

## Software Tech Performance Objectives and Competencies

### Objective: Demonstrate proper file management techniques and computer fundamentals.

- Read, write, define, understand, and use computer terminology.
- Read, interpret, and follow documentation concerning the care and operation of software and hardware.
- Use help menus and reference manuals as needed for technical help and formatting of documents
- Demonstrate appropriate file management techniques.
- Identify and demonstrate the use of computer peripherals including printers, input devices, and storage devices, utilizing written and electronic references.
- Demonstrate the purpose and care of computer components, including peripherals.

### Objective: Students will be able to research/retrieve on the Internet and understand rules and laws pertaining to plagiarism and ethics while adhering to district Acceptable Use Policies.

- Practice a code of ethics for information systems.
- Adhere to safety and security policies (e.g., acceptable use policy, Web page policies, and student photo policies).
- Identify laws and rules pertaining to computer crime, fraud, and abuse.
- Recognize copyright laws and communication protocol.
- Analyze validity of sites as a result of conducting searches
- Determine the purpose or application of information posted on a site
- Perform basic browser functions (e.g. favorites, history, navigation buttons, menus, preferences)
- Understand and apply the rules of Netiquette
- Copy, paste and save from the Internet
- Analyze the effectiveness of online information resources to support collaborative tasks, research, publications, communications, and increased productivity.

### Objective: Students will be able to create business documents such as memos, letters, reports, tables, and announcements. They should exhibit editing and proofreading skills in the process. (Word)

- Use the Undo, Redo, and Repeat commands
- Apply font formats (bold, italic, and underline)
- Use the Spelling and Grammar command
- Insert page breaks
- Insert and move text
- Cut, copy, paste
- Select and change font and font size
- Apply character effects (superscript, subscript, strikethrough, small caps and outline)
- Insert date and time
- Align text in paragraphs (center, left, right, and justified)
- Add bullets and numbering
- Set character, line and paragraph spacing options
- Use indentation options (left, right, first line, and hanging indent)
- Use Tabs command (center, decimal, left, and right)
- Print a document
- Use print preview
- Navigate through a document
- Insert page numbers
- Set page orientation
- Set margins
- Create and modify headers and footers
- Align text vertically
- Use Click and Type
- Use save
- Locate and open an existing document
- Use Save As (different name, location or format)
- Create and format tables
- Revise tables (insert and delete rows and columns and change cell formats)
- Modify table structure (merge cells, change height, and width)
- Use a drawing tools
- Insert graphics into a document (Clipart and images)
- Text Wrap around graphics

### Objective: Students will be able to create a single file web page (Word)

- Create hyperlink
- Insert logo
- Format font
- Add horizontal rule/line
- Save as index page
- Understand and apply title and name of page
- Create an images folder

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**Objective: Students will be able to demonstrate proficiency by generating on-screen presentations. (PowerPoint)**

- Delete slides
- Create a specified type of slide (e.g. Master Slide)
- Create a presentation from a template or a wizard
- Navigate among different views (slide, outline, sorter, and tri-pane)
- Insert headers and footers
- Change the order of slides
- Check spelling
- Change the text alignment
- Create a text box for entering text
- Add a picture
- Add and group shapes
- Apply formatting
- Scale and size an object
- Add slide transitions and build effects
- Print slides in a variety of formats
- Save changes to a presentation
- Save as a new presentation

**Objective: Students will be able to organize information on a spreadsheet and incorporate charts and graphs. (Excel)**

- Use Undo and Redo
- Clear cell content and/or formats
- Enter text, dates, and numbers
- Edit cell content
- Navigate to a specific cell
- Insert and delete selected cells
- Cut, copy, paste, and move selected cells
- Work with series
- Use Save
- Use Save As (different name, location, and format)
- Locate and open an existing file
- Apply font styles (typeface, size, color, and styles)
- Apply number formats (currency, percent, dates, and commas)
- Modify row and column size
- Modify alignment of cell content
- Adjust decimal places
- Apply cell borders and shading
- Merge cells
- Use an absolute reference in a formula
- Preview and print spreadsheets and files
- Print a selection
- Change page orientation and scaling
- Set page margins and centering
- Set up headers and footers
- Set print titles and options (gridlines, print quality, and headings for rows and columns)
- Insert and delete rows and columns
- Change the zoom setting
- Move between spreadsheets in a file
- Check spelling
- Rename a spreadsheet
- Insert and delete spreadsheets
- Enter formulas in a cell
- Revise formulas
- Use basic automatic functions
- Preview and print charts
- Create a chart
- Modify charts
- Use the fill handle to copy cells

**Objective: Students will be able to enter, create, edit and sort databases. (Access)**

- Populate (enter data into) and edit fields and records
- Describe search strategies and use them to solve common information problems.
- Sort and retrieve data from databases.
- Identify the variety of data types that are stored in database management systems.
- Determine appropriate data inputs for your database
- Determine appropriate data outputs for your database
- Create table structure
- Print database objects (tables, forms, reports, queries)
- Navigate through records in a table, query, or form
- Create a database
- Set primary keys
- Modify field properties
- Use multiple data types
- Modify tables using design view
- Switch between object views
- Enter records using a datasheet
- Delete records from a table
- Find a record
- Sort records