Arkansas CTE

Information and Communications Technology: Grades 7, 8

Adopted 2013

Concepts Review

1.1 Identify hardware components of a computer system

1. Review hardware components of a computer system: system units and peripherals. 1.1.1
2. Review the care and handling of storage devices. 1.1.2
3. Explain the proper procedures for starting and shutting down the system unit. 1.1.3

1.2 Review file management features

1. Create a folder. 1.2.1
2. Rename or delete folder. 1.2.2
3. Move and copy a folder. 1.2.3

1.3 Review document editing

1. Key block style personal or business letter. 1.3.1

1.4 Review Spreadsheet concepts

1. Review the parts of a spreadsheet: active cell, cell, cell reference, column, label, range, row, value, workbook, worksheet. 1.4.1
2. Review, edit and format a spreadsheet: alignment, fill, freeze, sort. 1.4.2

Word Processing Application

2.1 Create Mail Merge

1. Create a merged document: letter and envelope/label. 2.1.1

2.2 Discuss desktop publishing

1. Examine desktop publishing documents: Newsletter, Flyer, and Brochure 2.2.1
2. Create a document using desktop publishing features: Clip Art, Graphics, Columns, and Word/Text Art. 2.2.2

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Perform mathematical calculations using spreadsheet software

1. Create mathematical functions: SUM, AVERAGE, COUNT, MIN, and MAX. 3.1.1
2. Create mathematical formulas using cell references, operators, operands, and order of operations. 3.1.2
3. Use absolute cell reference, relative cell reference, and mixed cell reference. 3.1.3

3.2 Illustrate data using a chart/graph

1. Use spreadsheet data to create a line graph, pie chart, and column chart. 3.2.1
2. Edit and print a chart/graph. 3.2.2

3.3 Examine database components

1. Open a database. 3.3.1
2. Identify database parts: field, record, primary key, and table. 3.3.2

3.4 Create and edit a database file

1. Name and save a database file. 3.4.1
2. Design a database table: field name, data type. 3.4.2
3. Enter and edit data in a table. 3.4.3

3.5 Create database objects

1. Generate and run a query using the query wizard and/or function. 3.5.1
2. Enter and display data in a form using the form wizard and/or function. 3.5.2
3. Produce a report using the report wizard and/or function. 3.5.3

Presentations

4.1 Create a presentation

1. Plan and format a presentation using transitions, graphics, animations, design template, theme, timings, narrations, audio and slide layout. 4.1.1
2. Utilize various view and print options. View options should be equivalent to PowerPoint's slide show view, slide sorter view, and normal view. Print options should be equivalent to PowerPoint's full page, notes, outline, and handouts. 4.1.2

4.2 Present a presentation

1. Utilize presentation software to present a presentation. 4.2.1

Capstone Project

5.1 Project

1. Develop an end-of-course project using at least 3 performance indicators. 5.1.1