Arkansas CTE

Technology Communications: Grade 6

Adopted 2013

Ownership and Ethics in the Business World

1.1 Copyright, plagiarism, and ethics

1. Explain what a copyright is. 1.1.1
2. Explain plagiarism and its consequences. 1.1.2
3. Explain ethics in the business world. 1.1.3

Computer Basics and Why they are important

2.1 Identify hardware components of a computer system

1. Label and define hardware components of a computer system: system units and peripherals. 2.1.1
2. Explain the care and handling of storage devices. 2.1.2
3. Explain the proper procedures for starting and shutting down the system unit. 2.1.3

2.2 Identify Operating System software

1. Discuss operating system with emphasis on the specific system used in the classroom. 2.2.1

2.3 Review file management features

1. Create a folder and document. 2.3.1
2. Move and copy a folder. 2.3.2
3. Rename or delete folder. 2.3.3
4. Identify application file types: Word Processing, Spreadsheet, Database, and Presentation. 2.3.4

Word Processing

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

1. Review business document formats: Letter, Memorandum, Report, E-Mail, and Table. 3.1.1
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. 3.1.2

Skip to main content

3. Format document layout: Margins, Alignment (left, Right, Center, Justified, Top, Bottom), Indent, Tab Stops (Left, Right, Center, Decimal), Line Spacing, Paragraphs, Page Breaks. 3.1.3
4. Use advanced features: Borders and Shading, Bullets and Numbering, Table, Template, Header, Footer, Sort. 3.1.4
5. Examine onscreen document layouts (View); Save, preview, and print document. 3.1.5

Spreadsheet Basics

4.1 Examine spreadsheet components

1. Open a spreadsheet. 4.1.1
2. Identify the parts of a spreadsheet: active cell, cell, cell reference, column, label, range, row, value, workbook, worksheet. 4.1.2

4.2 Create and edit a spreadsheet

1. Enter data in a spreadsheet: labels, values, text. 4.2.1
2. Create mathematical functions: SUM and AVERAGE 4.2.2
3. Edit and format a spreadsheet: alignment, fill, freeze, sort. 4.2.3
4. Illustrate data using chart/graph. 4.2.4
5. View and print a spreadsheet. 4.2.5