



## Computer Applications Learning Targets

	<b>Social and Ethical Issues</b>
1	Investigate and explain property, privacy, access, and accuracy issues pertaining to computer information systems to include security, hackers, virus issues, etc.
	<b>Use word processing software</b>
2	Explore, create, save, retrieve, edit, and resave/print word processing documents using features such as cut and paste, search and replace, etc.
	Use word processing utilities to include spell check, thesaurus, grammar check, and help.
3	Create a document using character formatting techniques to include bold, italics, underline, font size, type style, superscripts/subscripts, etc.
4	Create a document using paragraph formatting techniques to include alignment/justification, line spacing, indenting, tabs, widows/orphans, bullets, borders, left/right margins.
5	Create documents using page-formatting techniques to include margins, page orientation, headers/footers, endnotes, footnotes, etc.
6	Construct documents using mail merge, tables, table of contents, columns, outlines, etc.
7	Design documents using desktop publishing features to include graphics, newspaper columns, line draw, flyers, etc.
	<b>Use spreadsheet software</b>
8	Design, create, save, and print spreadsheets.
9	Retrieve, edit, and resave spreadsheets to include updating cell contents, inserting/deleting columns/rows, etc.
10	Demonstrate cell formatting and alignment features
11	Perform calculations using simple formulas such as addition, subtraction, multiplication, division, etc.
12	Modify spreadsheet display using enhancement features such as borders, color, shading, shadow, font, etc.
13	Design and create charts and graphs.
	<b>Use presentation software</b>
14	Design, create, retrieve, and save/resave presentation software.
15	Modify/enhance slides using features such as bullets, clip-art, word-art, font, color, background color, etc.
16	Set up slides for animation, transitions, and timing features.
17	Review, produce, and display presentations in various formats such as outline, speaker notes, sorter, etc.
	<b>Use the Internet</b>
18	Examine the history and terminology of the Internet.
19	Explain the components of the Internet to include ISP, browsers, search engines, addresses, etc.