

CompuScholar, Inc.

Alignment to Arkansas Computer Applications I and II Standards

Course Title: **CompuScholar: Digital Savvy**

Course ISBN: 978-0-9887070-8-5

Note 1: Arkansas standards were derived from these documents:

[http://ace.arkansas.gov/cte/informationForms/curriculumFrameworks/Documents/Frameworks/Business/CA%20I%204-28-10%20\(4\)%20CompleteFinal.pdf](http://ace.arkansas.gov/cte/informationForms/curriculumFrameworks/Documents/Frameworks/Business/CA%20I%204-28-10%20(4)%20CompleteFinal.pdf)

<http://ace.arkansas.gov/cte/informationForms/curriculumFrameworks/Documents/Frameworks/Business/CA%20II%20Frameworks%20Final%202010.pdf>

Note 2: Citation(s) listed may represent a subset of the actual instances where objectives are met throughout the course.

Arkansas ACE: Business and Marketing Technology Standards

Course Title:	Computer Applications I / II
Course/Unit Credit:	1
Course Number:	465010 / 465020 (Level 1 / Level 2)
Grades:	9 - 12

Computer Applications I is a one-semester course designed to provide students with the fundamental computer skills necessary to do well in high school and in virtually all jobs today. In the area of word processing, students will learn the fundamental skills necessary to create and edit the most widely used documents, including the use of bullets, numbered lists, special characters, borders and shading, fonts, and paragraph and line spacing. Internet searching skills and citing Internet sources are stressed as students research and create a simple PowerPoint presentation. In the area of spreadsheets, students will be expected to create and edit simple spreadsheets.

Computer Applications II is a half-unit course designed to provide students with the intermediate computer skills necessary to do well in high school and virtually all jobs today. Students will learn techniques that will allow them to create fairly complex word processing and spreadsheet documents. They will continue their Internet research, applying it to spreadsheets, charts and graphs, and web pages.

Computer Applications I

Unit 1: Introduction to the Operating System, Computer Systems, and Networks		CITATION(S)
1.1 Define terminology	1.1.1 Prepare a list of terms with definitions	Terms defined as needed throughout the relevant chapters.

1.2 Explain the correct start-up and shut-down procedure using the operating system on a standalone or network system	1.2.1 Start up and shut down the hardware correctly	N/A
1.3 Identify the purpose and location of the special keys on a keyboard	1.3.1 Use function, movement, and other special keys appropriately	N/A
1.4 Define folder	1.4.1 Create folders, and open, save, and move documents in them	Chapter 4
1.5 Explain the purpose of network login and network password	1.5.1 Log in to a network, and change a password (for network systems)	Chapter 8
1.6 Explain ways to get into the software using the operating system	1.6.1 Open software	Chapter 2 Chapter 3
1.7 Explain the use of shortcut keys, access keys, and Tab in moving through the operating system without a mouse	1.7.1 Use Ctrl, access keys, and Tab to move in a software	N/A
1.8 Use the mouse to move and access the operating system	1.8.1 Use the mouse to move through a program, to drag and drop, to move the active window, and to click and double click	N/A
1.9 Explain the differences between Minimize, Restore, Maximize, and Close and their relationships with the Taskbar	1.9.1 Move between open documents/programs using the Minimize, Restore, Maximize, and Close icons and by clicking on the Taskbar	N/A
1.10 Explain the proper ways to exit software	1.10.1 Exit software through the menu and through the close (X) icon	N/A
1.11 Explain the differences between Open, Close, Save, and Save As in an operating system	1.11.1 Open, Close, Save, and utilize Save As for a file in a different location or with a different name	Chapter 4 Chapter 9
1.12 Explain the reason for using text files	1.12.1 Save a document as a text file	Chapter 9 Chapter 19

Unit 2: Word Processing – Creating Simple Documents		CITATION(S)
2.1 Define terminology	2.1.1 Prepare a list of terms with definitions	Terms defined as needed throughout the relevant chapters.
2.2 Explain word wrap	2.2.1 Demonstrate word wrap	Chapter 9

2.3 Explain the commonly used keys to delete text	2.3.1 Use both backspace/delete keys to delete individual characters or a selected text/block of text	Chapter 9
2.4 Explain the insert key	2.4.1 Demonstrate the use of insert for typeover/overtyping mode	Chapter 9
2.5 Explain the purposes and features of help screens	2.5.1 Look up instructions for using software features in the help menu/features	Chapter 9
2.6 Explain the use of basic text enhancement in all appropriate software	2.6.1 Use caps, caps lock, bold, underline, italic, etc.	Chapter 9
2.7 Explain default settings	2.7.1 Create documents using the default settings of word processing software	Chapter 9
2.8 Explain uses of business letters	2.6.1 Create business letters	Chapter 9
2.9 Explain the purposes for creating a memo	2.9.1 Create memos	Chapter 9
2.10 List reasons for proofreading	2.10.1 Proofread and edit a document	Chapter 9
2.11 Identify report styles	2.11.1 Format a report	Chapter 9
2.12 Define terminology when using file management	2.12.1 Use folders to keep documents organized (saving, opening, accessing, and passwords)	Chapter 4 Chapter 9
2.13 Explain the differences between printing the entire document, a range of pages, a specific page, or a selection	2.13.1 Retrieve and print documents and parts of a document	Chapter 9
2.14 Explain the purpose of Print Preview	2.14.1 Preview the document prior to printing	Chapter 9
2.15 List the standard nonprinting characters, such as Tab, Space, Paragraph	2.15.1 Switch between hiding and showing symbols of nonprinting characters	Chapter 9
2.16 Explain Font, Size, and Style	2.16.1 Change various font features	Chapter 9
2.18 Explain the AutoComplete feature	2.18.1 Use the AutoComplete feature	N/A
2.19 Describe how Spell-check and Grammar-check work	2.19.1 Use Spell-check and Grammar-check in composing documents	Chapter 9
2.20 Explain the use of a thesaurus	2.20.1 Use Thesaurus to find synonyms	N/A

Unit 3: Word Processing – Changing Margins, Formatting Paragraphs, and Setting and Using		CITATION(S)
3.1 Define terminology	3.1.1 Prepare a list of terms with definitions	Terms defined as needed throughout the relevant chapters.
3.2 Describe the differences in paragraph alignments – left, center, right, and justify	3.2.1 Edit and create documents that use the paragraph alignments of left, center, right, and justify	Chapter 9
3.3 Describe line spacing	3.3.1 Set line spacing to single, 1.5, and double space	Chapter 9
3.4 Describe paragraph spacing	3.4.1 Set spacing before or after the paragraph	Chapter 9
3.5 Explain indents	3.5.1 Use first-line indented paragraphs	Chapter 9
	3.5.2 Use left, right, or both indents in paragraphs	Chapter 9
	3.5.2 Set paragraphs to be a hanging indent	Chapter 9
3.6 Explain page and paragraph borders	3.6.1 Put a variety of borders around paragraphs and pages	Chapter 9
3.7 Explain how to repeat, copy, and remove paragraph formatting	3.7.1 Edit a document repeating, copying, and removing paragraph formatting	Chapter 9
3.8 Describe the use of bullets	3.8.1 Create a bulleted list	Chapter 9
	3.8.2 Select a bullet from a list of choices, special characters, or other decorative pictures	Chapter 9
3.9 Explain automatic numbering	3.9.1 Create a numbered list using the numbering feature	Chapter 9
3.10 Explain special symbols and characters	3.10.1 Insert special symbols or characters into a document	N/A

Unit 4: Word Processing – Moving, Copying, and Revising Text		CITATION(S)
4.1 Define terminology	4.1.1 Prepare a list of terms with definitions	Terms defined as needed throughout the relevant chapters.
4.2 Explain cut and paste	4.2.1 Move text, using various cut and paste methods (shortcut keys, mouse, menu options, toolbar)	Chapter 9

4.3 Explain copy and paste	4.3.1 Copy text, using various copy and paste methods (shortcut keys, mouse, menu options, toolbar)	Chapter 9
4.4 Describe copy and paste between multiple documents	4.4.1 Copy and paste between multiple documents	Chapter 9
4.5 Describe find and replace	4.5.1 Use the find and replace feature to edit a document	Chapter 9
4.6 Describe the advantages of find and replace to edit a document	4.6.1 Use the find and replace feature to edit a document	Chapter 9
4.7 Identify the clipboard	4.7.1 View the clipboard when cutting or copying text or images	Chapter 9

Unit 5: Spreadsheets – Creating, Editing, and Enhancing a Simple Worksheet		CITATION(S)
5.1 Define terminology	5.1.1 Prepare a list of terms with definitions	Terms defined as needed throughout the relevant chapters.
5.2 Identify the active cell by its name (row and column location)	5.2.1 Move the active cell to a cell address (name) given	Chapter 10
5.3 Describe how to navigate through the workbook and worksheets	5.3.1 Move to various cells on the same and different worksheets	Chapter 10
5.4 Describe how to print a worksheet and workbook	5.4.1 Print a worksheet	Chapter 10
	5.4.2 Print a workbook	Chapter 10
5.5 Describe how to enter and edit data in a worksheet	5.5.1 Enter data in a worksheet and edit existing data	Chapter 10
5.6 List order of operations and math operators	5.6.1 Enter formulas, correctly using the order of operations and the math operators	Chapter 10
5.7 Explain the SUM (Autosum) function	5.7.1 Enter formulas using the SUM (Autosum) function	Chapter 10
5.8 Describe how to insert and delete extra rows and columns	5.8.1 Insert extra rows and columns into an existing worksheet	Chapter 10
	5.8.2 Delete rows and columns from an existing worksheet	Chapter 10
5.9 Explain how to move data from one cell to another	5.9.1 Move data to another cell	Chapter 10

5.10 Describe some of the commonly used formats for numbers (commas, currency, number of decimal places, percentages, etc.)	5.10.1 Apply formatting to values in numeric cells	Chapter 10
5.11 Describe commonly used label formats (bold, italic, etc.)	5.11.1 Apply formatting to the values in label cells	Chapter 10

Unit 6: Internet, E-Mail and Ethical Use of Technology Resources		CITATION(S)
6.1 Define terminology	6.1.1 Prepare a list of terms with definitions	Terms defined as needed throughout the relevant chapters.
6.2 Identify a URL	6.2.1 Use the URL to go to a specified site	Chapter 6 Chapter 7
6.3 Identify a browser	6.3.1 Navigate through the Internet, using the toolbar on the browser	Chapter 2, Lesson 3
6.4 Discuss privacy issues and how data is gathered about the user -- both voluntarily and involuntarily	6.4.1 Give examples of how the user's privacy can be compromised, both voluntarily and involuntarily	Chapter 8 Chapter 18
6.5 Discuss the reliability and accuracy of information found on the Internet	6.5.1 Give examples of reliable and accurate information found on the Internet	Chapter 7
6.6 Discuss copyright and fair use laws as they apply to text, graphics, sound clips, etc.	6.6.1 Follow copyright laws and Fair Use laws in using the information found on the Internet	Chapter 8
6.7 List several commonly used search engines	6.7.1 Use several search engines to find information	Chapter 7
6.8 Explain why it is important to narrow a search	6.8.1 Use techniques to narrow a search, such	Chapter 7
6.9 Explain favorites/bookmarks	6.9.1 Save a website to a favorites/bookmarks	Chapter 2, Lesson 3
6.11 Describe how to save a picture from a Web page	6.11.1 Save a picture from a Web page to a folder	Chapter 15, Lesson 2
6.12 Identify the elements needed to cite a source on the Internet	6.12.1 Use appropriate citations based on your district/school policy	Chapter 7
6.13 N/A	6.13.3 Add a contact	N/A
	6.13.4 Open an attachment	Chapter 18
6.14 Discuss the ethical use of technology	6.14.1 Use technology ethically every day in class	Chapter 8, Lesson 4

Unit 7: Presentation – Developing a Simple Presentation		CITATION(S)
7.1 Define terminology	7.1.1 Prepare a list of terms with definitions	Terms defined as needed throughout the relevant chapters.
7.2 Describe different types of	7.2.1 Create slides using various layouts	Chapter 11
7.3 Explain the importance of clip art and pictures in presentations	7.3.1 Create a slide that uses clip art	Chapter 11
	7.3.2 Create a slide that uses a picture from a file	Chapter 11
7.4 Describe different types of view modes	7.4.1 Use different types of view modes	Chapter 11
7.5 Discuss various enhancements to a slide show	7.5.1 Apply a design template/theme to slides to change the background	Chapter 11
	7.5.2 Add sound or music	Chapter 11
	7.5.3 Add diagrams, such as organizational chart, venn diagram, etc.	Chapter 11
	7.5.4 Add timings	Chapter 11
7.6 Explain the difference between animations and slide transitions	7.6.1 Add animations to a slide	Chapter 11
	7.6.2 Add slide transitions between slides	Chapter 11
7.7 Identify various printing options	7.7.1 Print slides, handouts, speaker notes (notes pages), and outlines	Chapter 11

Computer Applications II

Unit 1: Spreadsheet – Formatting and Changing the Appearance of a Worksheet		CITATION(S)
1.1 Define terminology	1.1.1 Prepare a list of terms with definitions	Terms defined as needed throughout the relevant chapters.
1.2 Describe commonly used numeric formats	1.2.1 Apply appropriate numeric formats	Chapter 10
1.3 Explain advanced formatting techniques	1.3.1 Center text over a range of columns	Chapter 10

	1.3.2 Wrap text on several lines of a cell	Chapter 10
	1.3.3 Change indents within a cell	Chapter 10
	1.3.4 Rotate text within a cell	Chapter 10
	1.3.5 Add line breaks in cells	Chapter 10
1.4 Explain how to adjust column width and row height	1.4.1 Change column width and row height	Chapter 10
1.5 Explain the purpose of hiding columns and rows	1.5.1 Hide columns and rows	Chapter 10
1.6 Explain common features used to enhance cells within a table	1.6.1 Add borders to cells	Chapter 10
	1.6.2 Add gridline borders	Chapter 10
	1.6.3 Add color and shading to cells	Chapter 10
1.7 Explain styles and AutoFormat	1.7.1 Apply styles and AutoFormat to a selection or worksheet	Chapter 10
1.8 Explain how to copy the format of a cell to other cells	1.8.1 Copy the format of a cell to a group of selected cells	Chapter 10
1.9 Explain how to change page orientation and use the "fit to" option	1.9.1 Using printing options, landscape and fit to one page	Chapter 10

Unit 2: Spreadsheets – Using Functions and Formulas, and Constructing Templates		CITATION(S)
2.1 Define terminology	2.1.1 Prepare a list of terms with definitions	Terms defined as needed throughout the relevant chapters.
2.2 Explain common functions – Average, Count, Min, Max	2.2.1 Use the average function in a formula	Chapter 10
	2.2.2 Use the min function in a formula	Chapter 10
	2.2.3 Use the max function in a formula	Chapter 10
2.3 Explain the difference between absolute and relative cell referencing	2.3.1 Write and calculate formulas that use relative references	Chapter 10
	2.3.2 Write and calculate formulas that use absolute references	Chapter 10
	2.3.3 Write and calculate formulas that use mixed references	Chapter 10
2.4 Explain how to display a cell formula	2.4.1 Display and print cell formulas	Chapter 10

2.5 Explain the reason for freezing titles and splitting screens	2.5.1 Freeze a title, and split a screen	Chapter 10
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Unit 3: Spreadsheet – Creating and Enhancing Charts and Graphs		CITATION(S)
3.1 Define terminology	3.1.1 Prepare a list of terms with definitions	Terms defined as needed throughout the relevant chapters.
3.2 Identify the following chart types: Column, Bar, Line, Pie, Scatter (XY)	3.2.1 Select and create an appropriate chart type	Chapter 10
3.3 Identify and describe the parts of a chart	3.3.1 Create charts with titles, legends, and labels	Chapter 10
3.4 Explain enhancements to a chart	3.4.1 Resize or move the chart	Chapter 10
	3.4.2 Change fonts	Chapter 10
	3.4.3 Change colors and patterns	Chapter 10
	3.4.4 Add backgrounds and borders	Chapter 10
	3.4.5 Add drawing objects such as callouts or shapes	Chapter 10
	3.4.6 Add clip art, pictures, or graphics	Chapter 10

Unit 4: Word Processing – Advanced Printing and Page Formatting		CITATION(S)
4.1 Define terminology	4.1.1 Prepare a list of terms with definitions	Terms defined as needed throughout the relevant chapters.
4.2 Describe the differences between landscape and portrait orientation	4.2.1 Change a document to use landscape orientation	Chapter 9
4.3 Print special documents (envelopes, labels, etc.)	4.3.1 Print an envelope	N/A
	4.3.2 Print labels	N/A
	4.4.1 Create a document with a hard page break	Chapter 9
	4.4.2 Insert section breaks in a document	Chapter 9
4.4 Explain page and section breaks	4.5.1 Add, change, and format page numbers	Chapter 9

4.5 Explain the process of creating and editing page numbers	4.6.1 Add headers and footers with various information, such as the document name, date/time, author, draft or revision number, page numbers, etc.	Chapter 9
4.6 Describe the information typically given in headers and footers	4.6.2 Add a header/footer to a document	Chapter 9

Unit 5: Word Processing – Using Styles, Templates, Mail Merge, and Special Documents		CITATION(S)
5.1 Define terminology	5.1.1 Prepare a list of terms with definitions	Terms defined as needed throughout the relevant chapters.
5.2 Explain the purpose of styles	5.2.1 Apply styles to documents	Chapter 9
5.3 Explain types of templates and their features	5.3.1 Use a template to create a new document	Chapter 9
	5.3.2 Create/Modify templates	Chapter 9
5.4 Explain the purpose of a mail merge	5.4.1 Create mail-merged letters	N/A
	5.4.2 Create mail-merged labels	N/A
5.5 Explain the difference in the main document and data source	5.5.1 Create a main document and a data source	N/A
5.6 Print special documents (envelopes, labels, etc.)	5.6.1 Print an envelope	N/A
	5.6.2 Print labels	N/A

Unit 6: Word Processing – Using Tables and Columns		CITATION(S)
6.1 Define terminology	6.1.1 Prepare a list of terms with definitions	Terms defined as needed throughout the relevant chapters.
6.2 Describe the features of a table	6.2.1 Create a table with multiple rows and columns	Chapter 9
6.3 Explain how to edit or add data to a table	6.3.1 Add and edit data in a table	Chapter 9
6.4 Explain how a table structure can be edited	6.4.1 Insert cells, rows, columns	Chapter 9
	6.4.2 Delete cells, rows, columns	Chapter 9
	6.4.3 Merge and split cells	Chapter 9
	6.4.4 Move and copy cells, rows, and columns	Chapter 9

	6.4.5 Change the table's dimensions	Chapter 9
	6.4.6 Sort contents of a table	Chapter 9
6.5 Identify enhancements used for tables	6.5.1 Apply Auto-formats	Chapter 9
	6.5.2 Add gridline borders	Chapter 9
	6.5.3 Add color and shading to cells	Chapter 9
6.6 Explain the uses of multi- column documents	6.6.1 Create documents with multicolumn layouts such as newsletter, flyer or brochure	N/A
6.7 Explain the use of stylized text and graphics	6.7.1 Create documents with stylized text such as Word Art	Chapter 9
	6.7.2 Create a document with edited graphics such as rotated, flipped, resized	Chapter 9

Unit 7: Database, Creating Tables, Queries, Forms & Reports		CITATION(S)
7.1 Define terminology	7.1.1 Prepare a list of terms with definitions	Terms defined as needed throughout the relevant chapters.
7.2 Explain database management systems	7.2.1 Create a database	Chapter 12
	7.2.2 Design a Table with appropriate data types	Chapter 12
	7.2.3 Key data in a table - Identify & determine primary key	Chapter 12
7.3 Explain uses for a database	7.3.1 Generate a form using a database	Chapter 12
	7.3.2 Run Queries using a database	Chapter 12
	7.3.3 Design reports using a database	Chapter 12