

Computer Applications

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Student Friendly Standards

1. I can research current job markets
 - a. I can research a career using the Occupational Outlook Handbook
 - b. I can create a PowerPoint on a chosen career
2. I can set up a home computer
3. I can open, create, copy, move, rename and delete files
4. I can discuss network speeds & wireless communications
5. I can safely install new applications on a computer
6. I can compare and contrast the Internet through home vs public WiFi
7. I can research information using an Internet resource like URL, hyperlink or favorites
8. I can create and format letters, agendas and reports
9. I can format: paragraphs, bullets & numbers, columns, margins, headers & footers, page numbers and footnotes, font sizes & style, and other word processing features
10. I can add graphics, borders and shading and captions
11. I can create, format & edit documents for print (in color or black & white)
12. I can critique & proofread & edit documents
13. I can prepare a MLA style report
14. I can create and Excel worksheet
15. I can create a spreadsheet using the following features:
 - a. Cells, columns, & rows
 - b. Formulas & functions
 - c. Copy, move, delete & fill
 - d. Format numbers & text
 - e. Change column & row heights & widths
16. I can use Excel formulas
17. I can create & format charts & graphs
18. I can use a spreadsheet template to create a "time card."
19. I can use an Access database
20. I can run a database report
21. I can create, modify & perform basic queries through a form to create a new table
22. I can design, create & present a PowerPoint
23. I can design, create & present self-running slideshow
24. I can research an ethical issue & create a PowerPoint about the issue
25. I can research, summarize & deliver a PowerPoint on property rights
26. I can define: the Internet, World Wide Web, wireless communications & other technical terms
27. I can use Microsoft Word, PowerPoint, Excel & Access to complete a cross curricular project