

School District of Loyal

Computer Applications

Grade: 9

Student Learning Targets



Class: Computer Applications

Students who demonstrate understanding can:

WI State Standards	Standard:	Student Learning Targets:
BIT.IT.1	Students will apply appropriate computer applications to meet personal and business needs.	<p>Students will be able to:</p> <ul style="list-style-type: none"> ● Demonstrate the touch method of keyboarding on an alphanumeric keyboard at acceptable speed and accuracy levels. Recommended minimum proficiency: 5 wpm x grade level. ● Utilize templates, themes, and styles to improve productivity and efficiency. ● Create and modify tables. ● Apply advanced editing and formatting features: find/replace, paragraph, column layout, and pagination options ● Customize documents using formatting elements: alignment, spacing, borders, and lists. ● Use an email application to create emails using to, cc, and bcc addressing, and include attachments. ● Create, move, copy, delete, and rename files and folders on desktop and cloud systems. ● Manage printing options: printing specific pages, multiple pages per sheet, paper size, orientation, and print to PDF. ● Enhance the usability of documents with advanced tools: bookmarks, hyperlinks, page and section breaks, headers, and footers ● Create custom document elements such as Quickparts, themes, color, and style sets. ● Insert and modify graphic elements: pictures, video, audio, SmartArt, 3D models, and screenshots.

		<ul style="list-style-type: none"> ● Create and manage references in a document: footnotes, endnotes, index entries, figure and table captions, citations, and sources. ● Collaborate on documents using multi-user features: tracking changes, merging documents, and online collaboration. ● Enter data into a spreadsheet. ● Enhance a spreadsheet visually using fonts, colors, and cell properties. ● Fill cells using flash fill and advanced fill series options. ● Set the print area, headers, and footers for a workbook. ● Customize options and views, including freezing worksheet rows and columns, changing window views, and displaying formulas ● Create, modify, and analyze information in charts. ● Calculate and summarize data using subtotals and totals. ● Construct basic formulas and use common functions to perform calculations ● Calculate and summarize data using subtotals and totals. ● Manage and use data among multiple worksheets and workbooks.
BIT.BC.5	Students will develop effective communication skills to support success in the workplace.	<p>Students will be able to:</p> <ul style="list-style-type: none"> ● Discuss basic communication skills used on various jobs. ● Create a digitally accessible and print version of a resume. ● Develop a letter of application or cover letter. ● Identify online sources to use for preparing for a future career. ● Obtain permission and create a list of professional references. ● Identify appropriate strategies for accepting or rejecting a job offer.