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C O R R E L A T E D T O

Arkansas Computer Applications I - Curriculum Content Frameworks

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Correlated to:
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| ARKANSAS COMPUTER APPLICATIONS I CURRICULUM CONTENT FRAMEWORKS | PAGE(S) WHERE TAUGHT (If submission is not a text, cite appropriate resource(s)) |
|--|---|
| Unit 1: Introduction to Windows, Computer Systems, and Networks Hours: 3 | |
| Terminology: Access keys, Application software, Cursor, Default, Folder, Hardware, Maximize, Minimize, Mouse, Network, Password, Restore, Shortcut, Software, Standalone, System software, Taskbar, Text file, Windows | |
| CAREER and TECHNICAL SKILLS | |
| What the Student Should be Able to Do | |
| Knowledge | |
| 1.1 Define terminology | SE: 2, 7, 190 TE: 1-2, 44 |
| Application | |
| 1.1.1 Prepare a list of terms with definitions | SE: 2 TE: 1-2 |
| Knowledge | |
| 1.2 Explain the correct start-up and shut-down procedure using Windows on a standalone or network system | |
| Application | |
| 1.2.1 Start up and shut down the hardware correctly | |
| Knowledge | |
| 1.3 Identify the purpose and location of the special keys on a keyboard | |
| Application | |
| 1.3.1 Use function, movement, and other special keys appropriately | |
| Knowledge | |
| 1.4 Define <i>folder</i> | |
| Application | |
| 1.4.1 Create folders, and open, save, and move documents in them | SE: 10-11 TE: 1-2 |
| Knowledge | |
| 1.5 Explain the purpose of network login and network password | SE: 123 TE: 30-31 |
| Application | |
| 1.5.1 Log in to a network, and change a password (for network systems) | |
| Knowledge | |
| 1.6 Explain ways to get into the software using the Windows operating system | SE: 2-5, 10 TE: 1-2 |
| Application | |
| 1.6.1 Open software using a shortcut and through the Start menu | SE: 3, 10 TE: 1-2 |

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| Knowledge | |
| 1.7 Explain the use of shortcut keys, access keys, and Tab in moving through Windows without a mouse | SE: 15, 24 TE: 1-2, 4 |
| Application | |
| 1.7.1 Use Ctrl, access keys, and Tab to move in a Windows program | SE: 15 TE: 1-2 |
| Knowledge | |
| 1.8 Use the mouse to move and access Windows features | SE: 10-12 TE: 1-2 |
| Application | |
| 1.8.1 Use the mouse to move through a program, to drag and drop, to move the active window, and to click and double click | SE: 10-16, 23-24, 35, 78-79, 405-407 TE: 1-2, 4, 7, 20, 108 |
| Knowledge | |
| 1.9 Explain the difference among minimize, restore, maximize, and close and their relationship to the taskbar | SE: 14 TE: 1-2 |
| Application | |
| 1.9.1 Move between open documents/ programs using the minimize, restore, maximize, and close icons and by clicking on the taskbar | SE: 15 TE: 1-2 |
| Knowledge | |
| 1.10 Explain the proper ways to exit software | SE: 10, 13 TE: 1-2 |
| Application | |
| 1.10.1 Exit software through the menu and through the close (X) icon | SE: 10, 13 TE: 1-2 |
| Knowledge | |
| 1.11 Explain the difference among open, close, save, and save as in a Windows-based program | SE: 10-11 TE: 1-2 |
| Application | |
| 1.11.1 Open, close, save, and save as in a different location or with a different name in Windows software | SE: 10-11 TE: 1-2 |
| Knowledge | |
| 1.12 Explain the reason for using text files | |
| Application | |
| 1.12.1 Save a document as a text file | |

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| Unit 2: Word Processing – Creating Simple Documents Hours: 19 | |
| Terminology: Business letter (salutation, complimentary close, reference initials, enclosure notations), Default setting, Insert, Memo (heading, body, closing), Print preview, Proofreader's marks (all caps, capitalize, close up, delete, insert, insert space, new paragraph, transpose), Sans serif, Serif, Thesaurus, Typeover/overtime, Word wrap | |
| CAREER and TECHNICAL SKILLS | |
| What the Student Should be Able to Do | |
| Knowledge | |
| 2.1 Define terminology | SE: 6, 31, 32, 65, 148, 331 TE: 1-2, 6, 16, 36, 88 |
| Application | |
| 2.1.1 Prepare a list of terms with definitions | SE: 6, 31, 32, 65, 148 TE: 1-2, 6, 16, 36 |
| Knowledge | |
| 2.2 Explain word wrap | SE: 162, 174, 191, 198, 331 TE: 38, 40, 44, 46, 88 |
| Application | |
| 2.2.1 Demonstrate word wrap | SE: 162, 174, 191, 198 TE: 38, 40, 44, 46 |
| Knowledge | |
| 2.3 Explain the difference between a soft return and a hard return | SE: 65-68 TE: 16 |
| Application | |
| 2.3.1 Demonstrate a hard return | SE: 65-68 TE: 16 |
| Knowledge | |
| 2.4 Explain the basic delete keys | SE: 6 TE: 1-2 |
| Application | |
| 2.4.1 Use both backspace/delete keys to delete individual characters or a selected text/block of text | SE: 6 TE: 1-2 |
| Knowledge | |
| 2.5 Explain insert and typeover/ overtime modes | SE: 148 TE: 36 |
| Application | |
| 2.5.1 Demonstrate the use of insert and typeover/overtime mode | SE: 148 TE: 36 |

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|--|---|
| Knowledge | |
| 2.6 Explain the purpose and features of help screens in Windows-based programs | |
| Application | |
| 2.6.1 Look up instructions for using software features in the help menu/features | |
| Knowledge | |
| 2.7 Explain the use of basic text enhancement in all appropriate software | SE: 31, 32 TE: 6 |
| Application | |
| 2.7.1 Use caps, caps lock, bold, underline, italic, etc. | SE: 31, 32 TE: 6 |
| Knowledge | |
| 2.8 Explain default setting | SE: 3, 7, 95 TE: 1-2, 24 |
| Application | |
| 2.8.1 Create documents using the default settings of word processing software | SE: 67-74 TE: 16-19 |
| Knowledge | |
| 2.9 Identify parts of a business letter | SE: 145, 150-152 TE: 36 |
| Application | |
| 2.9.1 Create business letters | SE: 145, 150-152 TE: 35,36 |
| Knowledge | |
| 2.10 Identify parts of a memo | SE: 41-44 TE: 9 |
| Application | |
| 2.10.1 Create memos | SE: 41-44 TE: 9 |
| Knowledge | |
| 2.11 Identify common proofreader's marks | |
| Application | |
| 2.11.1 Proofread and edit a document | SE: 25, 67, 140 TE: 4, 16, 35 |
| Knowledge | |
| 2.12 Define terminology when using file management | |

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| Application | |
| 2.12.1 Use folders to keep documents organized (saving, opening, accessing, and passwords) | |
| Knowledge | |
| 2.13 Explain the difference in printing the entire document, a range of pages, a specific page, or a selection | |
| Application | |
| 2.13.1 Retrieve and print documents and parts of a document | |
| Knowledge | |
| 2.14 Explain the purpose of print preview | SE: 9, 15,40, 51, 55 TE: 1-2, 9, 11, 12 |
| Application | |
| 2.14.1 Preview the document prior to printing | SE: 9, 15,40, 51, 55 TE: 1-2, 9, 11, 12 |
| Knowledge | |
| 2.15 List the standard nonprinting characters, such as tab, space, paragraph | SE: 102 TE: 25 |
| Application | |
| 2.15.1 Switch between hiding and showing symbols of nonprinting characters | SE: 32 TE: 6 |
| Knowledge | |
| 2.16 Explain font, size, and style | SE: 18-22, 81-82, 85-88, 89-90, 95 TE: 3, 21, 22, 23, 24 |
| Application | |
| 2.16.1 Change various font features | SE: 18-22, 102, 139, 140 TE: 3, 25, 35 |
| Knowledge | |
| 2.17 Explain the difference in <i>serif</i> and <i>sans serif</i> fonts | SE: 81-82 TE: 21 |
| Application | |
| 2.17.1 Choose <i>serif</i> and <i>sans serif</i> fonts from the available fonts | SE: 82 TE: |
| Knowledge | |
| 2.18 Explain the AutoComplete feature | SE: 294 TE: 78 |

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| Application 95 | |
| 2.18.1 Use the AutoComplete feature | SE: 295 TE: 78 |
| Knowledge | |
| 2.19 Describe how spell- and grammar-check work | SE: 6, 7, 84, 140 TE: 1-2, 21, 35 |
| Application | |
| 2.19.1 Use spell- and grammar-check in composing documents | SE: 6, 7, 84, 140 TE: 1-2, 21, 35 |
| Knowledge | |
| 2.20 Explain the use of a thesaurus | |
| Application | |
| 2.20.1 Use the thesaurus to find synonyms | |
| Unit 3: Word Processing – Changing Margins, Formatting Paragraphs, and Setting and Using Tabs Hours: 15 | |
| Terminology: Bullets, Decimal tab, Default tabs, First-line indent, Hanging indent, Horizontal centering, Hyphenation, Leaders, Nonbreaking spaces, Paragraph alignment (left, center, right, justify), Vertical centering | |
| CAREER and TECHNICAL SKILLS | |
| What the Student Should be Able to Do | |
| Knowledge | |
| 3.1 Describe the differences in paragraph alignments – left, center, right, and justify | SE: 94-101, 158 TE: 24, 25, 38 |
| Application | |
| 3.1.1 Edit and create documents that use the paragraph alignments of left, center, right, and justify | SE: 94-101, 158 TE: 24, 25, 38 |
| Knowledge | |
| 3.2 Describe the difference in single, 1.5, and double spacing | |
| Application | |
| 3.2.1 Set line spacing to single, 1.5, and double space | |
| Knowledge | |
| 3.3 Describe spacing before or after a paragraph | SE: 399 TE: 106-107 |
| Application | |
| 3.3.1 Set spacing before or after the paragraph | SE: 399 TE: 106-107 |

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|--|---|
| Knowledge | |
| 3.4 Explain the difference in a block and first-line indent paragraph | SE: 166 TE: 39 |
| Application | |
| 3.4.1 Use block and first-line indented paragraphs | SE: 166 TE: 39 |
| Knowledge | |
| 3.5 Explain the difference in a left-, right-, and left-and-right indented paragraph | SE: 38-40 TE: 8 |
| Application | |
| 3.5.1 Use block indented from the left, right, or both in paragraphs | SE: 38-40 TE: 8 |
| Knowledge | |
| 3.6 Explain a hanging indent | SE: 38-40, 178 TE: 8, 42 |
| Application | |
| 3.6.1 Set paragraphs to be a hanging indent | SE: 178 TE: 42 |
| Knowledge | |
| 3.7 Explain page and paragraph borders | SE: 34-36, 85, 178 TE: 7, 22, 42 |
| Application | |
| 3.7.1 Put a variety of borders around paragraphs and pages | SE: 34-36 TE: 7 |
| Knowledge | |
| 3.8 Explain the purpose of paragraph shading | |
| Application | |
| 3.8.1 Shade a paragraph, using color and patterns | |
| Knowledge | |
| 3.9 Explain the purpose of horizontal lines | SE: 187 TE: 43 |
| Application | |
| 3.9.1 Use horizontal lines of various types and sizes to separate and emphasize | SE: 187 TE: 43 |
| Knowledge | |
| 3.10 Explain how to repeat, copy, and remove paragraph formatting | |

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|---|---|
| Application | |
| 3.10.1 Edit a document repeating, copying, and removing paragraph formatting | |
| Knowledge | |
| 3.11 Explain the purpose of bullets | SE: 19, 48-52, 147 TE: 3, 11, 36 |
| Application | |
| 3.11.1 Create a bulleted list | SE: 19, 48-52, 147 TE: 3, 11, 36 |
| 3.11.2 Select a bullet from a list of choices, special characters, or other decorative pictures | SE: 48-52 TE: 11 |
| Knowledge | |
| 3.12 Explain automatic numbering | SE: 53-55 TE: 12 |
| Application | |
| 3.12.1 Create a numbered list using the numbering feature | SE: 53-55 TE: 12 |
| Knowledge | |
| 3.13 Explain special symbols and characters | SE: 23, 102, 129, 140 TE: 4, 25, 32, 35 |
| Application | |
| 3.13.1 Insert special symbols or characters into a document | SE: 23, 102, 129, 140 TE: 4, 25, 32, 35 |
| Knowledge | |
| 3.14 Describe changing margins for the entire document | SE: 102 TE: 25 |
| Application | |
| 3.14.1 Change the left, right, top, and bottom margins of a document | SE: 9, 102 TE: 1-2, 25 |
| Knowledge | |
| 3.15 Describe changing margins for a selection or section | SE: 48, 102 TE: 11, 25 |
| Application | |
| 3.15.1 Change the margins for a selection or section of the text | SE: 48, 102 TE: 11, 25 |
| Knowledge | |
| 3.16 Define hyphenation | SE: 166 TE: 39 |

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|---|---|
| Application | |
| 3.16.1 Use the hyphenation feature to automatically hyphenate words when needed | SE: 166 TE: 39 |
| Knowledge | |
| 3.17 Define <i>nonbreaking spaces</i> and <i>hyphenations</i> | |
| Application | |
| 3.17.1 Insert nonbreaking spaces and hyphens | |
| Knowledge | |
| 3.18 Explain the advantages of having the computer insert the date and time | SE: 146-152 TE: 36 |
| Application | |
| 3.18.1 Insert the date and time into documents, both as an updatable and nonchanging date | SE: 146-152 TE: 36 |
| Knowledge | |
| 3.19 Describe how to set and clear tabs | SE: 37-40 TE: 8 |
| Application | |
| 3.19.1 Set and clear tabs in a document | SE: 37-40 TE: 8 |
| Knowledge | |
| 3.20 Describe how to create a table, using tabs | SE: 26-27, 29-30, 32-33, 45-46, 51-52, 81-82, 92, 116, 153, 156 TE: 5, 6, 10, 11, 21, 23, 29, 37 |
| Application | |
| 3.20.1 Create a table, using tabs | SE: 26-27, 29-30, 32-33, 45-46, 51-52, 81-82, 92, 116, 153, 156 TE: 5, 6, 10, 11, 21, 23, 29, 37 |
| Knowledge | |
| 3.21 Explain the left, center, right, and decimal tab and when to use each | SE: 37-40 TE: 8 |
| Application | |
| 3.21.1 Create documents with left, center, right, and decimal tabs | SE: 37-40 TE: 8 |
| 3.21.2 Create a columnar document, using tabs | SE: 37-40 TE: 8 |
| Knowledge | |
| 3.22 Describe and explain when to use leader tabs | SE: 37-40 TE: 8 |

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|---|---|
| Application | |
| 3.22.1 Create a document, using leader tabs | SE: 37-40 TE: 8 |
| Knowledge | |
| 3.23 Explain the difference between horizontal and vertical centering | |
| Application | |
| 3.23.1 Center a document – center at least one line of the document horizontally | SE: 94-100 TE: 24 |
| Unit 4: Word Processing – Moving, Copying, and Revising Text Hours: 10 | |
| Terminology: Clipboard, Copy, Cut, Find/search, Paste, Replace | |
| Knowledge | |
| 4.1 Define terminology | SE: 31, 77, 79, 95 TE: 6, 20, 24 |
| Application | |
| 4.1.1 Prepare a list of terms with definitions | SE: 31, 77, 79, 95 TE: 6, 20, 24 |
| Knowledge | |
| 4.2 Explain cut and paste | SE: 31-33, 95 TE: 6, 24 |
| Application | |
| 4.2.1 Move text, using various cut and paste methods (keystrokes, mouse, menu options, toolbar) | SE: 31-33, 95 TE: 6, 24 |
| Knowledge | |
| 4.3 Explain copy and paste | SE: 77, 79, 147 TE: 20, 36 |
| Application | |
| 4.3.1 Copy text, using various cut and paste methods (keystrokes, mouse, menu options, toolbar) | SE: 77, 79, 147 TE: 20, 36 |
| Knowledge | |
| 4.4 Describe copy and paste between multiple documents | SE: 236 TE: 58 |
| Application | |
| 4.4.1 Copy and paste between multiple documents | SE: 236 TE: 58 |
| Knowledge | |
| 4.5 Describe find/search and replace | SE: 139-145 TE: 35 |

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| Application | |
| 4.5.1 Use the find/search and replace feature to edit a document | SE: 139-145 TE: 35 |
| Knowledge | |
| 4.6 Describe the advantages of find/search and replace to edit a document | SE: 139-145 TE: 35 |
| Application | |
| 4.6.1 Use the find/search and replace feature to edit a document | SE: 139-145 TE: 35 |
| Knowledge | |
| 4.7 Identify the clipboard | SE: 31, 77, 94-95, 118, 146-147, 151, 165 TE: 6, 20, 24, 29, 36, 39 |
| Application | |
| 4.7.1 View the clipboard when cutting or copying text or images | SE: 31, 77, 94-95, 118, 146-147, 151, 165 TE: 6, 20, 24, 29, 36, 39 |
| Unit 5: Spreadsheets – Creating, Editing, and Enhancing a Simple Worksheet, and Creating a Simple Chart or Graph Hours: 10 | |
| Terminology: Active cell, Cell, Cell address, Column, Currency, Formula, General format, Label, Math operators (*, /, +, -, ^), Mathematical order of operation (add/subtract, exponent, multiply/divide, parentheses), Row, SUM, Value, Worksheet | |
| Knowledge | |
| 5.1 Define terminology | SE: 208, 209, 210, 218, 242 TE: 51, 53, 61 |
| Application | |
| 5.1.1 Prepare a list of terms with definitions | SE: 208, 209, 210, 218, 242 TE: 51, 53, 61 |
| Knowledge | |
| 5.2 Describe which cell is active and how its address (name) is obtained | SE: 209, 251 TE: 51, 64 |
| Application | |
| 5.2.1 Move the active cell to an address (name) given | SE: 212, 216, 221-222 TE: 51, 52, 53 |
| Knowledge | |
| 5.3 Describe how to navigate between worksheets and around the current worksheet | SE: 368-371 TE: 97 |
| Application | |
| 5.3.1 Move to various cells on the same and different worksheets | SE: 368-371 TE: 97 |
| Knowledge | |
| 5.4 Describe how to print a worksheet | SE: 212 TE: 51 |

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| Application | |
| 5.4.1 Print a worksheet | SE: 212, 216-217, 221-222, 224-225, 227-228, 230-231, 235-236, 239-240, 245, 248 TE: 51, 53, 54, 55, 56, 58, 60,61, 62 |
| Knowledge | |
| 5.5 Describe how to enter and edit data in a worksheet | SE: 212, 216-217, 221-222, 224-225, 227-228, 230-231, 235-236, 239-240, 245, 248 TE: 51, 53, 54, 55, 56, 58, 60,61, 62 |
| Application | |
| 5.5.1 Enter data in a worksheet and edit existing data | SE: 212, 216-217, 221-222, 224-225, 227-228, 230-231, 235-236, 239-240, 245, 248 TE: 51, 53, 54, 55, 56, 58, 60,61, 62 |
| Knowledge | |
| 5.6 List order of operations and math operators | SE: 242-243 TE: 61 |
| Application | |
| 5.6.1 Enter formulas, correctly using the order of operations and the math operators | SE: 242-243, 245, 260-261, 271-272, 289-290, 293-296, 302-303, 305-306 TE: 61, 66, 70, 76, 78, 80-82 |
| Knowledge | |
| 5.7 Explain the SUM function | SE: 209, 211, 212, 316-319 TE: 51, 84 |
| Application | |
| 5.7.1 Enter formulas, using the SUM function | SE: 212, 231, 239, 244, 316-319 TE: 51, 56, 60, 62, 84, |
| Knowledge | |
| 5.8 Describe how to insert extra rows and columns | SE: 210, 211, 212 TE: 51 |
| Application | |
| 5.8.1 Insert extra rows and columns into an existing worksheet | SE: 212, 322-323 TE: 51, 85 |
| Knowledge | |
| 5.9 Describe how to delete rows and columns | SE: 266-268 TE: 68 |
| Application | |
| 5.9.1 Delete rows and columns from an existing worksheet | SE: 266-268 TE: 68 |
| Knowledge | |
| 5.10 Explain how to move data from one cell to another | SE: 278, 280, 320-323, 327-330 TE: 73, 85, 87 |

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| Application | |
| 5.10.1 Move data to another cell | SE: 278, 280, 320-323, 327-330 TE: 73, 85, 87 |
| Knowledge | |
| 5.11 Describe some of the commonly used formats for numbers (commas, currency, number of decimal places, percentages, etc.) | SE: 246-248, 249-250, 273-277 TE: 62, 63, 71 |
| Application | |
| 5.11.1 Apply formatting to values in numeric cells | SE: 246-248, 273-277, 304, 309, 311 TE: 62, 71, 81, 83 |
| Knowledge | |
| 5.12 Describe commonly used label formats (bold, italic, etc.) | SE: 279-283, 297, 309, 311 TE: 73, 79, 83 |
| Application | |
| 5.12.1 Apply formatting to the values in label cells | SE: 279-283, 313-314 TE: 73, 83 |
| Unit 6: Internet and Ethical Use of Technology Resources Hours: 5 | |
| Terminology: Browser, Censorship, Cookie, Copyright, Favorites (bookmarks), Freeware, Hacker, Home page, Hyperlink, Hypertext Markup Language (HTML), Hypertext Transfer Protocol (HTTP), Internet, Intranet, Modem, Online, Public domain, Search engines (surfing the Internet), Shareware, Telecommunications, Universal Resource Locator (URL), Web page, World Wide Web (WWW) | |
| Knowledge | |
| 6.1 Define terminology | SE: 2, 9, 47, 58, 157, 190, 232, 393 TE: 1-2, 11, 38, 44, 57, 104 |
| Application | |
| 6.1.1 Prepare a list of terms with definitions | SE: 2, 9, 47, 58, 157, 190, 232, 393 TE: 1-2, 11, 38, 44, 57, 104 |
| Knowledge | |
| 6.2 Identify a URL | SE: 2, 9, 16, 47, 157, 163, 169, 405 TE: 1-2, 11, 38, 39, 108 |
| Application | |
| 6.2.1 Use the URL to go to a specified site | SE: 45-46 TE: 10 |
| Knowledge | |
| 6.3 Identify a browser | SE: 2, 157-158, 233 TE: 1-2, 38, 57 |
| Application | |
| 6.3.1 Navigate through the Internet, using the toolbar on the browser | SE: 16 TE: 1-2 |

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| Knowledge | |
| 6.4 Discuss privacy issues and how data is gathered about the user -- both voluntarily and involuntarily | |
| Application | |
| 6.4.1 Give examples involving proxy issues | |
| Knowledge | |
| 6.5 Discuss the reliability and accuracy of information found on the Internet | SE: 45-46 TE: 10 |
| Application | |
| 6.5.1 Give examples of reliability and accurate information found on the Internet | SE: 45-46 TE: 10 |
| Knowledge | |
| 6.6 Discuss copyright and fair use laws as they apply to text, graphics, sound clips, etc. | SE: 32-33, 58-59, 190-191, 393, 419-420, 510-511 TE: 6, 13, 44, 104, 111 |
| Application | |
| 6.6.1 Follow copyright laws in using the information found on the Internet | SE: 32-33, 58-59, 190-191, 393, 419-420 TE: 6, 13, 44, 104, 111 |
| Knowledge | |
| 6.7 List several commonly used search engines | SE: 9 TE: 1-2 |
| Application | |
| 6.7.1 Use several search engines to find information | SE: 2, 9, 45-46, 61, 124, 127, 129, 131, 135, 233, 324-325, 338, 387, 394, 431, 433, 435, 504, 510, 512, 518, 526, 528, 530, 532, 600, 669 TE: 1-2, 10, 30-31, 32, 33, 34, 57, 86, 89, 101, 104, 116, 117, 118, 138, 141, 142- 143, 145, 146, 147, 148, 170, 187 |
| Knowledge | |
| 6.8 Explain why it is important to narrow a search | SE: 124, 324, 419-431, 502-503, 565, 600, 669, 695 TE: 30-31, 86, 111-116, 138, 158, 170, 187, 194 |
| Application | |
| 6.8.1 Use techniques to narrow a search | SE: 124, 324, 419-431, 502-503, 565, 600, 669, 695 TE: 30-31, 86, 111-116, 138, 158, 170, 187, 194 |
| Knowledge | |
| 6.9 Explain favorites/bookmarks | |

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| ARKANSAS COMPUTER APPLICATIONS I CURRICULUM CONTENT FRAMEWORKS | PAGE(S) WHERE TAUGHT (If submission is not a text, cite appropriate resource(s)) |
|---|---|
| Application | |
| 6.9.1 Save a picture from a Web page to a folder | SE: 394 TE: 104 |
| Knowledge | |
| 6.10 Explain how to copy text from a Web page to a word processing document | |
| Application | |
| 6.10.1 Copy text to be used in an assignment to a word processing document | |
| Knowledge | |
| 6.11 Describe how to save a picture from a Web page | SE: 394 TE: 104 |
| Application | |
| 6.11.1 Save a picture from a Web page to a folder | SE: 394 TE: 104 |
| Knowledge | |
| 6.12 Identify the elements needed to cite a source on the Internet | SE: 190, 510 TE: 44, 139-140 |
| Application | |
| 6.12.1 Use appropriate citations based on your district/school policy | SE: 190, 510 TE: 44, 139-140 |
| Knowledge | |
| 6.13 Discuss the ethical use of technology | |
| Application | |
| 6.13.1 Use technology ethically every day in class | |
| Unit 7: Presentation – Developing a Simple Presentation Hours: 5 | |
| Terminology: Design template, Presentation software, Slide, Slide layout, Title slide | |
| 7.1 Define terminology | |
| Application | |
| 7.1.1 Prepare a list of terms with definitions | SE: 398 TE: 106-107 |
| Knowledge | |
| 7.2 Describe different types of slides | SE: 399 TE: 106-107 |
| Application | |
| 7.2.1 Develop a title slide | SE: 399 TE: 106-107 |
| 7.2.2 Create a slide that uses a bulleted list | SE: 403-404 TE: 106-107 |

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|---|---|
| Knowledge | |
| 7.3 Explain the importance of clip art and pictures in presentations | SE: 400 TE: 106-107 |
| Application | |
| 7.3.1 7.3.2 Create a slide that uses clip art Create a slide that uses a picture from a file | SE: 400-401, 402, 406, 414 TE: 106-107, 108, 109 |
| Knowledge | |
| 7.4 Describe different types of view modes (slide sorter, outline, slide show) | SE: 400, 402 TE: 106-107 |
| Application | |
| 7.4.1 Use different types of view modes (slide sorter, outline, slide show) | SE: 400 TE: 106-107 |
| Knowledge | |
| 7.5 Define <i>design template</i> | SE: 399 TE: 106-107 |
| Application | |
| 7.5.1 Apply a design template to slides to change the background | SE: 411, 413, 415, 520, 522 TE: 109, 110, 144 |
| Knowledge | |
| 7.6 Explain how presentation software is used in conjunction with a speech or talk | SE: 510, 513, 521 TE: 139-140, 144 |
| Application | |
| 7.6.1 Make a speech or talk, using the presentation designed | SE: 510, 513, 521 TE: 139-140, 144 |

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