Arkansas CTE

Introduction to Business Communications and Technology: Grades 7, 8

Adopted 2013

Review of touch typing

1.1 Review touch typing technique

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

Ownership and Ethics in the Business World

2.1 Copyright, plagiarism, and ethics

1. Explain what a copyright is. 2.1.1
2. Explain plagiarism and its consequences. 2.1.2
3. Explain ethics in the business world. 2.1.3

Online Living

3.1 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. 3.1.1
2. Explain the Internet. 3.1.2

Computer Basics and Why they are important

4.1 Identify hardware components of a computer system

1. Label and define hardware components of a computer system: system units and peripherals. 4.1.1
2. Explain the care and handling of storage devices. 4.1.2
3. Explain the proper procedures for starting and shutting down the system unit. 4.1.3

4.2 Identify Operating System software

1. Discuss operating system with emphasis on the specific system used in the classroom. 4.2.1

4.3 Review file management features

1. Create a folder and document. 4.3.1

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2. Move and copy a folder. 4.3.2
3. Rename or delete folder. 4.3.3
4. Identify application file types: Word Processing, Spreadsheet, Database, and Presentation. 4.3.4

Text Formatting

5.1 Explain formatting text

1. Demonstrate text formatting features.
Bold, italics, and underline
Change fonts, font size, and font colors 5.1.1

5.2 Explain formatting paragraphs

1. Demonstrate paragraph formatting features such as:
Alignment: left, center, right, justify
Line spacing: single, double 5.2.1

5.3 Explain page setup

1. Demonstrate page setup features
Apply landscape and portrait orientation
Change margins and vertical alignment 5.3.1

Basic Document Formatting Skills

6.1 Explain proofreader's marks

1. Identify and apply proofreader's marks and review comments on keyed copy. 6.1.1

6.2 Explain correct memorandum/e-mail format

1. Key memorandums/emails using proper email etiquette. 6.2.1

6.3 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. 6.3.1

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

1. Key block style personal/business letter using open/mixed punctuation. 6.4.1

Word Processing

7.1 Open/Create and edit one-page and multipage documents

1. Review business document formats: Letter, Memorandum, Report, E-Mail, and Table. 7.1.1
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. 7.1.2
3. Format document layout: Margins, Alignment (left, Right, Center, Justified, Top, Bottom), Indent, Tab Stops (Left, Right, Center, Decimal), Line Spacing, Paragraphs, Page Breaks. 7.1.3
4. Use advanced features: Borders and Shading, Bullets and Numbering, Table, Template, Header, Footer, Sort. 7.1.4

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5. Examine onscreen document layouts (View); Save, preview, and print document. 7.1.5

Formatting Columns and Tables

8.1 Explain column documents

1. Key column documents. 8.1.1

8.2 Explain table documents

1. Key table documents. 8.2.1

Spreadsheet Basics

9.1 Examine spreadsheet components

1. Open a spreadsheet. 9.1.1
2. Identify the parts of a spreadsheet: active cell, cell, cell reference, column, label, range, row, value, workbook, worksheet. 9.1.2

9.2 Create and edit a spreadsheet

1. Enter data in a spreadsheet: labels, values, text. 9.2.1
2. Create mathematical functions: SUM and AVERAGE 9.2.2
3. Edit and format a spreadsheet: alignment, fill, freeze, sort. 9.2.3
4. Illustrate data using chart/graph. 9.2.4
5. View and print a spreadsheet. 9.2.5

Multimedia

10.1 Create a presentation

1. Plan and format a presentation using transitions, graphics, animations, design template/theme, and slide layout. 10.1.1