Kentucky CTE

Computer Science: Digital Literacy 060112 (2026–2027)

Use a word processing program to create, save, print, modify, spell-check, and grammar-check a simple document. 1	1 Use a word processing program to create, save, print, modify, spell-check, and grammar-check a simple document. 1
Use a word processing program to enhance the appearance of a simple document by using centered, right justification, boldface, underlined, and italicized text. 2	2 Use a word processing program to enhance the appearance of a simple document by using centered, right justification, boldface, underlined, and italicized text. 2
Use a word processing program to change the default margins and line spacing. 3	3 Use a word processing program to change the default margins and line spacing. 3
Use a word processing program to create a document with headers, footers, and footnotes. 4	4 Use a word processing program to create a document with headers, footers, and footnotes. 4
Use a presentation program with text body, graphics, and animation. 5	5 Use a presentation program with text body, graphics, and animation. 5
Use an electronic spreadsheet program to create, save, print, modify, and obtain gra sp	6 Use an electronic spreadsheet program to create, save, print, modify, and obtain graphs from a simple spreadsheet. 6

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Use an electronic spreadsheet program to perform basic mathematical operations including, but not limited to, addition, subtraction, multiplication and division. 7	**7 Use an electronic spreadsheet program to perform basic mathematical operations including, but not limited to, addition, subtraction, multiplication and division.** 7
Use an electronic spreadsheet program to calculate averages and percentages. 8	**8 Use an electronic spreadsheet program to calculate averages and percentages.** 8
Use an electronic spreadsheet program to enhance the appearance of a spreadsheet by changing fonts, foreground and background colors and centering text across columns. 9	**9 Use an electronic spreadsheet program to enhance the appearance of a spreadsheet by changing fonts, foreground and background colors and centering text across columns.** 9
Use a database management program to create, maintain, and print reports from a simple relational database. 10	**10 Use a database management program to create, maintain, and print reports from a simple relational database.** 10
Use a database management program to customize the user interface by creating and maintaining forms and reports. 11	**11 Use a database management program to customize the user interface by creating and maintaining forms and reports.** 11
Use a database management program to query tables using basic query operations such as "and," "or," and "not." 12	**12 Use a database management program to query tables using basic query operations such as "and," "or," and "not."** 12
Pri po Skip to main content	**Print in landscape and portrait orientations.** 13

Use the component of the operating system that helps the user manipulate files and folders to copy, move, rename, and delete files and to create, copy, move, rename, and delete folders. 14	14 Use the component of the operating system that helps the user manipulate files and folders to copy, move, rename, and delete files and to create, copy, move, rename, and delete folders. 14
Use the World Wide Web browser to navigate hypertext documents and to download files. 15	15 Use the World Wide Web browser to navigate hypertext documents and to download files. 15
Use Internet search engines and understand their advantages and disadvantages. 16	16 Use Internet search engines and understand their advantages and disadvantages. 16
Use an electronic mail program to send and receive electronic mail. 17	17 Use an electronic mail program to send and receive electronic mail. 17
Identify components of a computer. 18	18 Identify components of a computer. 18
Discriminate between ethical and unethical uses of computers and information. 19	19 Discriminate between ethical and unethical uses of computers and information. 19
Demonstrate a basic understanding of issues regarding software copyright, software licensing, and software copying. 20	20 Demonstrate a basic understanding of issues regarding software copyright, software licensing, and software copying. 20
Demonstrate an awareness of computer viruses and a basic un to fro	21 Demonstrate an awareness of computer viruses and a basic understanding of ways to protect a computer from viruses. 21

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Demonstrate a basic understanding of the impact of computers on society. 22

22 Demonstrate a basic understanding of the impact of computers on society. 22

Use and understand basic computer terminology. 23

23 Use and understand basic computer terminology. 23