Utah CTE

Digital Literacy: Grades 7-8 (2023)

(Keyboarding Efficiency) Students will enhance keyboarding skills. This strand will be incorporated throughout the course. 1

1 **Students will enhance and demonstrate proper key by touch skills and keyboarding techniques.** 1.1

- a Sit up straight. 1.1.A
- b Feet flat on the floor. 1.1.B
- c Body centered with the "G" and "H" keys. 1.1.C
- d Fingers curved on home row (A, S, D, F, J, K, L, ;). 1.1.D
- e Wrists straight and elbows naturally at sides. 1.1.E
- f Correct fingers used for keystrokes. 1.1.F
- g Key by touch (eyes on copy or screen, not on keys). 1.1.G
- h Key with smooth rhythm. 1.1.H

(Information Processing Cycle) Students will identify a computer as a device that utilizes hardware and software to accept input, process data, store data, and produce output. 2

1 **Identify computer hardware in the information processing cycle.** 2.1

- a Define hardware as the physical components that make up a computing system, computer, or computing device. 2.1.A
- b Identify primary hardware components of a computer. 2.1.B
  1. Monitor 2.1.B.1
  2. Keyboard 2.1.B.2
  3. System unit 2.1.B.3
  4. Motherboard 2.1.B.4
  5. Power supply 2.1.B.5
  6. Hard Drive/Solid State Drive (SDD) 2.1.B.6
  7. Central Processing Unit (CPU) 2.1.B.7
  8. Mouse/Touchpad/Touchscreen 2.1.B.8
- c Define peripheral devices as an internal or external device that connects directly to a computer but does not contribute to the primary function of a computer. 2.1.C

Skip to main content

- d Identify primary peripheral devices. 2.1.D
  - 1 Printer 2.1.D.1
  - 2 Camera 2.1.D.2
  - 3 Projector 2.1.D.3
  - 4 Speakers 2.1.D.4
  - 5 Headphones 2.1.D.5
  - 6 Microphone 2.1.D.6
  - 7 Game controller 2.1.D.7
  - 8 Virtual Reality (VR) headsets 2.1.D.8

---

2 Explain the role of software for a computing system. 2.2

- a Define software as a set of instruction that runs a computing system, computer, or other computing device. 2.2.A
- b Define the two types of software for a computing system. 2.2.B
  - 1 Operating system is software that controls the communication between the hardware and application software of a computer. 2.2.B.1
  - 2 Application software is developed to help the user perform specific tasks. 2.2.B.2
- c Identify the primary operating system of a computing device: Windows, Mac OS, Android, iOS, Linux 2.2.C
- d Identify the common application software for a computing device. 2.2.D
  - 1 Business software (i.e. word processing, spreadsheets, databases, presentation, email, calendaring) 2.2.D.1
  - 2 Communication software (i.e. social media, email, video conference, instant messaging) 2.2.D.2
  - 3 Entertainment software (i.e. virtual reality, streaming, gaming) 2.2.D.3
  - 4 Multimedia software (i.e. photo, image, video, audio, speech to text, artificial intelligence (AI) speech technology) 2.2.D.4
  - 5 Education software (i.e. learning management system (LMS), gradebook, e-books) 2.2.D.5

---

3 Define input device and explain how input devices function in the information processing cycle. 2.3

- a Define input device as hardware equipment used to transfer data to a computing system for processing. 2.3.A
- b Explain the function of primary input devices: Keyboard, Mouse/Touchpad, Touchscreen, Microphone, Camera, Game controller 2.3.B

Skip to main content

)efine processing and explain how processing functions in the information)rocessing cycle. 2.4

a Define processing as interpreting input and producing output. 2.4.A

b Define and explain the main processing device in a computer system. 2.4.B

1 Central Processing Unit (CPU) is the master chip that controls all other aspects of the computer. 2.4.B.1

c Define the relationship of an algorithm, loop, and conditional in computer processing. 2.4.C

1 Algorithm is a set of instructions to complete a task. 2.4.C.1

2 The CPU uses the algorithm as an input to produce output. 2.4.C.2

3 Loop is a programming structure that repeats a set of instructions as long as a specific condition is true. 2.4.C.3

4 The CPU uses the loop as an input to repeat the task to output data until the specific condition is true. 2.4.C.4

5 Conditional is a feature of a programming language that performs different computations or actions depending on whether a programmer-specified Boolean condition evaluate to true or false. 2.4.C.5

6 The CPU uses the conditional as an input to continue to evaluate whether or not to send output data. 2.4.C.6

d Explain the role of the CPU, memory, and storage when purchasing a computing device based on the individual user's needs. 2.4.D

---

5 **Explain how memory and storage devices function in the information processing cycle.** 2.5

a Define memory as temporarily stored data for immediate use in a computer system. 2.5.A

b Define the two types of memory for a computer system. 2.5.B

1 Random Access Memory (RAM) is used by the operating system and application software while the computer is running. 2.5.B.1

2 Read Only Memory (ROM) is preloaded instructions for booting up the computer. 2.5.B.2

c Define storage as a place where data can be held and retrieved at a later time. 2.5.C

Skip to main content

d Identify the benefits of using different types of primary storage. 2.5.D

1 Define hard drive as an internal storage device that stores data. 2.5.D.1

2 Define external hard drive as a portable storage device that stores data. 2.5.D.2

3 Define flash drive as a small, portable storage device that uses electrical rewritable storage (flash) to store or transfer data (i.e. USB, thumb drive, memory stick, jump drive). 2.5.D.3

4 Define Solid-state drive (SSD) as a storage device that uses an electrical rewritable storage (flash) and performs tasks faster than a hard drive. 2.5.D.4

5 Define memory card as a small, flat flash drive used in mobile devices and digital cameras (i.e. SD card, micro SD card). 2.5.D.5

6 Define cloud storage as storage where data is transmitted and stored on remote storage systems where it is maintained, managed, and backed up and made available to users over a network (i.e. Google Drive, iCloud, Dropbox, OneDrive). 2.5.D.6

e Explain the role of memory and storage when purchasing a computing device based on the individual user's needs. 2.5.E

---

6 Explain how output devices function in the information processing cycle. 2.6

a Define output as information processed from a computing system and received by the user. 2.6.A

b Define output device as hardware equipment used to transfer data out from a computer system. 2.6.B

c Explain the function of primary output devices. 2.6.C

1 Monitor/Screen 2.6.C.1

2 Printer 2.6.C.2

3 Projector 2.6.C.3

4 Speakers 2.6.C.4

5 Headphones 2.6.C.5

(Global Collaborator) Students use digital tools to broaden their perspectives and enrich their learning by collaborating with others and working effectively locally and globally (ISTE 1 and 7). 3

1 Define the components of the Internet. 3.1

a Define network as a group of two or more digital devices connected to share information. 3.1.A

b Define Internet as a global network. 3.1.B

c Define bandwidth as the amount of information that can travel on an Internet connection in a certain timeframe. 3.1.C

d Define uniform resource locator (URL) as an address for a worldwide webpage. 3.1.D

e Define Internet protocol (IP) address as a unique set of numbers separated by periods that identifies each digital device using the Internet to communicate. 3.1.E

f Define Internet browser as an application used to access and view websites. 3.1.F

Skip to main content

g Define search engine as a program that searches for and identifies items in a database using keywords to find websites for information on the Internet. 3.1.G

h Define server as a computer or computer program which manages access to databases of information in a network. 3.1.H

---

2 Explain how to connect and navigate the Internet. 3.2

a Identify the different components required for an Internet connection. 3.2.A

1 Define Internet service provider (ISP) as a company that provides subscribers with access to the Internet. 3.2.A.1

2 Define modem as a hardware component that converts packets into a usable signal to allow another device, such as a router, to connect to the Internet. 3.2.A.2

3 Define packet as small bits of data sent over a network. 3.2.A.3

4 Define router as a device that transports the packets of information between the digital device and modem. 3.2.A.4

5 Define digital device as a device that utilizes hardware and software during the information processing cycle. 3.2.A.5

b Identify types of Internet connections. 3.2.B

1 Cellular 3.2.B.1

2 Digital Subscriber Line (DSL) 3.2.B.2

3 Fiber optic 3.2.B.3

4 Satellite 3.2.B.4

5 Wireless (Wi-Fi) 3.2.B.5

c Explain how Internet connection and bandwidth impact speed and accessibility. 3.2.C

d Define uniform resource locator (URL) as an address of a World Wide webpage on the Internet. 3.2.D

e Explain the component of a URL 3.2.E

1 Scheme (i.e. http://, https://) 3.2.E.1

2 Sub-domain (WWW) 3.2.E.2

3 Domain name (name of the website) 3.2.E.3

4 Top Level Domain (i.e. .org, .com, .net., .edu., .gov) 3.2.E.4

5 File path (description of the exact webpage location) 3.2.E.5

f Search Internet content efficiently and effectively. 3.2.F

1 Search engine (i.e. Google, Bing). 3.2.F.1

2 Don't use common words and punctuation. 3.2.F.2

3 Specific keywords. 3.2.F.3

4 Use quotation marks. 3.2.F.4

Skip to main content

g Demonstrate the use of common website navigation components. 3.2.G

1 Menu: Chrome app launcher (waffle), Three dots (kabob), Three lines (hamburger) 3.2.G.1

2 Home page 3.2.G.2

3 Search bar 3.2.G.3

4 Graphics 3.2.G.4

5 Hyperlinks 3.2.G.5

h Identify components of credible online content. 3.2.H

1 Author 3.2.H.1

2 Date 3.2.H.2

3 Verified sources 3.2.H.3

4 Domain 3.2.H.4

5 Design 3.2.H.5

6 Writing style 3.2.H.6

---

3 Identify a variety of online communication tools and the primary features of email. 3.3

a Identify different types of communication programs. 3.3.A

1 Define email as messages distributed by email application software from one digital device to another using a network (i.e. Gmail, Outlook, Yahoo). 3.3.A.1

2 Define instant messaging as online chat that offers real-time text communication over the Internet (i.e. Google Chat, Instagram DM (Direct Message), Facebook Messenger) 3.3.A.2

3 Define video conference as a conference where participants, in different locations, are able to communicate with each other in sound and vision (i.e. Skype, Google Meet, Microsoft Teams, FaceTime, Zoom) 3.3.A.3

4 Define web authoring as a category of software that allows the user to develop a website using visual tools based on code (i.e. Weebly, Google Sites, Wix, Adobe Spark, WordPress). 3.3.A.4

5 Define social networking as the use of internet based social media sites to stay connected with others. 3.3.A.5

Skip to main content

b Identify the primary feature of an email. 3.3.B

1 Define subject as an informative, catchy, and brief line of text seen when the email reaches the recipient's inbox. 3.3.B.1

2 Define CC as a courtesy copy (previously known as carbon copy) including one or more recipients when a message is intended for one person but is relevant to other people as well. 3.3.B.2

3 Define BCC as a blind courtesy copy (previously known as blind carbon copy) to let others see an email without the main recipient knowing. 3.3.B.3

4 Explain a variety of scenarios where CC and BCC would be used in an email. 3.3.B.4

5 Define attachment as a file sent with an email message (i.e. image, video, text document). Often represented by a paperclip icon. 3.3.B.5

6 Define inline image as an image that is placed inside the body of the email. This allows the recipient to view the image without having to open the attachment. 3.3.B.6

7 Explain a variety of scenarios where attachment and incline image would be used in an email. 3.3.B.7

8 Define signature block as a personalized block of text automatically included at the bottom of an email. A signature can include name, address, phone number, website, and other business information. 3.3.B.8

9 Define reply as the response to an email that goes to a single person (the person who sent the original email or the person who sent the last message in the email thread). 3.3.B.9

10 Define reply all as the response to an email that goes to everyone who was included in the email, including CC. 3.3.B.10

11 Explain a variety of scenarios where reply and reply all would be used in an email. 3.3.B.11

12 Define forward as the operation of re-sending an email message delivered to one email address to one or more different email addresses. 3.3.B.12

c Identify the primary email folders. 3.3.C

1 Inbox 3.3.C.1

2 Deleted/Trash 3.3.C.2

3 SPAM/Junk Mail 3.3.C.3

(Digital Citizen) Students recognize the rights, responsibilities, and opportunities of living, learning, and wo int wo

Skip to main content

1 **Define digital citizenship and digital footprint.** 4.1

a Define digital citizenship as continuously developing norms of appropriate, responsible, and empowered technology use. 4.1.A

b Define digital footprint as the information about a particular person that exists on the Internet as a result of their online activity. 4.1.B

)emonstrate knowledge of online safety, digital security, and online privacy. 4.2

and model ways that are safe, legal, and ethical (ISTE 2). 4

a Define online safety as being aware of online risks and maximizing the user's personal safety. 4.2.A

b Identify guidelines to protect users from various types of online predators. 4.2.B

1 Avoid using suggestive screen names or photos. 4.2.B.1

2 Be aware of excessive attention. 4.2.B.2

3 Do not talk to anyone that wants to get too personal. 4.2.B.3

4 Keep in mind that people are not always who they say they are. 4.2.B.4

5 Never arrange to meet with someone you only know online in person. 4.2.B.5

6 Tell a trusted adult if you encounter a problem. 4.2.B.6

c Define digital security as tools used to secure identify and data online. 4.2.C

d Identify threats in the digital world. 4.2.D

1 Define adware as software that automatically displays unwanted advertising material when a user in online (i.e. pop-up advertisements) 4.2.D.1

2 Define computer worm virus as a malicious software that replicates itself to spread to other digital devices through a network. 4.2.D.2

3 Define denial of service attacks as an attack to shut down a computer device or network by flooding it with traffic to make it inaccessible to the intended users. 4.2.D.3

4 Define hackers as a person or program that uses computers to gain unauthorized access to data. 4.2.D.4

5 Define malware as software that is specifically designed to disrupt, damage, or gain unauthorized access to a digital device. 4.2.D.5

6 Define ransomware as a type of malicious software that is used to block access to a digital device until a sum of money is paid. 4.2.D.6

7 Define spyware as software that enables a user to obtain private information about another's computer activity by transmitting data secretly from their hard drive. 4.2.D.7

8 Define Trojan Horse as a malicious code that looks legitimate and takes control of your computer to damage, disrupt, and destroy your data. 4.2.D.8

e Explain the importance of using anti-virus protection software on your digital device. 4.2.E

1 Define anti-virus protection software as software designed to protect your computing device and destroy computer viruses. 4.2.E.1

f Define online privacy as the protection of private data and communication. 4.2.F

Skip to main content

g Identify threats to online transactions. 4.2.G

1 Browser extensions 4.2.G.1

2 Credit card fraud 4.2.G.2

3 Data misuse 4.2.G.3

4 Hacking 4.2.G.4

5 Money theft 4.2.G.5

6 Unprotective services 4.2.G.6

h Identify threats to email and online communication. 4.2.H

1 Catfishing 4.2.H.1

2 Email scams 4.2.H.2

3 Hacking 4.2.H.3

4 Phishing attacks 4.2.H.4

5 Spoofing 4.2.H.5

i Explain the importance of different security measures on your digital devices. 4.2.I

1 Password/passphrase 4.2.I.1

2 Two-factor authentication 4.2.I.2

3 Firewalls 4.2.I.3

4 Secure website (HTTPS) 4.2.I.4

5 Updates 4.2.I.5

---

3 **Define intellectual property and the legal and ethical responsibility in the digital world.** 4.3

a Define intellectual property as a creative work or idea for which an individual has ownership rights. 4.3.A

b Identify common intellectual property protections. 4.3.B

1 Define copyrights as the exclusive legal right given to the creator of works printed, posted, published, filmed, or recorded. 4.3.B.1

2 Define creative commons as licenses that allow for the distribution of copyrighted works when the creator wants to give other people the right to share, use, or build upon what they have created. 4.3.B.2

3 Define patents as the legal right granted to an inventor. 4.3.B.3

4 Define public domain as intellectual property that is available for public use. 4.3.B.4

5 Define trade secrets as formulas, patterns, or methods used to produce a creative work that is generally not known outside a company. 4.3.B.5

6 Define trademarks as a distinctive protected mark or feature that identifies a person or thing. 4.3.B.6

Skip to main content

c Identify intellectual property violations. 4.3.C

1 Define plagiarism as the practice of taking someone else's intellectual property and using it as your own (i.e. copy/paste, images). 4.3.C.1

2 Define copyright infringement (piracy) as the unauthorized use of or reproduction of another's work for financial gain (i.e. music, movies, images). 4.3.C.2

d Define digital ethics as how to manage oneself ethically and professionally when using digital device. 4.3.D

e Define netiquette as being courteous and respectful when communicating online. 4.3.E

f Explain the personal responsibilities of being ethical in a digital world. 4.3.F

1 Take care of technology equipment. 4.3.F.1

2 Explore appropriate and safe sites. 4.3.F.2

3 Follow copyright laws. 4.3.F.3

4 Help prevent cyberbullying. 4.3.F.4

5 Maintain a positive digital footprint. 4.3.F.5

6 Always use netiquette. 4.3.F.6

---

4 **Identify measures to improve personal digital wellness.** 4.4

a Define digital wellness as the preventative measures aimed at regulating and improving the healthy use of technology. 4.4.A

b Identify measures to achieve personal digital wellness. 4.4.B

1 Understand device use (i.e. get a detailed understanding of technology use) 4.4.B.1

2 Create boundaries (i.e. set limits for certain apps and sites, limit notifications) 4.4.B.2

3 Make adjustments to device screen (i.e. remove distracting apps on your screen, adjust light preferences) 4.4.B.3

4 Try single-tasking (i.e. to improve focus, try reducing the number of screens around you) 4.4.B.4

c Define cyberbullying as the use of electronic communication to bully a person, typically by sending messages of an intimidating, embarrassing, or threatening nature. 4.4.C

d Identify strategies to deal with cyberbullying. 4.4.D

1 Seek assistance from a trusted adult. 4.4.D.1

2 Be assertive (not aggressive, fighting, or teasing back). 4.4.D.2

3 Avoid unsafe websites. 4.4.D.3

4 Use positive statements to maintain positive self-esteem. 4.4.D.4

5 Avoid getting emotionally upset. 4.4.D.5

Skip to main content

e Identify the steps to report cyberbullying. 4.4.E

1 Don't respond to and don't forward the cyberbullying messages. 4.4.E.1

2 Keep evidence of cyberbullying. 4.4.E.2

3 Record dates, times and descriptions of instance when cyberbullying occurred. 4.4.E.3

4 Save and print screenshots, emails, and text messages. 4.4.E.4

5 Block the person who is cyberbullying. 4.4.E.5

6 Tell a trusted adult. 4.4.E.6

f Identify consequences of cyberbullying for the perpetrator and victim. 4.4.F

1 Perpetrator 4.4.F.1

2 Criminal record 4.4.F.2

3 Internet or app restrictions 4.4.F.3

4 Negative digital footprint 4.4.F.4

5 School discipline 4.4.F.5

6 Victim 4.4.F.6

7 Anxious/Depression 4.4.F.7

8 Changes in appetite 4.4.F.8

9 Stress of being in a constant state of fear 4.4.F.9

(Knowledge Constructor) Students critically curate a variety of resources using digital tools to construct knowledge, produce creative artifacts, and make meaningful learning experiences for themselves and others (ISTE 1 and 3). 5

1 Define common features and functions of software programs. 5.1

a Identify the primary structural elements of the user interface. 5.1.A

1 Define icons as an image that represents a capability of a computer and is usually selected. 5.1.A.1

2 Define menus as list of options or commands to help the user find information or complete a task. 5.1.A.2

3 Define tabs as part of a computer window that allows the user to go to different parts of the program or website. 5.1.A.3

4 Define toolbar as a set of icons used to perform certain functions. 5.1.A.4

5 Define window as a viewing area on a computer. 5.1.A.5

Skip to main content

b Identify the primary interaction elements of the user interface. 5.1.B

1 Define adjustment handle as a small box that appears on the corners and edges of an element allowing the user to adjust size and shape. 5.1.B.1

2 Define command button as an element the user interacts with to tell the digital device to complete a task. 5.1.B.2

3 Define cursor as a movable indicator on a computer screen, identifying the point that will be affected by input from the user. 5.1.B.3

4 Define insertion point as the blinking vertical line in your document where you can enter text on your page. 5.1.B.4

c Identify primary keyboard shortcuts. 5.1.C

1 Cut 5.1.C.1

2 Copy 5.1.C.2

3 Paste 5.1.C.3

4 Undo 5.1.C.4

5 Redo 5.1.C.5

6 Save 5.1.C.6

7 Print 5.1.C.7

8 Find 5.1.C.8

d Identify the difference between Save and Save As. 5.1.D

1 Define Save as a command that creates an original file and location or updates changes made in a document while keeping the original file name and location. 5.1.D.1

2 Define Save As as a command that creates a copy of a current document and allows the user to rename and/or relocate the document. 5.1.D.2

---

2 **Demonstrate knowledge of file management.** 5.2

a Perform basic file management system tasks. 5.2.A

b Define file management system as software that manages the storage of data files. 5.2.B

c Create and delete files. Define file as storage of computer recorded data. 5.2.C

d Create and delete folders. Define folders as an icon on a computer used to access a directory of file storage. 5.2.D

e Create subfolders. Define subfolders as a folder contained within another folder. 5.2.E

f Duplicate files. 5.2.F

g Identify where deleted content is contained (i.e. recycle bin, trash can, permanently deleted). 5.2.G

Skip to main content

h Demonstrate the ability to sort and locate files based on search terms and file type. 5.2.H

i Rename files and save in a new location. 5.2.I

3 Demonstrate knowledge of word processing. 5.3

a Perform basic tasks by using word processing software. 5.3.A

1 Open a new document 5.3.A.1

2 Print a document 5.3.A.2

3 Save a document 5.3.A.3

b Perform primary page layout tasks. 5.3.B

1 Page orientation 5.3.B.1

2 Page margins 5.3.B.2

3 Perform basic text formatting tasks. 5.3.B.3

4 Alignment (Left, Right, Center, Justify) 5.3.B.4

5 Bold 5.3.B.5

6 Font 5.3.B.6

7 Font color 5.3.B.7

8 Font highlight 5.3.B.8

9 Font size 5.3.B.9

10 Italics 5.3.B.10

11 Underline 5.3.B.11

c Insert and format a table. 5.3.C

1 Insert table 5.3.C.1

2 Add/delete columns and rows 5.3.C.2

3 Merge cells 5.3.C.3

4 Split cells 5.3.C.4

5 Border/Shading 5.3.C.5

d Insert and format an image. 5.3.D

1 Insert image 5.3.D.1

2 Wrap text 5.3.D.2

3 Adjust size 5.3.D.3

e Perform a spelling and grammar check on a document. 5.3.E

4 Demonstrate knowledge of spreadsheets. 5.4

Skip to main content

a Identify the primary components of a spreadsheet. 5.4.A

1 Define active cell as the selected cell ready to input data. 5.4.A.1

2 Define cell as the intersection between a row and a column on a spreadsheet. 5.4.A.2

3 Define row as the horizontal cells identified by numbers. 5.4.A.3

4 Define column as the vertical cells identified by letters. 5.4.A.4

5 Define fill handle as a command that fills data in spreadsheet cells based on an existing pattern. 5.4.A.5

b Create basic mathematical formulas and functions in a spreadsheet. 5.4.B

1 Define cell range as a group of cells within a row and/or column. 5.4.B.1

2 Define formula as any calculation in a spreadsheet. 5.4.B.2

3 Define function as a predefined calculation in a spreadsheet. 5.4.B.3

c Perform the following formulas in a spreadsheet. 5.4.C

1 Addition 5.4.C.1

2 Subtraction 5.4.C.2

3 Division 5.4.C.3

4 Multiplication 5.4.C.4

d Perform the following functions in a spreadsheet. 5.4.D

1 SUM 5.4.D.1

2 MIN 5.4.D.2

3 MAX 5.4.D.3

4 COUNT 5.4.D.4

5 AVERAGE 5.4.D.5

e Insert a column and pie chart using data from a cell range. 5.4.E

1 Include a title. 5.4.E.1

2 Include a legend. 5.4.E.2

3 Define legend as the box that contains small samples of each color on the chart as well as a short description of what each color means. 5.4.E.3

---

5 Demonstrate knowledge of presentation programs. 5.5

a Apply different layouts to a slide. 5.5.A

1 Title Slide 5.5.A.1

2 Title and Content 5.5.A.2

3 Two Content 5.5.A.3

Skip to main content

b Perform basic functions in a presentation. 5.5.B

1 Define animation as movement of an object or image within a slide. 5.5.B.1

2 Define transitions as the motion effect of a slide entering a presentation. 5.5.B.2

c Add images and/or media content to a presentation. 5.5.C

6 Define primary database terms and identify real-world applications. 5.6

a Define field as a single piece of data. 5.6.A

b Define record as a group of fields and contains all the data about one person, company or item. 5.6.B

c Define query as a request for information from a database table. 5.6.C

d Define table as a database composed of records and fields that hold data. 5.6.D

e Identify different real-world uses for databases. 5.6.E

7 Demonstrate knowledge of calendaring 5.7

a Create events and/or appointments with the following features: 5.7.A

1 Individual 5.7.A.1

2 Recurring 5.7.A.2

3 Location 5.7.A.3

4 Time Zone 5.7.A.4

5 Notes 5.7.A.5

6 Invitations 5.7.A.6

(Creative Communicator) Students communicate clearly and express themselves creatively for a variety of purposes using the platforms, tools, styles, formats, and digital media appropriate to their goals (ISTE 1 and 6). 6

1 Understand platform compatibility and define streaming and downloading of digital media. 6.1

a Understand platform compatibility. 6.1.A

b Define streaming as use of real-time audio and video over the Internet. 6.1.B

c Define downloading as saving a file from the Internet or other digital device to be used offline. 6.1.C

2 Identify primary functions and features of digital media. 6.2

a Audio 6.2.A

1 Record 6.2.A.1

2 Trim 6.2.A.2

3 Volume level 6.2.A.3

Skip to main content

b Image 6.2.B

1 Crop 6.2.B.1

2 Brightness/Contrast 6.2.B.2

3 Export as a variety of file types (i.e. .jpeg, .png, .pdf, .gif) 6.2.B.3

c Video 6.2.C

1 Record 6.2.C.1

2 Trim 6.2.C.2

3 Volume level 6.2.C.3

4 Add audio track 6.2.C.4

d Voice 6.2.D

1 Record 6.2.D.1

2 Trim 6.2.D.2

3 Volume level 6.2.D.3