Kentucky CTE

Computer Science: Data Science Principles 110204 (2026–2027)

Use a productivity software package to create, edit, print, and save documents. 1	1 Use a productivity software package to create, edit, print, and save documents. 1
Use productivity tools such as spelling and grammar. 2	2 Use productivity tools such as spelling and grammar. 2
Apply formatting features such as font, color, margins, headers, and footers. 3	3 Apply formatting features such as font, color, margins, headers, and footers. 3
Use tools such as cut, copy, and paste within a document and between documents. 4	4 Use tools such as cut, copy, and paste within a document and between documents. 4
Create HTML file formats for web publishing. 5	5 Create HTML file formats for web publishing. 5
Create new documents using templates and wizards. 6	6 Create new documents using templates and wizards. 6
Use a word processing program to insert and use table features. 7	7 Use a word processing program to insert and use table features. 7
Use a word processing pr us fea	8 Use a word processing program to insert and use table column features. 8

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Insert pictures and Clipart into word-processing documents. 9	**9 Insert pictures and Clipart into word-processing documents.** 9
Use a spreadsheet package to create common business reports and budgets. 10	**10 Use a spreadsheet package to create common business reports and budgets.** 10
Use mathematical formulas and common statistical, date, financial, and logical functions. 11	**11 Use mathematical formulas and common statistical, date, financial, and logical functions.** 11
Make formatting changes to a worksheet, including column width, row height, cell, and table formatting. 12	**12 Make formatting changes to a worksheet, including column width, row height, cell, and table formatting.** 12
Use autofill to copy and paste formulas and repeat patterns. 13	**13 Use autofill to copy and paste formulas and repeat patterns.** 13
Create effective charts, including bar, line, and pie charts, to accompany business reports. 14	**14 Create effective charts, including bar, line, and pie charts, to accompany business reports.** 14
Use a relational database management program to create tables, queries, forms, reports, and labels. 15	**15 Use a relational database management program to create tables, queries, forms, reports, and labels.** 15
Use query features to extract information from a database using simple and compound conditions. 16	**16 Use query features to extract information from a database using simple and compound conditions.** 16
Us fea database and obtain Skip to main content	**Use the relationship feature to join tables in a database and obtain information from multiple tables.** 17

information from multiple tables. 17	
Plan and create an electronic slide show presentation using a presentation software package. 18	**18 Plan and create an electronic slide show presentation using a presentation software package.** 18
Use timing, transition, and animation features to enhance a presentation. 19	**19 Use timing, transition, and animation features to enhance a presentation.** 19