Arkansas CTE

Input Technologies: Grade 5

Adopted 2013

Review of touch typing

1.1 Review touch typing technique

1. Demonstrate touch method to alpha-numeric keys/symbols. 1.1.1

Online Living

2.1 Explain how to search for information online.

1. Discuss how to use computers and the Internet safely, legally and responsibly:
Researching and information acquisition fluency,
Cyberbullying,
Digital citizenship,
Cybersafety, and
Copyright. 2.1.1
2. Explain the Internet. 2.1.2

Text Formatting

3.1 Explain formatting text

1. Demonstrate text formatting features.
Bold, italics, and underline
Change fonts, font size, and font colors 3.1.1

3.2 Explain formatting paragraphs

1. Demonstrate paragraph formatting features such as:
Alignment: left, center, right, justify
Line spacing: single, double 3.2.1

3.3 Explain page setup

1. Demonstrate page setup features
Apply landscape and portrait orientation
Change margins and vertical alignment 3.3.1

Basic Document Formatting Skills

4.1 Explain proofreader's marks

1. Identify and apply proofreader's marks and review comments on keyed copy. 4.1.1

4.2 Explain correct memorandum/e-mail format

1. Key memorandums/emails using proper email etiquette. 4.2.1

4.3 Explain unbound report format with/without title page and reference page

1. Key unbound report with/without title page, reference page, and inserted page numbers. 4.3.1

Skip to main content

Explain letter format for block style personal/business letter using open/mixed punctuation

1. Key block style personal/business letter using open/mixed punctuation. 4.4.1

Formatting Columns and Tables

5.1 Explain column documents

1. Key column documents. 5.1.1

5.2 Explain table documents

1. Key table documents. 5.2.1

Multimedia

6.1 Create a presentation

1. Plan and format a presentation using transitions, graphics, animations, design template/theme, and slide layout. 6.1.1