

G L E N C O E

Correlation

Keyboarding Connections:
Projects and Applications

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Florida
Business Keyboarding
Grades 6-8

**CORRELATION
FLORIDA DEPARTMENT OF EDUCATION
COURSE DESCRIPTION**

SUBJECT: Computer/Business Technology Education
COURSE NAME: Business Keyboarding
SUBMISSION TITLE: Keyboarding Connections Projects and Applications © 2006
PUBLISHER: Glencoe/McGraw-Hill
GRADE(S): 6-8

COURSE CODE NUMBER: 8200110

OUTCOME NUMBER	BENCHMARK NUMBER	INTENDED OUTCOME/BENCHMARK DESCRIPTION	PAGE(S) OR LOCATION(S) WHERE TAUGHT IN MAJOR TOOL	I/M*
1.0		DEVELOP AND APPLY KEYBOARDING SKILLS UTILIZING CURRENT TECHNOLOGY—The student will be able to:		
	1.01	Demonstrate proper keyboarding techniques using correct ergonomic habits. LA.C.1.3 LA.C.2.3	Student Edition: 3-68,71-95, 97, 127, 130, 135, 139, 144, 152, 157, 172, 177, 179, 181, 182, 184, 186, 192, 200, 201, 204, 208, 209, 211, 222, 225, 233, 237, 241, 242, 245, 251, 255, 265, 267, 270, 277, 279, 281, 284, 290, 293, 298, 299, 300, 321, 326, 334, 343, 348, 362, 364, 367, 369, 373, 375, 376, 379, 388, 397, 403, 404-406, 408, 409, 414-417, 419, 432, 433, 435, 436, 440-442, 444-454	I
	1.02	Demonstrate safety and respect for all tools, equipment and materials in total lab. LA.C.1.3 LA.C.2.3	Student Edition: 16, 18, 47, 53, 94, 107, 124	I
	1.03	Demonstrate proper techniques for keyboarding while keeping fingers on home row keys. LA.C.1.3 LA.C.2.3	Student Edition: 3-68, 71-95, 97-127, 130, 139, 146, 152, 157, 172, 177, 182, 186, 192, 200, 201, 204, 208, 209, 211, 222, 225, 233, 237, 241, 242, 245, 251, 255, 265, 267, 270, 277, 279, 281, 287, 290, 293, 298, 299, 310, 321, 326, 334, 343, 348, 362, 369, 379, 388, 397, 414, 419, 432	I

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2.0		DEVELOP AND APPLY WORD PROCESSING SKILLS UTILIZING CURRENT TECHNOLOGY—The student will be able to:		
	2.01	Start and exit word processing software.	Student Edition: 130-136, 138-140, 143, 144, 146, 149, 150, 156, 157, 159, 162-167, 175, 177, 179-182, 184, 186, 188, 189, 192, 195, 197, 200, 207, 211, 222, 225, 230, 233, 239, 241, 242, 245, 251, 255, 261, 265, 267, 270, 277, 281, 284, 285, 293, 294, 296, 299, 302, 305, 310, 317, 318, 321, 322, 362, 369, 372, 374, 375, 380, 383, 385, 394, 395, 416-418, 433, 442, 454	I
	2.02	Demonstrate ability to use and recognize the word-processing window including menus, toolbars, dialog boxes and commands.	Student Edition: 130-134, 138, 142-144, 147, 148, 150, 157, 159, 162-164, 166, 167, 173, 174, 177-183, 186, 187, 188, 189, 193, 195, 197, 201, 205, 208, 209, 211, 212, 222, 228-231, 234-238, 241, 242, 246-248, 250-253, 259, 265-267, 271, 272, 278, 279, 281, 282, 287-291, 294-296, 299, 303, 305, 306, 311, 313, 314, 321, 370, 371, 374-377, 379-386, 388-393, 398, 401, 403, 404, 408, 409, 416-418, 441,	I
	2.03	Demonstrate efficient use of the help program. LA.A.1.3.3	Student Edition: 132, 178	I
	2.04	Create and edit a new document. LA.B.1.3.1, LA.B.1.3.2, LA.A.1.3.3	Student Edition: 130, 132, 133, 134, 166, 167, 173-175, 177, 179-182, 184, 186, 187, 188, 189, 192, 195, 197, 200, 207, 211, 213, 214, 222, 225-227, 229, 230, 233, 234, 241, 245-247, 249, 251, 255, 258, 261, 265, 267, 270, 277, 279, 281, 284, 285, 287, 289, 290, 293, 294, 296, 299, 300, 302, 305, 306, 310, 311, 314, 317, 318, 319, 362, 369, 372, 373, 375, 376, 377, 380, 382, 383, 395, 406, 407, 409, 417, 433, 434, 435, 441, 442, 454	I
	2.05	Utilize the Undo and Redo commands. LA.B.1.3.2, LA.A.1.3.3	Student Edition: 142, 143, 317	I

OUTCOME NUMBER	BENCHMARK NUMBER	INTENDED OUTCOME/BENCHMARK DESCRIPTION	PAGE(S) OR LOCATION(S) WHERE TAUGHT IN MAJOR TOOL	I/M*
	2.06	Save, open and replace files.	Student Edition: 130, 132, 133, 134, 136, 139, 140, 141, 144, 146, 147, 148, 149, 150, 159, 163, 164, 165, 166, 167, 172, 174, 180, 183, 186, 188, 189, 192, 197, 213, 222, 225, 228, 229, 230, 231, 235, 236, 239, 241, 242, 247, 249, 250, 252, 253, 258, 260, 263, 265, 268, 271, 272, 278, 279, 282, 284, 285, 288, 289, 291, 295, 296, 299, 300, 301, 303, 305, 308, 314, 316, 318, 319, 321, 322, 364, 364, 366, 370, 372, 373, 374, 377, 381, 382, 383, 384, 385, 386, 388, 389, 390, 392, 394, 395, 397, 399, 401, 403, 404, 405, 408, 409, 415, 417, 418, 434, 435, 436, 437, 439, 440, 441, 443, 444, 445-450, 454	I
	2.07	Understand the difference between Save and Save As.	132, 136, 142, 143	I
	2.08	Utilize Print Preview and demonstrate printing capabilities.	132, 147, 148, 149, 150, 156, 163, 164, 165, 166, 167, 175, 178, 179, 180, 183, 184, 188, 189, 195, 197, 203, 205, 209, 210, 212, 214, 222, 229, 231, 236, 239, 242, 250, 253, 260, 263, 266, 268, 272, 278, 279, 282, 284, 285, 289, 291, 295, 296, 301, 303, 305, 308, 317, 319, 322, 365, 372, 374, 377, 382, 384, 385, 386, 394, 395, 399, 401, 403, 404, 408, 409, 416, 417, 418, 434, 435, 436, 441, 442, 444, 445, 446, 447, 448, 449, 450, 454	I
	2.09	Identify methods of moving the insertion point, i.e. short cut keys, arrow keys, backspace and delete.	23, 27, 36, 42, 45, 74, 76, 90, 131, 132, 140, 141, 142, 143, 149, 163, 166, 173, 174, 175, 179, 180, 183, 184, 195, 197, 205, 209, 212, 214, 229, 235, 236, 238, 259, 294, 327, 364, 366, 372, 437, 438, 441, 454	I
	2.10	Understand different views of document and using the zoom function. MA.A.1.3.1, MA.A.1.3.3		
	2.11	Utilize the Show/Hide codes command.		
	2.12	Use spell/grammar check/ thesaurus programs properly. LA.B.1.3.2	Student Edition: 149, 150, 167, 175, 179, 180, 181, 183, 184, 197, 201, 205, 209, 212, 214, 222, 226, 231, 238, 239, 250, 252, 258, 263, 266, 268, 272, 291, 321, 434, 435, 436, 441, 445, 446, 447, 448, 449, 450, 454	I
	2.13	Select and replace text: insert/overwrite modes. LA.B.1.3.2	Student Edition: 163, 164, 166, 174, 175, 181, 183, 197, 205, 209, 212, 213, 214, 229, 235, 246, 249, 257, 258, 262, 268, 272, 295, 301, 437, 438	I
	2.14	Move text in a document using the copying/cutting/pasting text commands. LA.B.1.3.3	Student Edition: 144, 159, 162, 163, 164, 166, 180, 181, 228, 230, 238, 147, 252, 272, 295	I

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	2.15	Format text by changing the font, font style, size, color, and effects. MA.A.2.3.2	Student Edition: 147, 150, 166, 167, 173, 174, 177, 178, 180, 181, 187, 188, 189, 193, 201, 205, 209, 211, 212, 222, 234, 236, 237, 250, 271, 278, 279, 284, 285, 289, 291, 294, 296, 299, 303, 305, 306, 311, 313, 314, 315, 316, 318, 321, 365, 367, 370, 371, 373, 375, 376, 377, 380, 381, 383, 385, 386, 388, 389, 395, 398, 399, 403, 404, 405, 406, 409, 416, 418, 435, 436, 437, 438, 439, 442, 442, 445, 446, 447, 448, 449, 450, 454	I
	2.16	Align text horizontally and vertically. MA.A.3.3.3	Student Edition: 148, 150, 157, 166, 167, 178, 179, 180, 182, 186, 187, 189, 193, 195, 197, 201, 205, 208, 222, 226, 230, 235, 237, 238, 241, 242, 246, 251, 259, 265, 266, 267, 268, 271, 278, 279, 288, 289, 291, 294, 296, 303, 305, 306, 314, 315, 316, 318, 365, 366, 367, 370, 371, 373, 375, 376, 377, 380, 383, 386, 389, 398, 403, 404, 405, 406, 409, 416, 418, 435, 436, 437, 438, 439, 442, 443, 445, 446, 447, 448, 449, 450, 454	I
3.0		DEVELOP AND APPLY ELECTRONIC PRESENTATION SKILLS UTILIZING CURRENT TECHNOLOGY—The student will be able to:		
	3.01	Demonstrate ability to launch presentation software.	Student Edition: 226, 326, 329, 332, 334, 340, 343, 346, 349, 351, 353, 451	I
	3.02	Create a new presentation document.LA.D.2.3.2	Student Edition: 326, 332, 334, 343, 346, 349, 351, 353, 451	I
	3.03	Identify menus and toolbars of presentation software and their function.	Student Edition: 327, 328, 329, 330, 331, 332, 335, 338, 339, 344, 349, 351, 353, 356, 451	I
	3.04	Select design layout, background, template and color scheme. LA.D.2.3.4	Student Edition: 203, 210, 214, 222, 293, 296, 300, 302, 306, 315, 322, 328, 329, 330, 331, 332, 335, 337, 344, 345, 346, 349, 351, 353, 357, 445, 446, 447, 448, 449, 451	I
	3.05	Format text and graphics. LA.D.2.3.4	Student Edition: 203, 210, 222, 289, 293, 296, 302, 303, 307, 308, 315, 316, 318, 319, 322, 328, 332, 335, 336, 337, 344, 345, 346, 349, 350, 351, 357, 452, 453	I
	3.06	Edit text. LA.D.1.3.3	Student Edition: 328, 329, 330, 335, 336, 340, 344, 349, 350, 351, 355, 356, 452, 453	I
	3.07	Select order of frames.	Student Edition: 328, 329, 330, 332, 337, 338, 339, 341, 349, 350, 353, 356, 452, 453	I
	3.08	Ability to spell check, save and print presentation LA.B.1.3.3	Student Edition: 144, 330, 331, 332, 336, 337, 339, 340, 341, 343, 344, 345, 346, 349, 350, 351, 353, 357, 452, 453	I
	3.09	Collaborate with group to present oral report. LA.B.2.3.1, LA.D.2.3.5		

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4.0		IDENTIFY AND UNDERSTAND COMPUTER HARDWARE—The student will be able to:		
	4.01	Define and identify the parts and functions of a computer. LA.A.1.3, LA.B.1.3, LA.B.2.3, LA.C.1.3, LA.C.2.3	Student Edition: 3-16, 18, 25, 32, 50, 68, 75, 76, 82-93, 100, 101, 102, 124	I
	4.02	Define basic keyboarding terminology. LA.A.1.3, LA.B.1.3, LA.B.2.3, LA.C.1.3, LA.C.2.3	Student Edition: 3-16, 18, 49, 51, 52, 54, 55-68, 71-73, 77, 78, 135, 79-84, 90, 94, 95, 97-127	I
	4.03	Demonstrate the ability to perform basic computer operations such as: 1. turn the equipment on and off 2. load a program 3. run and use a program 4. store a program 5. display a program 6. enter and execute a simple program LA.A.1.3, LA.B.1.3, LA.B.2.3, LA.C.1.3, LA.C.2.3	Student Edition: 16, 18, 25, 32	I
5.0		PERFORM ACTIVITIES USING THE WORLDWIDE WEB—The student will be able to:		
	5.01	Explore the history of the Internet.	Student Edition: 151-154	I
	5.02	Introduce basic Internet vocabulary. LA.A.1.3.3, LA.B.2.3.4	Student Edition: 151-154, 156, 158, 298, 299, 310, 313-316, 318, 319, 439, 448, 449	I
	5.03	Familiarize students with browser window.	Student Edition: 151-154, 158, 299, 310, 313, 314, 315, 316, 318, 319, 439	I
	5.04	Change browser features.		
	5.05	Understand Net addresses.	Student Edition: 151-154, 156, 159, 167, 310, 313-316, 318, 320	I
	5.06	Organize Favorites/Bookmarks.	Student Edition: 154, 156	I
	5.07	Perform basic Internet searches. LA.B.2.3.4	Student Edition: 151, 153, 154, 163, 164, 181, 272, 298, 310, 313-316, 318, 319, 439, 440	I
6.0		DEVELOP AND UTILIZE BUSINESS-RELATED SOFT SKILLS—The student will be able to:		
	6.01	Understand the importance of positive attitude in obtaining and maintaining a job, L.A.C.1.3.1	Student Edition: 112, SB8, SB12	I
	6.02	Identify good grooming/dress habits for the workplace, L.A.C.1.3.1	Student Edition: 112, SB8, SB12	I
	6.03	Develop problem-solving skills, M.A.E.1.3.1, M.A.E.3.3.1		
	6.04	Identify the benefits of teamwork.	Student Edition: 112, SB8, SB12	I
	6.05	Identify the importance of impromptu speaking ability in the workplace, L.A.C.3.3.1, L.A.C.3.3.2, L.A.C.3.3.3		
	6.06	Identify the importance of prepared speaking ability in the workplace, L.A.C.3.3.1, L.A.C.3.3.2, L.A.C.3.3.3		