Arkansas CTE

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

Adopted 2010

Desktop Publishing and Graphics – Creating & Editing Simple Publications

1.1 Define desktop publishing terminology

1. Prepare a list of terms with definitions 1.1.1

1.2 Explain the terms associated with planning, layout, and design decisions

1. Collect examples of desktop publishing documents, and evaluate good and bad layout design 1.2.1
2. Create a thumbnail sketch 1.2.2

1.3 Define publications

1. Collect examples of publications such as letterhead, brochures, flyers, newsletters, business cards, etc 1.3.1
2. Create publications 1.3.2

1.4 Identify typography specific to desktop publishing

1. Use various types of fonts and font styles appropriately 1.4.1
2. Explain how type is measured and what size fonts to use for specific publications 1.4.2
3. Alignment and wrapping text around graphics 1.4.3
4. Create a document that uses kerning (character spacing) and leading and tracking (line spacing) 1.4.4

1.5 Explain special-sized documents

1. Create special-sized documents 1.5.1

1.6 Explain the use of enhancements

1. Use enhancements such as lines, shapes, wordart, masks or fill effects, pull quotes etc 1.6.1

1.7 Explain uses of a digital camera

1. Create a document using images from a digital camera 1.7.1

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Discuss digital file formats

1. Identify digital file formats: bmp, gif, jpg, png, tiff, wmf, etc 1.8.1

1.9 Identify software available for editing graphics

1. Edit and manipulate graphics using the following features (rotate, move, crop, flip, resize, color, shadow, scale, skew) 1.9.1
2. Create layered and grouped object such as a logo 1.9.2

1.10 Explain how to scan an image

1. Scan and image and import into a document 1.10.1

Advanced Word Processing

2.1 Define terminology

1. Prepare a list of terms with definitions 2.1.1

2.2 Review basic word processing concepts

1. Creating and customizing documents (headers, footers, columns, tabs, tables, margins, alignments, indents, spacing, labels and envelopes) 2.2.1
2. Formatting content (format text and paragraphs, styles, templates, themes, pagination, section breaks, find and replace, copy, cut and paste) 2.2.2
3. Working with visual content (SmartArt, clipart, WordArt, borders, and textboxes) 2.2.3
4. Organizing content (ex. Quick Parts, references, bullets, numbering, and mail merge) 2.2.4

2.3 Explain uses of table of contents

1. Add a table of contents 2.3.1

2.4 Explain uses of an index

1. Create, modify and update an index 2.4.1

2.5 Explain the use of document properties

1. Modify document properties 2.5.1

2.6 Explain reasons for customizing the software tools for the user

1. Add bookmarks and hyperlinks 2.6.1
2. Customize ribbons/toolbars 2.6.2

2.7 Explain uses for building blocks

1. Insert building blocks such as watermarks, footers, headers, textboxes, sidebars) 2.7.1

2.8 Identify uses of captions

1. Add a caption to a graphic, figure or clipart 2.8.1

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2.9 Explain reviewing documents

1. Compare and merge document versions 2.9.1
2. Insert, modify, and delete comments 2.9.2
3. Manage track changes 2.9.3

2.10 Explain sharing and securing content

1. Save to appropriate formats and check for compatibility 2.10.1
2. Control document access (password protection, mark as final) 2.10.2
3. Attach digital signatures 2.10.3

Presentation Software – Creating Advanced Electronic Presentations

3.1 Define terminology

1. Prepare a list of terms with definitions 3.1.1
2. Design a presentation with multiple types of slides 3.1.2

3.2 Explain importance of Presentation Techniques

1. Identify various presentation techniques
Know your audience
Know your content & subject matter
Develop a theme
Proper use of visual aids ie presentation
Appropriate body language
Appropriate appearance
Use of standard language, not jargon or slang
Introduction of yourself & topic
Appropriate eye contact
Proper voice control
Rehearsing your presentation 3.2.1

3.3 Explain the circumstances in which one should prepare handouts

1. Use the presentation software to create handouts 3.3.1

3.4 Edit text and slide arrangement

1. Add, delete, copy, and move slides 3.4.1

3.5 List several slide layouts

1. Use a variety of slide layouts in a presentation 3.5.1

3.6 Explain the difference in the effects of design templates on various audiences

1. Choose appropriate design templates and color scheme for the audience 3.6.1

3.7 Discuss uses of visual content in a presentation

1. Create and modify smartart diagrams 3.7.1
2. Insert, modify and arrange various shapes 3.7.2
3. Insert and modify charts & tables 3.7.3

3.8 Explain how to add multimedia to a presentation

1. Insert sounds, music clips, and video 3.8.1

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3.9 Discuss methods of how to add and link other content to presentations

1. Insert a section from a word processing document 3.9.1
2. Insert a section from a spreadsheet or database 3.9.2
3. Insert slides from another presentation 3.9.3

3.10 List several ways that text enhancement can make a presentation more attractive or meaningful

1. Apply a variety of fonts, font sizes, styles, colors, format painter, shadows and text attributes to appropriate places in a presentation 3.10.1
2. Use placeholders, and apply text attributes to them 3.10.2
3. Use bullets that have been edited 3.10.3
4. Use bullets that have been created from a graphic image 3.10.4
5. Insert and format text boxes 3.10.5

3.11 Explain the purpose of a master slide

1. Use and customize master slides 3.11.1

3.12 Define transition

1. Use slide transitions 3.12.1
2. Create a transition effect 3.12.2

3.13 Explain how animation is used

1. Apply, customize, modify, and remove animations 3.13.1

3.14 Define hyperlink

1. Create a slide with a hyperlink from one part of a presentation to another part 3.14.1
2. Add a hyperlink to another presentation or Web site 3.14.2

3.15 Compare hyperlinks and action buttons

1. Add an action button to a slide 3.15.1

3.16 Explain when the use of timings would be appropriate

1. Add automatic slide timings to a presentation 3.16.1

3.17 Explain collaborating and delivering presentations

1. Insert comments, add digital signature, set passwords 3.17.1
2. Save to appropriate formats and check for compatibility 3.17.2
3. Using software tools to prepare your presentation for delivery. I.e. package for CD, pack and go, embed fonts, compress graphics, embed multimedia 3.17.3
4. Use a pen or highlighter to annotate a presentation 3.17.4

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5. Prepare handouts for a presentation with headers/footers, page numbers, QuicksStyles etc. 3.17.5
6. Rehearse timings, create a custom slide show 3.17.6

Web Site Design

4.1 Define terminology

1. Prepare a list of terms with definitions 4.1.1
2. Look at examples of a Web site and identify the components 4.1.2

4.2 Explain the difference in a Web site and a page

1. Create a Web site 4.2.1

4.3 Describe the process of adding pages to a Web site

1. Add a new page 4.3.1

4.4 Explain the advantages of using consistency in a web page

1. Apply consistency to a web page by using styles, colors, etc. 4.4.1

4.5 Describe editing and formatting text features in Web pages

1. Add, edit, and format text on a Web page 4.5.1

4.6 Describe the process of using images on Web sites

1. Add pictures to a Web site 4.6.1

4.7 Explain the different uses of hyperlinks on a Web site

1. Create Web pages with hyperlinks that are used for different purposes 4.7.1