

6.7 Explain the use of stylized text and graphics

1. Create documents with stylized text such as Word Art 6.7.1
2. Create a document with edited graphics such as rotated, flipped, resized 6.7.2

Database, Creating Tables, Queries, Forms & Reports

7.1 Define terminology

1. Prepare a list of terms with definitions 7.1.1

7.2 Explain database management systems

1. Create a database 7.2.1
2. Design a Table with appropriate data types 7.2.2
3. Key data in a table 7.2.3
4. Identify & determine primary key 7.2.4

7.3 Explain uses for a database

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1. Generate a form using a database 7.3.1
2. Run Queries using a database 7.3.2

3. Design reports using a database 7.3.3