South Dakota CTE

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 ma 4	**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

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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 managgement** 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