

| <b>Computer Applications II OBJECTIVES</b>                                     | <b>TASK</b>  | <i>Proficiency Level</i> | <i>Taught in Computer Apps</i> | <i>Primary Content Area</i> | <b>Classroom Reinforcement</b>   |
|--|--|--------------------------|--------------------------------|-----------------------------|----------------------------------|
| All previously taught skills in Computer App I will be reinforced and mastered | Practice provided throughout class   | M                        |                                |                             |                                  |
| Understand and Accept Technology Ethics  | Review Acceptable Use Policy   | M                        |                                | All Content Areas           | Any Internet Research Assignment |
| Computer Safety/Ergonomics   | Instruction in correct posture, hand position and exercises                                      |                          | Q1,Q3                          | All Content Areas           | Anytime computer is in use       |
| Keyboarding  | Speed and accuracy skills improvement; Goal of 40 wpm on a 3-minute timing with 4 errors or less | R                        | Q1,Q3                          | Career                      | N/A                              |
|  | 3' Timed Writings(Goal: 50 wpm) 4 or less errors   | R                        | Q2,Q4                          |                             |                                  |
|  | 5' Timed Writings (Goal: 40 wpm with 7 or less errors  | R                        | Q2,Q4                          |                             |                                  |
| File Management  | External storage devices   | M                        | Q1,Q3                          | All Content Areas           | Anytime computer is in use       |
| Network Management   | Printing, file transfers, keeping email folder clean, saving large documents                     | M                        | All                            |                             |                                  |

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|--|---|--------------------------|--------------------------------|---|--|--|
| Computer Vocabulary                        | New terms   | M                        |                                |   | N/A  |  |
| Document Formatting                        | Correct Format Parts of Letter--Block and Modified Block with Open and Closed Punctuation | R,I                      | Q1,Q3                          | Foreign Language and/or English and/or Social Studies | Letters of persuasion or information request: Country Tourism Bureau, Favorite Author, Government Official |  |
|  | Letter of Application--Format and content   | I                        |                                | Career  |  |  |
|  | Resumes--Formats and required information--building a resume                              | I                        |                                |   |  |  |
|  | Create multiple page reports--MLA report formats, run-in references and notes page        | R,I                      | Q2,Q4                          | Biology   | Report on current research being done/scientific studies   |  |
|  | APA report format   | I                        | Q2,Q4                          | Career  |  |  |
|  | Enumerations--numbered and bulleted lists   | I                        | Q2,Q4                          | Biology--lab reports                                  |  |  |
|  | Inserting Objects, files, graphs, spreadsheets, diagrams                                  | I,R                      | Q2,Q4                          |   |  |  |

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| Document Formatting                        | Working with tables and formulas  | I,R                      | Q2,Q4                          | Biology--lab reports                  |  |
|  | Proofreading--spellcheck, grammar check, and thesaurus  | M                        | All                            | All                                   |  |
|  | Undo, redo, views   | M                        | Q2,Q4                          |                                       |  |
|  | Advanced formatting--Tables, columns, hanging indents, vertical alignment, page breaks, column breaks, etc. | I,R                      | Q2,Q4                          | English, For. Language, World History | Brochure or newsletter                           |
|  | Insert and format text boxes, text wrap, fonts, colors, sizes, borders and shading                          | M                        |                                |                                       |  |
|  | Inserting date and time, symbols  | M                        |                                |                                       |  |
|  | Find and replace options  | I,R                      |                                |                                       |  |
|  | Inserting and tracking comments   | I,R                      |                                | English                               | Reports, essays and any word processing document |
|  | Format Painter  | I,R                      |                                |                                       |  |
|  | Create custom layouts   | I,R                      |                                |                                       |  |
|  | Document Formatting   | Import text              | I,R                            |                                       |  |

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| Document Formatting                        | Rough draft documents  | I,R                      |                                | English                     | Any document  |
|  | Tables, memos, left-bound and top-bound reports  | I,R                      |                                | Careers                     |   |
|  | Envelopes and labels   | I,R                      |                                |                             |   |
|  | Merge document and Mail merge—using word file  | I,R                      |                                |                             |   |
|  | Auto-text  | I,R                      |                                |                             |   |
| Internet—Ethics                            | Discussion of Responsible Use  | M                        |                                | All                         | Any time Internet is used                               |
| Internet--E-Mail                           | Messages, Forward, Reply to, Address Book, <b>Attachments--extension compatibility</b> |                          |                                |                             | Any communication with instructor, homework assignments |
| Internet--Web Browsers                     | URL, Hosts/Servers, Sites, Links   |                          |                                | Career                      |   |
| Internet--Web Browsers                     | Hypertext, Protocol, Download, Freeware, Shareware, Copyright                          | I,M                      |                                |                             |   |
| Internet—Search Engines                    | Purpose, Refining Searches, Types of Searches and Engines, Boolean searches            | M                        |                                | All                         | Any type of Internet Research                           |

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| Internet--Safety and Privacy                 | Asynchronous and synchronous discussions  | R                        |                                |                                 | Classroom blogs   |
|  | Responsible use of chat room and discussion areas. Formal vs informal dialogue and writings; sharing of personal information about self and others. | R                        |                                | English and Social Studies      |   |
| Internet--Evaluating Web Site Resources      | Validity of source  | R                        |                                | All                             | Any type of Internet Research use 21st Century Guidelines: see integrationist or media specialist |
| Graphics--Creation and Use                   | Scan photographs and import into presentation or desktop publishing software; optimize for presentation   | R,M                      |                                | Career, English, Social Studies | Collage, calendar, family album, presentation   |
|  | Enhance Scanned Photos and Pictures with Graphic Editing Software   |                          |                                | Applied Arts                    | An essay or brochure that includes digitized images of student's own work                         |
|  | Snap, Download, and Enhance Digital Photographs   |                          |                                |                                 |   |
|  | Optimizing for multimedia vs. print   |                          |                                |                                 |   |
| Sound Files--Creation and use of sound files | Students will create and digitize a sound file  | I                        |                                | Music                           | Student will record an original sound file  |
| Sound Files                                  | Discussion of types of sound files and uses; copyright issues   |                          |                                |                                 |   |
| Spreadsheet                                  | Constructing formulas--translating math formulas to spreadsheet language  | I                        |                                | Science/ Math                   | Data collection, correlation, and interpretation  |

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| Spreadsheet                                | Copying formulas and functions—absolute (no cell change) and relative references (cell changes) | I                        |                                | Science/<br>Math            | Data collection, correlation, and interpretation |
|  | Freeze panes, split windows   | I                        |                                |                             |  |
|  | Automatic sequential numbering of cells   | I                        |                                |                             |  |
|  | Set protection  | I                        |                                |                             |  |
|  | Insert comments   | R                        |                                |                             |  |
|  | Naming ranges   | I                        |                                |                             |  |
|  | Find and replace  | M                        |                                |                             |  |
|  | Formatting output—hiding columns  | I                        |                                |                             |  |
| Graphs                                     | Setting the range and primary axis  | M                        |                                |                             |  |

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| Graphs                                     | Adding gridlines, defining increments   | M                        |                                | Math/<br>Science            | Data collection, correlation, and interpretation   |
| Graphs                                     | Formatting titles, labels, legends  | M                        |                                |                             |  |
|  | Creating multiple graphs from one spreadsheet; updating graphs; manipulating original data                        | M                        |                                |                             |  |
|  | Interpreting data--retrieving and comparing related data to summarize and insert graph in other types of software | M                        |                                |                             |  |
|  | Line, Pie, Bar, 3-D, Exploded, Mixed  | M                        |                                |                             |  |
|  | Transferring information from portable device   | M                        |                                |                             |  |
| Database                                   | Planning and Designing determined to meet retrieval and output requirements                                       | I,R                      |                                | Social Studies,<br>Science  | Used as a tool in collection and organization of statistical data--surveys, price comparisons, country comparisons, labs |
|  | Create, Size, and Format Fields   | I,R                      |                                |                             |  |
|  | Change Views, Copy Cells  | I,R                      |                                |                             | TI calculator use  |

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| Database                                   | Use wizards and design view to create tables                       | I,R                      |                                | Social Studies, Science               | Used as a tool in collection and organization of statistical data--surveys, price comparisons, country comparisons, labs |
|  | Name fields and assign type  | I,R                      |                                |                                       |  |
|  | Use wizards and design view to create forms                        | I,R                      |                                |                                       |  |
|  | Sort, search and retrieve information                              | I,R                      |                                |                                       |  |
|  | Use wizards and design view to create reports                      | I,R                      |                                |                                       |  |
|  | Use help files   | I,R                      |                                |                                       |  |
|  | Create simple reports  | I,R                      |                                |                                       |  |
|  | Sort, Find, Replace, AutoFilter, Advanced Filter                   | I,R                      |                                |                                       |  |
| Multimedia Presentations and Movies        | Designing an Effective Presentation                                | R,M                      |                                | English, For. Language, World History | Any slideshow or movie presentation used to reinforce a concept learned--book talk, country/culture study                |
|  | Create, Link Slides, Text, Graphics, Buttons, Builds, Transitions  | R,M                      |                                |                                       |  |
|  | Add Sound, Animation, Video  | R,M                      |                                |                                       |  |
|  | Create a standalone movie or multimedia presentation automatically | I,M                      |                                |                                       |  |

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| Multimedia Presentations and Movies        | Navigate software--Change views                          | I,M                      |                                |                                       |   |
|  | Insert information from other sources                    | I,M                      |                                |                                       |   |
|  | Edit, spell check  | M                        |                                |                                       |   |
|  | Use lines, fills, shading, colors, textures, backgrounds | R,M                      |                                | English, For. Language, World History | Any slideshow or movie presentation used to reinforce a concept learned--book talk, country/culture study |
|  | Manipulate objects—group and ungroup                     | R,M                      |                                |                                       |   |
|  | Add animation, transitions, and set timings              | R,M                      |                                |                                       |   |
|  | Prepare master slide--Headers and footers                | I,M                      |                                |                                       |   |
|  |  |                          |                                |                                       |   |

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| Multimedia Presentations and Movies        | Working with layouts and themes; customizing single slides                     | I,M                      |                                | English, For. Language, World History | Any slideshow or movie presentation used to reinforce a concept learned--book talk, country/culture study |
|  | Set print options—slides, handouts, outlines                                   | M                        |                                |                                       |   |
|  | Optimize pictures  | M                        |                                |                                       |   |
|  | Prepare for web viewing-- Automatic timings for builds and transitions         | M                        |                                |                                       |   |
| Desktop Publishing                         | All previously taught skills in Computer App I will be reinforced and mastered | R,M                      |                                |                                       |   |
| Web Page Design                            | Create index page  | M                        |                                | English/ Career                       | E-portfolios in coordination with Career class  |
|  | Pre, lists, alignment, heading, blockquote, and formatting tags                | M                        |                                |                                       |   |
|  | Add backgrounds, in-line images  | M                        |                                |                                       |   |

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| Web Page Design                            | Add links, anchors, mailto  | M                        |                                | English/<br>Career          | E-portfolios in coordination with Career class |
|  | Design logos and banners  | I                        |                                |                             |  |
|  | Tables and Frames   | I                        |                                |                             |  |
| Web Page Design                            | Optimize images for web   | M                        |                                |                             |  |
|  | Create animation and add sound                                    | I                        |                                |                             |  |
|  | Post and Manage personal web site                                 | I                        |                                |                             |  |
|  | Add movies--knowing requirements to post direct to plugins needed | I                        |                                |                             |  |