Arkansas CTE

Computerized Business Applications: Grades 9, 10, 11, 12

Adopted 2010

Hardware and Software

1.1 Define terminology related to hardware and software

1. Apply terminology related to hardware and software 1.1.1

1.2 Identify hardware components of a computer system

1. Label and define hardware components of a computer system: System unit and Peripherals 1.2.1
2. Explain the care and handling of storage devices 1.2.2
3. Explain the proper procedures for starting and shutting down the system unit 1.2.3

1.3 Identify Operating System software

1. Discuss operating system with emphasis on the specific system used in classroom. 1.3.1

1.4 Identify Application Software

1. Discuss types of application software: Word processing, Spreadsheets, Database, Presentation, E-mail, Accounting 1.4.1

1.5 Review file management features

1. Create a folder and document 1.5.1
2. Move and copy a folder 1.5.2
3. Rename or delete folder 1.5.3
4. Identify application file types: Word processing, Spreadsheet, Database, Presentation 1.5.4

Word Processing

2.1 Define terminology related to word processing

1. Apply terminology related to creating a word processing document 2.1.1

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Open/Create and edit one-page and multipage documents

1. Review business document formats: Letter, Memo, Report, and Table 2.2.1

2. Edit a document using basic features: Font, Point Size, Copy and Paste, Cut and Paste, Drag and Drop, Find and Replace, Spell Check, Thesaurus 2.2.2
3. Format document layout: Margins, Alignment (Left, Right, Center, Justified, Top, Bottom), Indent, Tab Stops (Left, Right, Center, Decimal), Line Spacing, Paragraphs, Page Breaks 2.2.3
4. Use advanced features: Borders and Shading, Bullets and Numbering, Table, Template, Header, Footer, Sort 2.2.4
5. Examine onscreen document layouts (View); Save, preview, and print document 2.2.5

2.3 Discuss desktop publishing

1. Examine desktop publishing documents: Newsletter, Flyer, Brochure 2.3.1
2. Create a document using desktop publishing features: Clip Art, Graphics, Columns, Word/Text Art 2.3.2

Spreadsheet

3.1 Define terminology related to spreadsheets

1. Apply terminology related to spreadsheets 3.1.1

3.2 Examine spreadsheet components

1. Open a spreadsheet 3.2.1
2. Identify the parts of a spreadsheet: active cell, cell, cell reference, column, label, range, row, value, workbook, worksheet 3.2.2

3.3 Create and edit a spreadsheet

1. Enter data in a spreadsheet: labels, values, text 3.3.1
2. Edit and format a spreadsheet: alignment, fill, freeze, sort 3.3.2
3. View and print a spreadsheet 3.3.3

3.4 Perform mathematical calculations using spreadsheet software

1. Create mathematical formulas using cell references: operators, operands, order of operations, absolute reference, relative reference, mixed reference 3.4.1
2. Create mathematical functions: SUM, AVERAGE, COUNT, MAX, MIN 3.4.2

3.5 Illustrate data using a chart/graph

1. Use spreadsheet data to create a chart/graph: line, pie, column 3.5.1
2. Edit and print a chart/graph 3.5.2

Databases

4.1 Define terminology related to databases

1. Apply terminology to create a database document 4.1.1

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Examine database components

1. Open a database 4.2.1
2. Identify database parts: field, record, primary key, table 4.2.2

4.3 Create and edit a database file

1. Name and save a database file 4.3.1
2. Design a database table: field name, data type 4.3.2
3. Enter and edit data in a table 4.3.3

4.4 Create database objects

1. Generate and run a query 4.4.1
2. Enter and display data in a form 4.4.2
3. Produce a report 4.4.3

Presentations

5.1 Define terminology related to presentation software

1. Use terminology related to presentation software 5.1.1

5.2 Create a presentation

1. Plan and format a presentation: transitions, graphics, animations, design template/theme, slide layout 5.2.1

5.3 View and print a presentation

1. Use various view and print options: slides, handouts, notes, outlines, normal view, slide show view, slide sorter view 5.3.1

Integrating Software

6.1 Define terminology related to integrating software

1. Use terminology related to integrating software 6.1.1

6.2 Explain software integration

1. Create a merged document: letter, memo 6.2.1

Telecommunications

7.1 Define terminology related to telecommunications

1. Use terminology associated with telecommunications 7.1.1

7.2 Explain the Internet

1. Access and explore available resources through the Internet 7.2.1