

Introduction to Business Communications and Technology: Grades 7, 8

Adopted 2013

Review of touch typing

1.1 Review touch typing technique

1. Demonstrate touch method to alpha-numeric keys/symbols. 1.1.1
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Ownership and Ethics in the Business World

2.1 Copyright, plagiarism, and ethics

1. Explain what a copyright is. 2.1.1
 2. Explain plagiarism and its consequences. 2.1.2
 3. Explain ethics in the business world. 2.1.3
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Online Living

3.1 Explain how to search for information online.

1. Discuss how to use computers and the Internet safely, legally and responsibly:
Researching and information acquisition fluency,Cyberbullying,Digital citizenship,Cybersafety, andCopyright. 3.1.1
 2. Explain the Internet. 3.1.2
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Computer Basics and Why they are important

4.1 Identify hardware components of a computer system

1. Label and define hardware components of a computer system: system units and peripherals. 4.1.1
 2. Explain the care and handling of storage devices. 4.1.2
 3. Explain the proper procedures for starting and shutting down the system unit. 4.1.3
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4.2 Identify Operating System software

1. Discuss operating system with emphasis on the specific system used in the classroom. 4.2.1

4.3 Review file management features

1. Create a folder and document. 4.3.1
 2. Move and copy a folder. 4.3.2
 3. Rename or delete folder. 4.3.3
 4. Identify application file types: Word Processing, Spreadsheet, Database, and Presentation. 4.3.4
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Text Formatting

5.1 Explain formatting text

1. Demonstrate text formatting features.
 - Bold, italics, and underline
 - Change fonts, font size, and font colors 5.1.1
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5.2 Explain formatting paragraphs

1. Demonstrate paragraph formatting features such as:
 - Alignment: left, center, right, justify
 - Line spacing: single, double 5.2.1
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5.3 Explain page setup

1. Demonstrate page setup features
 - Apply landscape and portrait orientation
 - Change margins and vertical alignment 5.3.1
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Basic Document Formatting Skills

6.1 Explain proofreader's marks

1. Identify and apply proofreader's marks and review comments on keyed copy. 6.1.1
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6.2 Explain correct memorandum/e-mail format

1. Key memorandums/emails using proper email etiquette. 6.2.1
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6.3 Explain unbound report format with/without title page and reference page

1. Key unbound report with/without title page, reference page, and inserted page numbers. 6.3.1
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6.4 Explain letter format for block style personal/business letter using open/mixed punctuation

1. Key block style personal/business letter using open/mixed punctuation. 6.4.1
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Word Processing

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

1. Review business document formats: Letter, Memorandum, Report, E-Mail, and Table. [7.1.1](#)
 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. [7.1.2](#)
 3. Format document layout: Margins, Alignment (left, Right, Center, Justified, Top, Bottom), Indent, Tab Stops (Left, Right, Center, Decimal), Line Spacing, Paragraphs, Page Breaks. [7.1.3](#)
 4. Use advanced features: Borders and Shading, Bullets and Numbering, Table, Template, Header, Footer, Sort. [7.1.4](#)
 5. Examine onscreen document layouts (View); Save, preview, and print document. [7.1.5](#)
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Formatting Columns and Tables

8.1 Explain column documents

1. Key column documents. [8.1.1](#)
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8.2 Explain table documents

1. Key table documents. [8.2.1](#)
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Spreadsheet Basics

9.1 Examine spreadsheet components

1. Open a spreadsheet. [9.1.1](#)
 2. Identify the parts of a spreadsheet: active cell, cell, cell reference, column, label, range, row, value, workbook, worksheet. [9.1.2](#)
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9.2 Create and edit a spreadsheet

1. Enter data in a spreadsheet: labels, values, text. [9.2.1](#)
 2. Create mathematical functions: SUM and AVERAGE [9.2.2](#)
 3. Edit and format a spreadsheet: alignment, fill, freeze, sort. [9.2.3](#)
 4. Illustrate data using chart/graph. [9.2.4](#)
 5. View and print a spreadsheet. [9.2.5](#)
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Multimedia

10.1 Create a presentation

1. Plan and format a presentation using transitions, graphics, animations, design template/theme, and slide layout. [10.1.1](#)