



© 2006

STANDARDS		PAGE REFERENCES
<p>Computer Applications is designed to provide each student with essential introductory skills and knowledge necessary to use computer hardware and software in daily life and occupational tasks. The student will learn to use computer hardware and software to improve and enhance other curriculum areas. Emphasis is placed on common applications, including word processing, database management, spreadsheet, and presentation software.</p>		
1.	Review basic operating skills for using computers. (C, IT)	
a.	Review the functions of the basic components of a computer system.	<p>Student Edition: H3, H4, H5, H6, H7, H8, H9, H10, H11, H12 <i>21st Century Learner 670</i> <i>iCheck.glencoe.com Technology Handbook Article 1, Article 2, Article 13</i></p> <p>Teacher Annotated Edition: TM18</p>
b.	Review terminology associated with computers.	<p>Student Edition: H2, H3, H4, H5, H6, H7, H8, H9, H10, H11, H12, H13, H14, H15, H16, H17, H19, H20, H21, H22, H28, H30 <i>Reading Skill 36</i> <i>iCheck.glencoe.com Technology Handbook Article 1, Article 3, Article 15</i></p>

STANDARDS		PAGE REFERENCES
c.	Review the precautions and care related to the proper use of computers and accessories.	<p>Student Edition: xxv, H9 <i>21st Century Learner</i> 670 <i>iCheck.glencoe.com Technology Handbook Article 2, Article 5, Article 8, Article 9, Article 15</i></p> <p>Teacher Annotated Edition: TM18</p>
d.	Review the ability to set up and adjust a simple computer system.	<p>Student Edition: xxv, H9, H26 <i>21st Century Learner</i> 670 <i>iCheck.glencoe.com Technology Handbook Article 4, Article 5, Article 9, Article 17</i></p>
2.	Develop basic skills associated with word processing applications. (C, CO, IT)	
a.	Demonstrate the use of basic word processing commands.	<p>Student Edition: 6, 7, 8, 9, 11, 12, 16, 18, 20, 22, 23, 25, 36, 39, 41, 42, 43, 44, 46, 48, 49, 54, 56, 57, 63, 65, 66, 96, 743-753 <i>Tips and Tricks</i> 21, 35, 73</p>
b.	Demonstrate basic text formatting, editing/proofing, storage and retrieval procedures.	<p>Student Edition: 11, 12, 15, 25, 29, 31, 32, 36, 39, 41, 42, 43, 44, 45, 46, 47, 48, 49, 53, 54, 55, 56, 58, 59, 65, 66, 69, 109, 138, 172, 173, 194, 195, 204, 210</p> <p>Teacher Annotated Edition: TM49</p>
c.	Demonstrate the ability to produce a memo.	<p>Student Edition: 37, 38, 39, 40, 41, 62, 67, 68, 69, 102, 756</p> <p>Teacher Annotated Edition: TM49</p>

STANDARDS		PAGE REFERENCES
d.	Demonstrate the ability to produce a business letter.	<p>Student Edition: 30, 74, 75, 76, 77, 95, 98, 101, 103, 104, 217, 756</p> <p><i>You Should Know</i> 79</p> <p>Teacher Annotated Edition: TM51</p>
e.	Demonstrate the ability to produce a multi-page report.	<p>Student Edition: 107, 108, 109, 110, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 129, 130, 132, 133, 134, 135, 138, 139, 140, 141, 142, 143, 144, 757, 758</p> <p>Teacher Annotated Edition: TM53, TM54</p>
3.	Develop basic skills associated with database management applications. (C, CO, CP, IT, M)	
a.	Identify terminology used with database management applications.	<p>Student Edition: 378, 380, 382, 400, 409, 411, 418, 439, 448, 470, 479, 497</p> <p><i>Terms</i> 376</p>
b.	Design, create, and save a database file.	<p>Student Edition: 379, 387, 390, 391, 395, 407, 410, 413, 442, 476, 477, 485, 486, 493</p>
c.	Retrieve and manipulate data within a database file.	<p>Student Edition: 386, 406, 410, 417, 419, 420, 427, 440, 441, 449, 451, 453, 454, 455, 456, 457, 464, 471, 494, 508</p>
d.	Generate and print a report from a database file.	<p>Student Edition: 393, 403, 410, 432, 433, 434, 435, 443, 446, 461, 465, 474, 480, 482, 492, 498, 510</p>
4.	Develop basic skills associated with spreadsheet applications. (C, CO, CP, IT, M)	
a.	Identify terminology used with spreadsheet applications.	<p>Student Edition: 225, 226, 232, 234, 242, 251, 266, 271, 280, 282, 283, 286, 300, 309, 311, 318, 319, 329, 338, 360</p> <p><i>Reading Skill</i> 281</p> <p><i>Terms</i> 223</p> <p><i>You Should Know</i> 231</p>

STANDARDS		PAGE REFERENCES
b.	Demonstrate the use of basic spreadsheet format commands.	Student Edition: 228, 229, 230, 232, 236, 239, 240, 241, 253, 255, 258, 260, 264, 267, 270, 284, 290, 299, 312, 316, 328, 359, 743-753
c.	Write formulas using basic arithmetic operations.	Student Edition: 238, 245, 247, 249, 252, 255, 269, 274, 276, 310, 313, 314, 330, 331, 336, 368, 371
d.	Demonstrate the use of basic spreadsheet functions.	Student Edition: 252, 255, 274, 276, 309, 310, 313, 315, 317, 320, 321, 322, 323, 324, 336
e.	Develop, enter, and modify data; save to disk, exit the program; retrieve a spreadsheet; and print a hard copy of a simple spreadsheet file.	Student Edition: 226, 232, 233, 237, 238, 239, 243, 244, 248, 249, 256, 257, 275, 277, 278, 306, 307, 332, 333, 334, 335, 336, 339, 340, 341, 342, 347, 348, 349, 354, 355, 363, 364, 367
5.	Develop basic skills associated with presentation applications. (C, CO, IT, M)	
a.	Identify terminology used with presentation applications.	Student Edition: 515, 517, 518, 521, 523, 537, 546, 553, 558, 568, 569, 574, 583, 585, 605, 606, 608, 611, 620, 645 <i>Terms</i> 513
b.	Demonstrate the use of basic presentation format commands.	Student Edition: 518, 530, 536, 573, 591, 592, 593, 594, 595, 596, 601, 602, 603, 604, 605, 606, 608, 610, 636, 644, 743-753 <i>Troubleshooter</i> 554
c.	Demonstrate the use of basic presentation functions.	Student Edition: 511, 514, 581, 584, 621, 655, 656, 657, 658 Teacher Annotated Edition: TM82

STANDARDS	PAGE REFERENCES
d. Develop, enter, and modify data; save to disk, exit the program, and retrieve a presentation; and print a hard copy of a simple presentation file.	Student Edition: 526, 527, 528, 529, 532, 533, 534, 538, 539, 540, 542, 543, 544, 548, 549, 550, 555, 567, 569, 570, 571, 575, 578, 579, 580, 581, 617, 618, 622, 629, 631, 640, 641, 648, 657, 658