Nebraska Technology

Productivity Application/Tools: Grades K-12

WORD PROCESSING 1	**1** Write, edit, save, and print document in a sitting. 1.1
	2 Use menu/tool bar functions, such as font size, font style, line spacing to format a document. 1.2
	3 Highlight, copy, and paste text. 1.3
	4 Copy, paste, insert, and resize images within the documents and from outside sources. 1.4
	5 Proofread and edit writing using appropriate resources (spell checker, grammar checker, thesaurus). 1.5
WORD PROCESSING 2	**1** Demonstrate the use of intermediate features in word processing applications (i.e. tabs, indents, bullets, numbers, tables, headers, footers). 2.1
	2 Apply advanced formatting and page layout features when appropriate (i.e. columns, templates, styles) to improve the appearance of documents and projects. 2.2
	3 Use the comment function in review for peer editing. 2.3
	4 Use the track changes feature in review for peer editing of documents. 2.4
SPREADSHEETS 3	**1** Enter and edit data and perform calculations using formulas. 3.1
	2 Demonstrate and understanding of recording, organizing, and graphing information. 3.2
	3 Identify and explain terms and concepts related to spreadsheets. (i.e. cells, columns, rows, values, charts, graphs). 3.3
	4 Use mathematical symbols appropriately. 3.4
	5 Use to make predictions, solve problems, and draw conclusions. 3.5

SPREADSHEETS 4	1	**Use spreadsheets to calculate, graph, organize, and present data in a variety of real world settings.** 4.1
	2	**Enter formulas and functions in spreadsheet applications.** 4.2
	3	**Use and modify spreadsheets to analyze data and propose solutions.** 4.3
	4	**Use the functions and tools of a spreadsheet application (auto-fill, sort, filter, find).** 4.4
PRESENTATION TOOLS 5	1	**Create, edit, format text.** 5.1
	2	**Create a series of slides and organize them to present research or convey data.** 5.2
	3	**Copy, paste, insert, and resize images within the slides and from outside sources.** 5.3
	4	**Create presentations for a variety of audiences and purposes with the use of appropriate transitions and animations to add interest.** 5.4