

Computer Applications

Input Methods 1

1 Demonstrate improvement in speed and accuracy of keyboarding 1.1

2 Demonstrate proper keyboarding technique 1.2

3 Identify and demonstrate proper ergonomic principles (e.g., proper posture, fingers on home row, not resting hands on the desk, etc.) 1.3

Basic Computer Operations 2

1 Demonstrate use system tools (e.g., defragment, disk clean up) 2.1

2 Demonstrate use of program interface (e.g., menu items, ribbons, toolbars, dialog boxes) 2.2

3 Demonstrate the use of file management and transfers 2.3

4 Identify resources to obtain assistance (e.g., Help menu, software manual, Web site) 2.4

5 Demonstrate proper network user procedures and protocol (e.g., logging on, saving to network) 2.5

6 Identify security issues related to computer hardware, software, and data 2.6

7 Identify file formats and extensions 2.7

8 Perform basic troubleshooting and maintenance 2.8

9 Demonstrate input of data from various sources (e.g., Web, scanner, digital camera) 2.9

10 Compare and contrast hardware and software specifications to purchase a computer (e.g., RAM, processor, hard drive, software, and price) 2.10

11 Save files to various storage devices (e.g., CDs, USB, hard drive, DVD) 2.11

12 Determine appropriate software applications for tasks 2.12

Business Documents Using Word Processing Applications 3

1 Demonstrate correct use of word processing terminology 3.1

2 Create and format business documents (e.g., letters, memos, outlines, newsletters, and reports) 3.2

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- 3 Set printer specifications** 3.3

 - 4 Proofread and edit documents using standard proofreaders marks.** 3.4

 - 5 Manipulate the features of word processing software to enhance documents (e.g., headers, footers, tabs)** 3.5

 - 6 Create and format tables** 3.6

 - 7 Create mail-merge documents** 3.7

 - 8 Insert and manipulate graphics** 3.8

 - 9 Create documents using templates** 3.9

 - 10 Create and edit hyperlinks within document** 3.10

 - 11 Prepare envelopes and labels** 3.11

 - 12 Illustrate the use of enhancement features (e.g., borders, lines, shading, bold, bullets)** 3.12

 - 13 Demonstrate use of automatic features (e.g., AutoCorrect, spell-check, thesaurus)** 3.13
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**Business Documents
Using Spreadsheet
Applications** 4

- 1 Demonstrate correct use of spreadsheet terminology** 4.1

 - 2 Create, design, and edit spreadsheets** 4.2

 - 3 Create and edit basic functions/formulas (e.g., addition, subtraction, multiplication, and division) and advanced functions/formulas (e.g., payment, future value, statistical).** 4.3

 - 4 Format cell, column, and row contents (e.g., font, color, alignment, shading, decimal, drop down)** 4.4

 - 5 Format and edit columns and rows** 4.5

 - 6 Create, format, and edit charts and graphs** 4.6

 - 7 Interpret and organize spreadsheet data (e.g., sort and filter)** 4.7

 - 8 Set print specifications for formulas, graphs, worksheets, etc.** 4.8

 - 9 Integrate spreadsheets in other applications** 4.9

 - 10 Link spreadsheet data** 4.10

 - 11 Demonstrate use of lookup tables** 4.11
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Continued Business Documents Using Spreadsheet Applications 5

- 1 **Demonstrate protecting and freezing features** 5.1
- 2 **Demonstrate use of relative and absolute cell references** 5.2
- 3 **Create and use named ranges in formulas** 5.3
- 4 **Analyze spreadsheet data using scenarios (e.g., “what if we change the formula in column B”)** 5.4
- 5 **Manipulate multiple worksheets in a workbook (e.g., rename, reorder, color tabs).** 5.5

Business Documents Using Database Applications 6

- 1 **Demonstrate correct use of database terminology** 6.1
- 2 **Distinguish between different field types (e.g., text, numeric)** 6.1
- 3 **Create and manipulate a database (e.g., changing variable, editing type of fields)** 6.2
- 4 **Process material using database features (e.g., sort, filter, and merge)** 6.3
- 5 **Design, edit, and use forms in database** 6.4
- 6 **Modify database using queries (e.g., combine, calculate, update, duplicate)** 6.5
- 7 **Create table relationships** 6.6
- 8 **Use import/export features (e.g., database, table)** 6.7
- 9 **Generate, format, and print reports** 6.8
- 10 **Integrate database information with other applications** 6.9

Business Documents Using Presentation Applications 7

- 1 **Demonstrate correct use of presentation software terminology** 7.1
- 2 **Create, format, and edit presentations** 7.2
- 3 **Enhance presentations (e.g., sound, animation, graphics, transitions, and video)** 7.3
- 4 **Apply design and layout principles to presentations** 7.4
- 5 **Utilize proper presentation etiquette (e.g., number of bullets, lines, words, and notes)** 7.5
- 6 **Integrate input from various software applications** 7.6
- 7 **Set print specifications for outline, slides, handout, etc.** 7.7
- 8 **Deliver an oral presentation** 7.8

Internet and Online Classroom Portals 8

- 1 Demonstrate correct use of Internet terminology 8.1
- 2 Demonstrate principal usages of online communication (e.g., upload, download, attaching files) 8.2
- 3 Demonstrate principal usages of the Internet (e.g., search, locating URLs) 8.3
- 4 Compare and contrast copyright principles (e.g., public domain, copy protection, licensing) 8.4
- 5 Employ proper online etiquette 8.5
- 6 Utilize browser tools (e.g., favorites, shortcuts, homepage, cookies, history) 8.6
- 7 Utilize online productivity tools (e.g., cloud computing, Web 2.0, Google applications) 8.7
- 8 Utilize and evaluate Internet resources 8.8

Workplace Readiness 9

- 1 Exhibit leadership skills (e.g., FBLA) 9.1
- 2 Demonstrate ethical behavior when creating business documents 9.2
- 3 Identify career/self employment opportunities 9.3