

10004 Foundations of Technology

Create and format word processing documents for a variety of personal and work applications **FT 1**

- 1 Modify and manipulate paragraphs and paragraph formatting **FT 1.1**
- 2 Use tables to enhance documents. **FT 1.2**
- 3 Customize document formatting **FT 1.3**
- 4 Create a mail merge document. **FT 1.4**
- 5 Create and use the advance features of word processing software. **FT 1.5**
- 6 Format characters **FT 1.6**
- 7 Use Help Features **FT 1.7**

Create and format spreadsheets for a variety of personal and work applications **FT 2**

- 1 Format a spreadsheet to enhance its appearance **FT 2.1**
- 2 Insert formulas into a worksheet to enhance its functionality **FT 2.2**
- 3 Manipulate data within and between workbooks **FT 2.3**
- 4 Create charts within a spreadsheet to represent data graphically **FT 2.4**

Create and format professional presentations **FT 3**

- 1 Create a presentation using presentation software **FT 3.1**
- 2 Modify a presentation **FT 3.2**
- 3 Add visual appeal and animation to a presentation **FT 3.3**
- 4 Add visual elements to a presentation **FT 3.4**
- 5 Share and present professional presentations **FT 3.5**

Demonstrate and communicate an understanding of an operating system's file management system **FT**

- 1 Use an operating system's file manager to navigate using various methods to different locations and manage files **FT 4.1**
- 2 Manipulate the operating system's built-in search features **FT 4.2**

Manage administrative features of an operating system FT 5

- 1 Demonstrate knowledge of features in the operating system** FT 5.1
- 2 Analyze operating system capabilities and restrictions** FT 5.2

Distinguish and apply key elements of Internet browsers and search engines FT 6

- 1 Demonstrate advanced search techniques within a search engine** FT 6.1
- 2 Analyze different search engines** FT 6.2
- 3 Evaluate different Internet browsers** FT 6.3

Understand how to create a database table and forms using database software FT 7

- 1 Create a database table** FT 7.1
- 2 Create relationships between database tables** FT 7.2
- 3 Perform queries and filter records** FT 7.3
- 4 Create forms in the database** FT 7.4
- 5 Create reports in the database** FT 7.5

Demonstrate an understanding of computer preventive maintenance and security FT 8

- 1 Demonstrate various methods of backing up files using different methods** FT 8.1
- 2 Conduct Internet browser maintenance** FT 8.2
- 3 Explain the importance of antivirus software** FT 8.3
- 4 Communicate an understanding of the importance of password creation and management** FT 8.4

Develop digital literacy, netiquette and citizenship skills FT 9

- 1 Demonstrate an understanding of the importance of privacy and security within relevant technological tools** FT 9.1
- 2 Analyze the effect of technology on relationships and communication** FT 9.2
- 3 Demonstrate the complexity of safe, legal and responsible creation of digital footprints and reputations** FT 9.3
- 4 Follow ethical and legal guidelines in gathering and using digital information and applications** FT 9.4
- 5 Effectively decipher reliable information on the web** FT 9.5