Word Processing (Word) performance objectives:
Student will demonstrate proficiency by:

- Be able to print document using various of settings
- Saving a document to a new location/various formats
- Change the format of text displayed in the document (**bold**, *italic*, alignment, etc.)
- Configure paragraph formatting
- Create a table/list from given as well as reverting back to text

Spreadsheet (Excel) performance objectives:
Student will demonstrate proficiency by:

- Be able to print a worksheet using various of settings
- Saving worksheet to a new location/various formats
- Edit a cell content with data/formulas
- Change the format of text displayed in the worksheet (**bold**, *italic*, alignment, etc.)
- Modify rows/columns (inserting, deleting, width, height, etc.)
- Fill a range of cells with a series of a label (months, numbers, letters, etc.)
- Format worksheet (orientation, gridlines, headers/footers, etc.)
- Understand and create formulas in cells

Database software (Access) performance objectives:
Student will demonstrate proficiency by:

- Be able to open/close table in datasheet view
- Switch to table design view
- Change/modify field's data type
- Create a new table/query
- Sorting field (ascending, descending, etc.)

Presentation software (PowerPoint) performance objectives:
Student will demonstrate proficiency by:

- Be able to print PowerPoint using various of settings
- Insert/create/modify shapes, lists, charts, tables, etc.
- Change the format of text displayed in the PowerPoint (**bold**, *italic*, alignment, etc.)
- Modify/insert slides (deleting, specific layout, moving, etc.)
- Apply theme, animation and transitions to slides
- Run and manage a slide show

Computer Concepts

- Safeguard computer
- Troubleshoot common hardware problems
- Understanding of output devices
- E-mail and internet risks
- Privacy risks
- Internet etiquette
- Understanding the web
- Troubleshoot software problems
- Evaluating online information
- Ethical use of information

Computer Literacy Terms

Software pack	Troubleshoot	
Graphics card	Microprocessor	Bandwidth
Bug	Instruction set	Bits
Analog	Reboot	Chip/microprocessor
Peripheral	PC	CPU
Byte	Modulator	Demodulator
ASCII	Hardware	DPI
Computer programs	Executable file	Firewall
Mosaic	Web page	HTML
Worm	Trojan Horse	LAN
Machine language	Software	Megabyte
Monitor	Microprocessor	Megahertz
Phishing	Malware	Netiquette
Duplex Printing	Input	Output
Virus	Spyware	Piggyback
Security holes	Identity theft	Piracy
Voice synthesizer	Flat panel	Projector
External recipients	Optimize drive	Router
Modem	Hard copy	Soft copy
Safe mode	Antivirus program	Software patch
Special-purpose computers	Network	Terminals
Identity theft	World wide web	Web site