Arkansas CTE

Information Technology Fundamentals: Grade 8

Adopted 2004

Computer Software

1.1 Explain operating system software

1. Cite examples of system software 1.1.1

1.2 Explain application software

1. Cite examples of application software 1.2.1

1.3 Explain utility software

1. Cite examples of utility software 1.3.1
2. Describe uses of various types of utility software 1.3.2

1.4 Examine file management

1. Create a folder/directory 1.4.1
2. Move, copy, delete, and rename files and folders 1.4.2

1.5 Describe data representation

1. Identify data representation in terms of bits and bytes 1.5.1
2. Recognize file sizes in terms of kilobytes, megabytes, and gigabytes 1.5.2

Word Processing

2.1 Explain word processing software

1. Define word processing 2.1.1
2. Label parts of word processing window 2.1.2

2.2 Explain the purpose, function, and common features of commonly used word processing programs

1. Create and save a document/file 2.2.1
2. Retrieve, proofread, edit, and print documents 2.2.2
3. Create a word processing document incorporating a graphic 2.2.3

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3.1 Explain spreadsheets

1. Define spreadsheets 3.1.1

2. Label the parts of a spreadsheet window 3.1.2

3.2 Explain the purpose, function, and common features of commonly used spreadsheets

1. Apply basic spreadsheet features and functions to produce a document 3.2.1
2. Create/Save a spreadsheet document 3.2.2
3. Retrieve, edit, format, and print a spreadsheet document 3.2.3

Database

4.1 Explain databases

1. Define database 4.1.1
2. Label parts of a database window 4.1.2

4.2 Explain the purpose, function, and features of commonly used databases

1. Apply basic database features to produce simple records 4.2.1
2. Create/Save a database file 4.2.2
3. Enter records into a table 4.2.3

Internet

5.1 Explain the Internet, World Wide Web, e-mail, networks, and their uses

1. List ways to connect to the Internet 5.1.1
2. Describe common uses of the Internet 5.1.2
3. Copy/Save text, Web pages, and images from the Internet 5.1.3

5.2 Discuss Internet safety and security issues

1. Identify Internet safety and security concerns 5.2.1
2. Examine precaution and protection measures regarding the Internet 5.2.2

Presentation

6.1 Explain presentation software and elements of an effective presentation

1. List the advantages of using visuals in a presentation 6.1.1

6.2 Identify common features of presentation software

1. Create an electronic presentation using available software 6.2.1
2. Display/Explain presentation to peers 6.2.2

Web Design

7.1 Discuss the use and purpose of Web pages

1. Assess and explore available Web pages 7.1.1
2. Research Web page uses 7.1.2

7.2 Explain Web pages

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1. Plan a Web page 7.2.1
2. Create/Save a Web page 7.2.2

3. Add headings, bold and italicized text, lists, hyperlinks, graphics, and background 7.2.3
4. Retrieve, edit, format, and print a Web page document 7.2.4

Safety and Tools

8.1 Discuss general safety rules that apply to the ITF lab

1. Demonstrate knowledge of general safety rules 8.1.1

8.2 Identify hand tools commonly used on PC repair and maintenance

1. Demonstrate knowledge and use of hand tools commonly used in PC repair and maintenance 8.2.1

Peripheral Devices

9.1 Identify the input devices

1. Demonstrate knowledge of the appearance of input devices 9.1.1
2. Create a list of input devices and their functions 9.1.2

9.2 Describe the output devices

1. Demonstrate knowledge of the appearance of output devices 9.2.1
2. Create a list of output devices and their functions 9.2.2

9.3 Discuss the storage devices

1. Demonstrate knowledge of the appearance of storage devices 9.3.1
2. Create a list of storage devices 9.3.2
3. Compare the advantages of certain storage devices 9.3.3

System Components

10.1 Explain system component functions

1. Describe functions of various components 10.1.1

10.2 Examine system components

1. Identify and label system components 10.2.1
2. Identify connections to system components 10.2.2

10.3 Discuss removal and replacement of system components

1. Demonstrate removal of one or more system components 10.3.1
2. Demonstrate reassembly of one or more system components 10.3.2
3. Determine reassembly success 10.3.3

10.4 Explain driver software

1. Cite examples of driver software 10.4.1
2. Locate driver software from appropriate sources, and download 10.4.2

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10.5 Explain steps to assemble a computer

1. Demonstrate ability to dismantle and assemble a computer `10.5.1`

Networking

11.1 Identify components for home network

1. Demonstrate how to set up Internet access through dial-up, cable, and DSL `11.1.1`
2. List the items necessary to install wireless Internet access `11.1.2`

11.2 Discuss methods to share files and printers

1. Explain the process to enable file and printer sharing `N11.2.1`