

Computer Formatting and Applications I

Subject:	Computer Formatting & Applications I	Course/Grade Level:	9, 10, 11, 12
Focus Statement:	Students will utilize various digital applications.		

Outcome 1:

CTE.1		Students will be able to create, edit, and format spreadsheets utilizing formulas, functions and charts.			
Pacing:		Local Code:	Components:	ISTE.NETS.S Framework Standards Referenced	Local Standards Referenced
Instruct	Assess		Students will:		
		CTE.CFI.1.1	Create a spreadsheet using given directions and/or data.	6b	ILT.9-10.2.3
		CTE.CFI.1.2	Manipulate size and formatting of cells, columns and rows including "Merge and Center" and "Wrap Text".	6b	ILT.9-10.2.3
		CTE.CFI.1.3	Determine appropriate context for functions (autosum, average, minimum, maximum, choose and VLookup).	6b	ILT.9-10.2.3
			Apply functions (autosum, average, minimum, maximum, choose and VLookup).		
		CTE.CFI.1.4	Create formulas utilizing adjacent and disjointed cell references to add, subtract, multiply, divide, and include	6b	ILT.9-10.2.3

			parenthesis where applicable.		
		CTE.CFI.1.5	Determine appropriate context to lock or not lock cells.	6b	ILT.9-10.2.3
		CTE.CFI.1.6	Summarize the purpose of assumption tables.	6b	ILT.9-10.2.3
		CTE.CFI.1.7	Create, edit and format visual charts (bar, column, pie and line).	6b	ILT.9-10.2.3
		CTE.CFI.1.8	Manipulate and use print settings.	6b	ILT.9-10.2.3

Outcome 2:

CTE.2		Students will be able to create, edit and format a word processing document.			
Pacing:		Local Code:	Components:	ISTE.NETS.S Framework Standards Referenced	Local Standards Referenced
Instruct	Assess		Students will:		
		CTE.CFI.2.1	Manipulate font style and font size, text alignment, margins, orientation, number of columns per page, column and page breaks in word processing documents.	6b (9.W.6, 10.W.6)	ILT.9-10.2.2
		CTE.CFI.2.2	Create a header that includes text and images.	6b (9.W.6, 10.W.6)	ILT.9-10.2.2
		CTE.CFI.2.3	Create, edit and layer text boxes and shapes.	6b (9.W.6, 10.W.6)	ILT.9-10.2.2
		CTE.CFI.2.4	Insert and edit saved images in word processing documents.	6b (9.W.6, 10.W.6)	ILT.9-10.2.2
		CTE.CFI.2.5	Use bullets for lists.	6b (9.W.6, 10.W.6)	ILT.9-10.2.2
		CTE.CFI.2.6	Create a mail merge utilizing a	6b (9.W.6,	ILT.9-10.2.2

			business letter format.	10.W.6)	
--	--	--	-------------------------	---------	--

Outcome 3:

CTE.3		Students will be able to create, edit and deliver a presentation.			
Pacing:		Local Code:	Components:	ISTE.NETS.S Framework Standards Referenced	Local Standards Referenced
Instruct	Assess		Students will:		
		CTE.CFI.3.1	Create and edit slides incorporating text, images, and color.	2b (9.SL.5)	ILT.9-10.2.4
		CTE.CFI.3.2	Utilize entrance, emphasis, exit and motion path effects.	2b (9.SL.5)	ILT.9-10.2.4
		CTE.CFI.3.3	Apply and edit backgrounds, transitions and automatic timings.	2b (9.SL.5)	ILT.9-10.2.4
		CTE.CFI.3.4	Apply sound to slides.	2b (9.SL.5)	ILT.9-10.2.4
		CTE.CFI.3.5	Demonstrate presentation skills.	2b (9.SL.5)	ILT.9-10.2.4

Outcome 4:

CTE.4		Students will be able to save, edit and manipulate information from the internet.			
Pacing:		Local Code:	Components:	ISTE.NETS.S Framework Standards Referenced	Local Standards Referenced
Instruct	Assess		Students will:		
		CTE.CFI.4.1	Save images from the internet.	1.1.6 (9.W.8)	ILT.9-10.4.2
		CTE.CFI.4.2	Apply editing techniques to alter images.	1a	
		CTE.CFI.4.3	Create and edit new images using mash up software.	1b	

		CTE.CFI.4.4	Locate, access, and extract various print and digital information for use in other applications.	1.1.6 (9.W.8)	ILT.9-10.4.2
--	--	-------------	--	---------------	--------------