Kentucky CTE

Computer Science: Digital Literacy

Use a word processing program to create, save, print, modify, spell-check, and grammar check a simple document. CIT 105.1	**1** **Use a word processing program to create, save, print, modify, spell-check, and grammar check a simple document.** CIT 105.1
Use a word processing program to enhance the appearance of a simple document by using centered, right justification, boldface, underlined, and italicized text. CIT 105.2	**2** **Use a word processing program to enhance the appearance of a simple document by using centered, right justification, boldface, underlined, and italicized text.** CIT 105.2
Use a word processing program to change the default margins and line spacing. CIT 105.3	**3** **Use a word processing program to change the default margins and line spacing.** CIT 105.3
Use a word processing program to create a document with headers, footers, and footnotes. CIT 105.4	**4** **Use a word processing program to create a document with headers, footers, and footnotes.** CIT 105.4
Use a presentation program with text body, graphics, and animation. CIT 105.5	**5** **Use a presentation program with text body, graphics, and animation.** CIT 105.5
Use an electronic spreadsheet program to create, save, print, mo gra spreadsheet. CIT 105.6	**6** **Use an electronic spreadsheet program to create, save, print, modify, and obtain graphs from a simple spreadsheet.** CIT 105.6

Skip to main content

Use an electronic spreadsheet program to perform basic mathematical operations including, but not limited to, addition, subtraction, multiplication and division. CIT 105.7	**7 Use an electronic spreadsheet program to perform basic mathematical operations including, but not limited to, addition, subtraction, multiplication and division.** CIT 105.7
Use an electronic spreadsheet program to calculate averages and percentages. CIT 105.8	**8 Use an electronic spreadsheet program to calculate averages and percentages.** CIT 105.8
Use an electronic spreadsheet program to enhance the appearance of a spreadsheet by changing fonts, foreground, and background colors and centering text across columns. CIT 105.9	**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.** CIT 105.9
Use a database management program to create, maintain, and print reports from a simple relational database. CIT 105.10	**10 Use a database management program to create, maintain, and print reports from a simple relational database.** CIT 105.10
Use a database management program to customize the user interface by creating and maintaining forms and reports. CIT 105.11	**11 Use a database management program to customize the user interface by creating and maintaining forms and reports.** CIT 105.11
Use a database management program to query tables using basic query operations such as “and”, “or”, “not”. CIT 105.12	**12 Use a database management program to query tables using basic query operations such as “and”, “or”, “not”.** CIT 105.12

Skip to main content

Print in landscape and portrait orientations. CIT 105.13	**13** **Print in landscape and portrait orientations.** CIT 105.13
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. CIT 105.14	**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.** CIT 105.14
Use the World Wide Web browser to navigate hypertext documents and to download files. CIT 105.15	**15** **Use the World Wide Web browser to navigate hypertext documents and to download files.** CIT 105.15
Use Internet search engines and understand their advantages and disadvantages. CIT 105.16	**16** **Use Internet search engines and understand their advantages and disadvantages.** CIT 105.16
Use an electronic mail program to send and receive electronic mail. CIT 105.17	**17** **Use an electronic mail program to send and receive electronic mail.** CIT 105.17
Identify components of a computer. CIT 105.18	**18** **Identify components of a computer.** CIT 105.18
Discriminate between ethical and unethical uses of computers and information. CIT 105.19	**19** **Discriminate between ethical and unethical uses of computers and information.** CIT 105.19
Demonstrate a basic understanding of issues regarding software copyright, software licensing, and software co	**20** **Demonstrate a basic understanding of issues regarding software copyright, software licensing, and software copying.** CIT 105.20

Skip to main content

Demonstrate an awareness of computer viruses and basic understanding of ways to protect a computer from viruses. CIT 105.21	**21** **Demonstrate an awareness of computer viruses and basic understanding of ways to protect a computer from viruses.** CIT 105.21
Demonstrate a basic understanding of the impact of computers on society. CIT 105.22	**22** **Demonstrate a basic understanding of the impact of computers on society.** CIT 105.22
Use and understand basic computer terminology. CIT 105.23	**23** **Use and understand basic computer terminology.** CIT 105.23