**Learner Outcomes**

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**Keyboarding:**

**Memory/Recall:** The students will be able describe what keys are on the home row.

**Comprehension:** The students will be able to understand and explain how keyboarding can be useful outside of the classroom.

**Comprehension:** Students will describe communicate what fingers are used to press the different keys.

**Application:** The students will apply their typing skills to real world situations.

**Application:** Students will apply the proper keying technique to their typing.

**Analysis:** Given the student’s GWAM-the student will know what he or she needs to work on in order to improve his or her GWAM.

**Synthesis:** The students will be able to justify what is proper keying technique and what is not.

**Evaluation:** Using the criteria for the correct posture and keying technique the students will be able to judge themselves on whether or not he or she is keying correctly and how to improve.

**Microsoft Word:**

**Memory/Recall:** The students will be able to describe how to create a variety of documents.

**Comprehension:** The students will be able to explain how to create new folders to store/save documents or organizational purposes.

**Application:** The students will apply formatted texts and graphics to documents.

**Analysis:** Students will be able to differentiate between the various documents (i.e. Memo, newsletter, brochures, and invoice).

**Analysis:** Students will investigate how this knowledge reflects real world scenarios.

**Analysis:** Student will communicate the purpose of the different types of documents discussed within this area (i.e. Memo, newsletter, brochures, and invoice).

**Synthesis:** The students will produce word documents such as memos, newsletters, brochures, invoices.

**Synthesis:** Students will explain the purpose and different functions this software was to offer.

**Synthesis:** Students will create visually appealing word documents.

**Evaluation:** The students will assess their work by comparing it to a model document in order to understand the correct formatting.

**Microsoft PowerPoint:**

**Memory/Recall:** The students will be able to describe how to create a multimedia presentation.

**Comprehension:** The students will communicate how to create animation and format texts and graphics as well as list the various methods in doing so.

**Application:** Students will apply transitions to the PowerPoint to make the overall presentation visually appealing.

**Application:** Students will indicate the correct slide layout for each slide.

**Application:** The students will apply slide designs to PowerPoint presentation.

**Analysis:** Students will be able to compare the difference between a good PowerPoint from a bad one and explain why that is.

**Synthesis:** The students will investigate music and be able to create a presentation that has music in the background of his or her presentation.

**Synthesis:** Students will explain the purpose and different functions this software was to offer.

**Evaluation:** The student will examine PowerPoint by investigating how this program will be beneficial to him or her outside of our classroom as he or she enters into the real world.

**Microsoft Excel:**

**Memory/Recall:** The students will be able to communicate how to create a spreadsheet.

**Memory/Recall:** Students will describe how to merge cells.

**Comprehension:** The students will be able to define how to change the height and width of a cell.

**Application:** Students will keep track of personal finance expenditures and present the information in a spreadsheet format.

**Analysis:** The students will be able to determine which formula to use with calculations based on what information he or she is looking for.

**Synthesis:** Students will combine personal finance and apply it to their Excel spreadsheets so that the students will be able to better communicate the value Excel has to offer.

**Synthesis:** Students will explain the purpose and different functions this software was to offer.

**Synthesis:** Students will demonstrate how spreadsheet tools promote personal productivity.

**Evaluation:** Students will communicate how excel will be beneficial for future purposes and how he or she would use it.