

Standard 03 – Word Processing	1	2	3	4
Use word processing software to create standard business documents.				
<i>This includes letters, memos, and reports using the following: textual citations, references, inserted textual files; inserted graphics and other objects; changes in margins, text alignment, line spacing, tabs, indents, move, copy, page setup; changes in typeface and emphasis (font, underscore, italics, and boldface); corrections of language mechanics and word usage.</i>				
Standard 04 – Spreadsheet	1	2	3	4
Create spreadsheets and manipulate data.				
<i>This includes the following: format, insert, delete, copy, move, calculate with formulas and functions, sort, create and interpret charts (graphs).</i>				
Standard 05 – Ethics	1	2	3	4
Demonstrate understanding of ethics.				
<i>This includes the following: an understanding of copyright and license laws, posting Internet information resources, role of Acceptable Use Policy, privacy rights.</i>				
Standard 06 – Internet	1	2	3	4
Access on-line information resources.				
<i>This includes using a web browsing applications, searches of online databases/catalogs/libraries, keyword search engines and category directories, using Boolean Operators and quotation marks, viewing and evaluating quality of information on Websites, downloading Internet resources.</i>				
Standard 07 – E-Mail	1	2	3	4
Use electronic mail.				
<i>This includes the following: set up a personal e-mail account, receive, reply to, reply all and forward e-mail messages, send e-mail with and without attachments, receive and open attachments to e-mail messages.</i>				
Standard 08 – Electronic Presentation	1	2	3	4
Create an electronic presentation.				
<i>This includes the following: a variety of slide layouts, transitions, automatic timing, graphics, text, and correct language mechanics and word usage.</i>				

Student Name: _____

Standard 09 – Integrated Project	1	2	3	4
Create a project for a different content area using computer technology skills.				
<i>Include any or all of the following in a pre-approved project to be presented for grading to the Computer Technology teacher and a cross-curricular teacher: document processing, spreadsheet, electronic presentation.</i>				