

Computer Applications

(10004)

Rationale Statement:

With the growing need for computers in school and business, it is important that South Dakota high school students have an understanding of common application software. As students progress through high school, they will be expected to use word processing, spreadsheet, database and presentation software. Computer applications provide students with the understanding of this type of application software and prepare them to use it throughout their everyday life.

Course Description:

Grade Level: 9-10

Course Topics:

- Word Processing Software
- Spreadsheet Software
- Presentation Software
- Database Software

Core Technical Standards & Examples

This course should also meet at least the basic level of the 9-12 South Dakota Technology Standards

Indicator #1: Understand how to create a variety of documents using word processing software.

Bloom's Taxonomy Level	Standard and Examples
Applying	CA1.1 Modify and manipulate paragraphs and paragraph formatting. Examples: <ul style="list-style-type: none">• Apply paragraph and section shading• Use text flow options such as keeping lines together• Sort list, paragraphs, and tables• Change line spacing• Reveal the formatting• Manipulate tabs
Applying	CA1.2 Use tables to enhance documents. Examples: <ul style="list-style-type: none">• Create and modify worksheets in a table• Select and perform calculations in a table• Move a table
Applying	CA1.3 Customize document formatting Examples: <ul style="list-style-type: none">• Use the autotext feature• Create a header or footer• Create or revise footnotes and endnotes• Create a watermark• Format the first page differently than the subsequent pages• Insert page numbers in a document• Share documents
Applying	CA1.4 Create a mail merge document. Examples: <ul style="list-style-type: none">• Create a main document• Create a data source• Sort records to be merged• Merge main documents and data sources• Merge a document by using alternate data sources
Applying	CA1.5 Create and use the advance features of word processing software. Examples: <ul style="list-style-type: none">• Insert a field• Create, apply, and edit macros• Copy, rename, and delete macros• Create and modify a form control (for example, add an item to a drop-down list)• Use advanced text alignment features with graphics• Customize toolbars
Applying	CA1.6 Format characters and use the Help features Examples: <ul style="list-style-type: none">• Change the font, size, look of the text

- Format with format painter
- Insert symbols and special characters
- Use AutoComplete
- Highlight text
- Insert the date and time
- Use the help feature

Indicator #2: Understand how to create and manipulate workbooks using spreadsheet software.

Bloom's Taxonomy Level	Standard and Examples
Applying	CA2.1 Format a spreadsheet to enhance its appearance Examples: <ul style="list-style-type: none"> • Preview a spreadsheet • Change cell dimensions • Insert and delete cells • Add borders and shading to cells • Customize print jobs • Use the spell check feature • Use the undo and redo feature • Sort data • Create a list • Find and replace data in a spreadsheet
Applying	CA2.2 Insert formulas into a worksheet to enhance its functionality Examples: <ul style="list-style-type: none"> • Use the auto sum button • Write formulas with mathematical operators • Use absolute and mixed cell references in a formula
Applying	CA2.3 Manipulate data within and between workbooks Examples: <ul style="list-style-type: none"> • Move, copy, and paste data into cells • Create a workbook with multiple worksheets • Work and print within a range • Change worksheet names
Applying	CA2.4 Create charts within a spreadsheet to represent data graphically. Examples: <ul style="list-style-type: none"> • Create and format a chart • Delete a chart • Size and resize a chart to move • Change data in the cells of the chart

Indicator #3: Understand how to create a database table and forms using database software.

Bloom's Taxonomy Level	Standard and Examples
Applying	CA3.1 Create a database table Examples: <ul style="list-style-type: none">• Enter and modify data in a table• Print a database table• Organize and maintain data in the table
Applying	CA3.2 Create relationships between database tables Examples: <ul style="list-style-type: none">• Create related tables• Display related records in a sub datasheet
Applying	CA3.3 Perform queries and filter records Examples: <ul style="list-style-type: none">• Design a query with aggregate functions• Create and find duplicates query• Create an unmatched query• Filter data in the query
Applying	CA3.4 Create forms in the database Examples: <ul style="list-style-type: none">• Create a form• Create a form in design view
Applying	CA3.5 Create reports in the database Examples: <ul style="list-style-type: none">• Create a report• Create a form in report view

Indicator #4: Understand how to create a professional looking presentations using presentation software.

Bloom's Taxonomy Level	Standard and Examples
Applying	CA4.1 Create a presentation using presentation software. Examples: <ul style="list-style-type: none"> • Plan a presentation • Create and save a presentation • View and print the presentation • Add transitions and sound effects • Prepare a presentation in the outline/slides pane
Applying	CA4.2 Modify a presentation Examples: <ul style="list-style-type: none"> • Edit slides • Complete a spell check • Use the thesaurus • Organize slides
Applying	CA4.3 Format the slides in the presentation Examples: <ul style="list-style-type: none"> • Insert headers and footers in a presentation • Hide slides • Format the presentation
Applying	CA4.4 Add visual appeal and animation to presentation Examples: <ul style="list-style-type: none"> • Use the format buttons on the drawing toolbar • Display the ruler, guide lines, and grid lines • Insert images in the presentation • Add animation effects to a presentation
Applying	CA4.5 Add visual elements to a presentation Examples: <ul style="list-style-type: none"> • Create WordArt • Create organizational charts and diagrams • Create a table • Add sound and video
Applying	CA4.6 Able to share and present their presentations Examples: <ul style="list-style-type: none"> • Copy and paste data in the presentation • Import data into the presentation • Set automatic times for slides • Create s summary slide • Create a custom show