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Arlington Public Schools requires students to complete two semester computer classes as a graduation requirement. The courses can be taken any time within a student's high school career; however, most students take Info Tech Apps I as a freshman and then Info Tech Apps II either the second semester of their freshman year or as a sophomore. The same textbook is used for both of these courses.

Info Tech Apps I and II Learning Objectives

Textbook: Shelly Cashman Series, Office 2003 Introductory Concepts and Techniques

**Numbers in parentheses are correlated numbers to Nebraska Business Education Standards.

Computer Concepts (8.9.3, 8.9.4, 8.9.7)

The student should be able to:

- Define the term computer and discuss the four basic computer operations: input, processing, output, and storage.
- Define data and information.
- Explain the principal components of the computer and their use.
- Describe the use and handling of floppy disks and hard disks.
- Discuss computer software and explain the difference between system software and application software.
- Describe several types of personal computer application software.
- Discuss computer communications channels and equipment and the Internet and World Wide Web.
- Explain how to purchase, install, and maintain a personal computer.

Word Project 1 (12.10.1)

The student should be able to:

- Start Word.
- Describe the Word window.
- Zoom page width.
- Change the default font size of all text.
- Enter text into a document.
- Check spelling as you type.
- Scroll through a document.
- Save a document.
- Select text.
- Change the font of selected text.
- Change the font size of selected text.

- Bold selected Text.
- Right-align a paragraph.
- Center a paragraph
- Undo commands or actions.
- Italicize selected text.
- Underline selected text.
- Insert clip art into a document.
- Resize graphic.
- Print a document.
- Open a document.
- Correct errors in a document.
- Use Microsoft Word Help.
- Quit Word.

Word Project 2 (8.8.2, 12.10.1)

The student should be able to:

- Describe the MLA documentation style for research papers.
- Change the margin settings in a document.
- Adjust line spacing in a document.
- Use a header to number pages of a document.
- Enter text using Click and Type.
- Apply formatting using shortcut keys
- Indent paragraphs.
- Use Word's AutoCorrect feature
- Add a footnote to a research paper.
- Modify a style
- Insert a symbol automatically
- Insert a manual page break.
- Create a hanging indent.
- Create a hyperlink.
- Sort selected paragraphs.
- Go to a specific location in a document.
- Find and replace text.
- Move text.
- Find a synonym for a word.
- Count the words in a document.
- Check spelling and grammar at once.
- Display the Web site associated with a hyperlink.
- E-mail a copy of a document.

Word Project 3 (12.10.6)

The student should be able to:

- Create a resume using Words Resume Wizard.
- Identify the Word screen in print layout view.

- Zoom text width
- Identify styles in a document
- Replace selected text with new text
- Insert a line break
- Use print preview to view, reduce the size of, and print a document
- Open a new document window
- Add color to character
- Set and use tab stops
- Switch from one open Word document to another
- Collect and paste
- Insert a symbol
- Add a bottom border to a paragraph
- Identify the components of a business letter
- Create an AutoText entry
- Insert a non-breaking space
- Insert an AutoText entry
- Create a bulleted list as you type
- Insert a Word table
- Enter data into a Word table
- Format a Word table
- Prepare and print an envelope address
- Close all open Word documents

10-Key Pad Exercise (8.8.3)

The student should be able to:

- Use the proper fingers to type numbers on the 10-key pad

Excel Project 1 (12.10.1)

The student should be able to:

- Start Excel
- Describe the Excel worksheet
- Reset menus and toolbars
- Select a cell or range of cells
- Enter text and numbers
- Use the AutoSum button to sum a range of cells
- Copy a cell to a range of cells using the fill handle
- Change the size of the font in a cell
- Bold cell entries
- Apply the AutoFormat command to format a range
- Center cell contents across a series a cell
- Create a Column chart using the Chart Wizard
- Save a workbook
- Print a worksheet
- Quit Excel

- Open a workbook
- Use the Auto Calculate area to determine totals
- Correct errors on a worksheet
- Use the Office Assistant and other online Help tools to answer your questions

Excel Project 2 (12.10.1)

The student should be able to:

- Enter multiple lines of text in the same cell
- Enter a formula using the keyboard
- Enter formulas using Point mode
- Identify the arithmetic operators +, -, *, /, %, and ^
- Apply AVERAGE, MAX, and MIN functions
- Determine a percentage
- Verify formula
- Change the font of a cell
- Color the characters and background of a cell
- Add borders to a range
- Format numbers using the Format Cells dialog box
- Add conditional formatting to a range of cells
- Align text in cells
- Change the width of a column and height of a row.
- Check the spelling of a worksheet
- Preview how a printed copy of the worksheet will look
- Distinguish between portrait and landscape orientation
- Print a partial or complete worksheet
- Display and print the formulas version of a worksheet
- Print to fit
- Use a Web query to get real-time data form a Web site
- Rename sheets
- E-mail the active workbook from with in Excel

Excel Project 3 (12.10.1)

The student should be able to:

- Rotate text in a cell
- Use the fill handle to create a series of month names
- Copy a cell's format to another cell using the Format Painter button
- Copy a range of cells to a nonadjacent past area
- Freeze column and row titles
- Insert and delete cells
- Format numbers using format symbols
- Use the NOW function to display the system date
- Format the system date
- Use the absolute cell references in a formula
- Use IF function to enter one value or another in a cell on the basis of a logical test

- Copy absolute cell references
- Display and dock toolbars
- Add a drop shadow to a range of cells
- Create a 3-D Pie chart
- Format a 3-D Pie chart
- Rearrange sheets in a workbook
- Preview and print multiple sheets
- Use the Zoom box to change the appearance of the worksheet
- View different parts of the worksheet through window panes
- Use Excel to answer what-if commands
- Use the Goal Seek command to analyze worksheet data

Info Tech II Learning Objectives

Textbook: Shelly Cashman Series, Office 2003 Introductory Concepts and Techniques

**Numbers in parentheses are correlated numbers to Nebraska Business Education Standards.

Access Project 1 (12.10.1, 12.10.2)

Students will have mastered the material in this project when they can:

- Describe databases and database management systems
- Start Access
- Describe the features of the Access screen
- Create a database
- Create a table
- Define the fields in a table
- Open a table
- Add records to an empty table
- Close a table
- Close a database and quit Access
- Open a database
- Add records to a nonempty table
- Print the contents of a table
- Use a form to view data
- Create a custom report
- Use Microsoft Access Help
- Design a database to eliminate redundancy

Access Project 2 (12.10.1, 12.10.2)

Students will have mastered the material in this project when they can:

- State the purpose of queries
- Create a new query

- Use a query to display all records and all fields
- Run a query
- Print the answer to a query
- Close a query
- Clear a query
- Use a query to display selected fields
- Use text data in criteria in a query
- Use wildcards in criteria
- Use numeric data in criteria
- Use comparison operators
- Use compound criteria involving AND
- Use compound criteria involving OR
- Sort the answer to a query
- Join tables in a query
- Restrict the records in a join
- Use calculated fields in a query
- Calculate statistics in a query
- Use grouping with statistics
- Save a query
- Use a saved query

PowerPoint Project 1 (12.10.1, 12.10.2)

Students will have mastered the material in this project when they can:

- Start a presentation as a New Office document
- Describe the PowerPoint window
- Select a design template
- Create a title slide
- Describe and use text attributes such as font size and font style
- Save a presentation
- Add a new slide
- Create a multi-level bulleted list slide
- Move to another slide in normal view
- End a slide show with a black slide
- View a presentation in slide show view
- Quit PowerPoint
- Open a presentation
- Check the spelling and consistency of a presentation
- Edit a presentation
- Change line spacing on the slide master
- Display a presentation in black and white
- Print a presentation in black and white
- Use the PowerPoint Help system

PowerPoint Project 2 (12.10.1, 12.10.2)

Students will have mastered the material in this project when they can:

- Create a presentation from an outline
- Start a presentation as a new PowerPoint document
- Use outline view
- Create a presentation in outline view
- Add a slide in outline view
- Create multi-level bulleted list slides in outline view
- Create a closing slide in outline view
- Save and review a presentation
- Change the slide layout
- Insert clip art from Microsoft Clip Gallery 5.0
- Move clip art
- Change clip art size
- Add a header and footer to outline pages
- Add animation and slide transition effects
- Apply animation effects to bulleted slides
- Animate clip art objects
- Format and animate a title slide
- Run an animated slide show
- Print a presentation outline
- E-mail a slide show from within PowerPoint

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