

Subunit One: Word Processing - (Microsoft Word)

- The students will be able to identify the components of a document; including text and images. (knowledge)
- The students will be able to explain the various types of images that are available to be placed onto a document. (comprehension)
- The students will be able to distinguish between the different types of spacing in a document, including single-spaced, 1.5 lines, and double-spaced. (analysis)
- The students will be able to identify tools such as undo, redo cut, copy, and paste and their uses in a document. (application)
- The students will be able to identify the procedure for changing margins in a document. (application)
- The students will be able to create a document with different types of columns to represent newsletters or newspapers. (synthesis)
- The students will be able to demonstrate ways to change the font, style size, colors and underline features in a document, including bold and italics. (application)
- The students will be able to describe spell-check and the procedures for using it within a document. (application)
- The students will be able to successfully construct a document with using tools and menus within the software program and judge its usefulness. (evaluation)

Subunit Two: Spreadsheets - (Microsoft Excel)

- The students will be able to identify the components of a spreadsheet; including cells and gridlines. (knowledge)
- The students will be able to identify the differences between cell height and cell width and procedures for adjusting them within a spreadsheet. (application)
- The students will be able to analyze data that is provided to successfully create the basics of a spreadsheet. (analysis)
- The students will be able to explain the differences between values and labels in a spreadsheet. (comprehension)

- The students will be able to construct formulas/functions within a spreadsheet to produce minimum, maximum, sum, and averages of values. (application)
- The students will be able demonstrate use of the sort function to adjusting labels in ascending and descending orders. (application)
- The students will be able to successfully construct a spreadsheet using tools and menus within the software program and judge its usefulness. (evaluation)

Subunit Three: Presentations - (Microsoft PowerPoint)

- The students will be able to identify the basics of a presentation program including how to insert new slides or cards. (knowledge)
- The students will be able to explain the various types of images that are available to be placed onto a document including, clip art, Internet, digital camera, and scanned images. (comprehension)
- The students will be able to demonstrate the procedures for editing by creating text and font in a presentation, including size, font name, and style. (synthesis)
- The students will be able to rehearse and judge the timings in a presentation using animations, transitions and effects. (evaluation)
- The students will be able to successfully construct a presentation using tools and menus within the software program. (evaluation)