

Computerized Business Applications: Grades 9, 10, 11, 12

Adopted 2010

Hardware and Software

1.1 Define terminology related to hardware and software

1. Apply terminology related to hardware and software [1.1.1](#)
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1.2 Identify hardware components of a computer system

1. Label and define hardware components of a computer system: System unit and Peripherals [1.2.1](#)
 2. Explain the care and handling of storage devices [1.2.2](#)
 3. Explain the proper procedures for starting and shutting down the system unit [1.2.3](#)
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1.3 Identify Operating System software

1. Discuss operating system with emphasis on the specific system used in classroom. [1.3.1](#)
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1.4 Identify Application Software

1. Discuss types of application software: Word processing, Spreadsheets, Database, Presentation, E-mail, Accounting [1.4.1](#)
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1.5 Review file management features

1. Create a folder and document [1.5.1](#)
 2. Move and copy a folder [1.5.2](#)
 3. Rename or delete folder [1.5.3](#)
 4. Identify application file types: Word processing, Spreadsheet, Database, Presentation [1.5.4](#)
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Word Processing

2.1 Define terminology related to word processing

1. Apply terminology related to creating a word processing document [2.1.1](#)

2.2 Open/Create and edit one-page and multipage documents

1. Review business document formats: Letter, Memo, Report, and Table [2.2.1](#)
2. Edit a document using basic features: Font, Point Size, Copy and Paste, Cut and Paste, Drag and Drop, Find and Replace, Spell Check, Thesaurus [2.2.2](#)
3. Format document layout: Margins, Alignment (Left, Right, Center, Justified, Top, Bottom), Indent, Tab Stops (Left, Right, Center, Decimal), Line Spacing, Paragraphs, Page Breaks [2.2.3](#)
4. Use advanced features: Borders and Shading, Bullets and Numbering, Table, Template, Header, Footer, Sort [2.2.4](#)
5. Examine onscreen document layouts (View); Save, preview, and print document [2.2.5](#)

2.3 Discuss desktop publishing

1. Examine desktop publishing documents: Newsletter, Flyer, Brochure [2.3.1](#)
2. Create a document using desktop publishing features: Clip Art, Graphics, Columns, Word/Text Art [2.3.2](#)

Spreadsheet

3.1 Define terminology related to spreadsheets

1. Apply terminology related to spreadsheets [3.1.1](#)

3.2 Examine spreadsheet components

1. Open a spreadsheet [3.2.1](#)
2. Identify the parts of a spreadsheet: active cell, cell, cell reference, column, label, range, row, value, workbook, worksheet [3.2.2](#)

3.3 Create and edit a spreadsheet

1. Enter data in a spreadsheet: labels, values, text [3.3.1](#)
2. Edit and format a spreadsheet: alignment, fill, freeze, sort [3.3.2](#)
3. View and print a spreadsheet [3.3.3](#)

3.4 Perform mathematical calculations using spreadsheet software

1. Create mathematical formulas using cell references: operators, operands, order of operations, absolute reference, relative reference, mixed reference [3.4.1](#)
2. Create mathematical functions: SUM, AVERAGE, COUNT, MAX, MIN [3.4.2](#)

3.5 Illustrate data using a chart/graph

1. Use spreadsheet data to create a chart/graph: line, pie, column [3.5.1](#)
 2. Edit and print a chart/graph [3.5.2](#)
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Databases

4.1 Define terminology related to databases

1. Apply terminology to create a database document [4.1.1](#)
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4.2 Examine database components

1. Open a database [4.2.1](#)
 2. Identify database parts: field, record, primary key, table [4.2.2](#)
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4.3 Create and edit a database file

1. Name and save a database file [4.3.1](#)
 2. Design a database table: field name, data type [4.3.2](#)
 3. Enter and edit data in a table [4.3.3](#)
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4.4 Create database objects

1. Generate and run a query [4.4.1](#)
 2. Enter and display data in a form [4.4.2](#)
 3. Produce a report [4.4.3](#)
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Presentations

5.1 Define terminology related to presentation software

1. Use terminology related to presentation software [5.1.1](#)
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5.2 Create a presentation

1. Plan and format a presentation: transitions, graphics, animations, design template/theme, slide layout [5.2.1](#)
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5.3 View and print a presentation

1. Use various view and print options: slides, handouts, notes, outlines, normal view, slide show view, slide sorter view [5.3.1](#)
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Integrating Software

6.1 Define terminology related to integrating software

1. Use terminology related to integrating software [6.1.1](#)
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6.2 Explain software integration

1. Create a merged document: letter, memo [6.2.1](#)
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Telecommunications

7.1 Define terminology related to telecommunications

1. Use terminology associated with telecommunications [7.1.1](#)
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7.2 Explain the Internet

1. Access and explore available resources through the Internet [7.2.1](#)