Computer Applications

Unit		Objectives
Input Methods	1	Demonstrate improvement in speed and accuracy of keyboarding
	2	Demonstrate proper keyboarding technique
	3	Identify proper ergonomic principles
Basic Computer Operations	1	Use system tools (e.g., defragment, disk clean up)
	2	Use program interface (e.g., menu items, ribbons, toolbars, dialog boxes)
	3	Manage and transfer files
	4	Identify resources to obtain assistance (e.g., Help menu, software manual, Web site)
	5	Demonstrate proper network user procedures and protocol (e.g., logging on, saving to network)
	6	Identify security issues related to computer hardware, software, and data
	7	Identify file formats and extensions
	8	Perform basic troubleshooting and maintenance
	9	Demonstrate input of data from various sources (e.g., Web, scanner, digital camera)
	10	Identify hardware and software specifications to purchase a computer (e.g., RAM, processor, hard drive, software, and price)
	11	Save files to various storage devices (e.g., CDs, USB, hard drive, DVD)
	12	Determine appropriate software applications for tasks
Business Documents Using Word Processing Applications	1	Demonstrate correct use of word processing terminology
	2	Create and format business documents (e.g., letters, memos, outlines, newsletters, and reports)
	3	Set printer specifications
	4	Proofread and edit documents
	5	Manipulate the features of word processing software to enhance documents (e.g., headers, footers, tabs)
	6	Create and format tables
	7	Create mail-merge documents
	8	Insert and manipulate graphics
	9	Create documents using templates
	10	Create hyperlinks within document
	11	Prepare envelopes and labels
	12	Illustrate the use of enhancement features (e.g., borders, lines, shading, bold, bullets)
	13	Demonstrate use of automatic features (e.g., AutoCorrect, spell-check, thesaurus)
Business Documents Using Spreadsheet Applications	1	Demonstrate correct use of spreadsheet terminology
	2	Create, design, and edit spreadsheets
	3	Create basic formulas with addition, subtraction, multiplication, and division
	4	Format cell, column, and row contents (e.g., font, color, alignment, shading, decimal)
	5	Format columns and rows
	6	Use basic functions/formulas (e.g., auto sum, average, IF)
	7	Create, format, and edit charts and graphs
	8	Interpret and organize spreadsheet data (e.g., sort and filter)
	9	Set print specifications for formulas, graphs, worksheets, etc.
	10	Integrate spreadsheets in other applications
	11	Link spreadsheet data
	12	Use advanced functions/formulas (e.g., payment, future value, statistical)
	13	Use lookup tables

Computer Applications

Unit		Objectives
Continued Business Documents Using Spreadsheet Applications	14	Demonstrate protecting and freezing features
	15	Use relative and absolute cell references
	16	Create and use named ranges in formulas
	17	Analyze spreadsheet data using "what if" scenarios
	18	Manipulate multiple worksheets in a workbook
Business Documents Using Database Applications	1	Demonstrate correct use of database terminology
	2	Create and manipulate a database
	3	Process material using database features (e.g., sort, filter, and merge)
	4	Generate, format, and print reports
	5	Distinguish between different field types (e.g., text, numeric)
	6	Integrate database information with other applications
	7	Create table relationships
	8	Modify database using queries (e.g., combine, calculate, update, duplicate)
	9	Design and use forms in database
	10	Use import/export features (e.g., database, table)
Business Documents Using Presentation Applications	1	Demonstrate correct use of presentation software terminology
	2	Create, format, and edit presentations
	3	Enhance presentations (e.g., sound, animation, graphics, transitions, and video)
	4	Apply design and layout principles to presentations
	5	Set print specifications for outline, slides, handout, etc.
	6	Deliver an oral presentation
	7	Utilize proper presentation etiquette (e.g., number of bullets, lines, words, and notes)
	8	Integrate input from various software applications
Internet and Online Classroom Portals	1	Demonstrate correct use of Internet terminology
	2	Demonstrate principal usages of online communication (e.g., upload, download, attaching files)
	3	Demonstrate principal usages of the Internet (e.g., search, locating URLs)
	4	Identify copyright principles (e.g., public domain, copy protection, licensing)
	5	Employ proper online etiquette
	6	Utilize browser tools (e.g., favorites, shortcuts, homepage, cookies, history)
	7	Utilize online productivity tools (e.g., cloud computing, Web 2.0, Google docs)
	8	Evaluate Internet resources
Workplace Readiness	1	Exhibit leadership skills through a student Organization (e.g., FBLA, PBL)
	2	Demonstrate ethical behavior when creating business documents
	3	Identify career/self employment opportunities

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