

# COMPUTER APPLICATIONS

## Course Outline

- I. Introduction to Computers
  - A. Hardware and Software
  - B. Storage Devices
  - C. File Management
  - D. Operating System
- II. Social and Ethical Use of Technology
  - A. School Policy
  - B. Plagiarism
  - C. Time Management and Organization
  - D. Independence and Interdependence Work
- III. Internet Safety
  - A. Safe Online Communication
  - B. Privacy Protection
  - C. Cyberbullying
  - D. Viewing Inappropriate Material
  - E. File Sharing
  - F. Appropriate Communication with Adults
- IV. Productivity
  - A. Input Devices
  - B. Editing Tools
  - C. Ribbons, Toolbars and Taskpanes
  - D. Hyperlinking
  - E. Printing
- V. Word-Processing Software
  - A. Creating, Formatting and Editing
  - B. Citations and References
  - C. Proofing and Revising
  - D. Letterheads and Tables
  - E. Inserting Pictures

VI. Presentation Software

- A. Creating, Formatting and Editing
- B. Master Slides
- C. Views
- D. Design Layouts and Templates
- E. Animations and Transitions
- F. Importing Objects
- G. Adding Clips and Other Media
- H. Creating Stand Alone, CD/DVD Versions
- I. Looping Presentations
- J. Presentation Skills

VII. Spreadsheets

- A. Creating a Worksheet
- B. Order of Operations
- C. Relative vs. Absolute References
- D. Formulas and Functions
- E. Formatting and Spelling
- F. Inserting Graphics
- G. Page Setup and Printing
- H. What-If Analysis
- I. Charting

VIII. Databases

- A. Planning and Creating a database
- B. Tables
- C. Views
- D. Sorting
- E. Filters
- F. Queries
- G. Forms
- H. Reports

IX. Research

- A. Evaluate Sources of Information
- B. Bookmarks
- C. Search Engines
- D. Evaluate Accuracy of Information

X. Telecommunications

- A. Collaborating With Others Using Various Technology
- B. Targeting Audiences With Appropriate Technology

XI. Integration

- A. Integrating Suite Software