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<b>Foundations</b>	<p>Use smooth and rhythmic keystroke patterns including key by touch for number and extension (tab, shift, ctrl, backspace, \, enter) keys. Use data input skills including one space after punctuation, em (--) and en (-) dashes, and smart quotation marks. Use and compare terminology related to the internet appropriately, including electronic email, Uniform Resource Locators (URL's), electronic bookmarks, local area networks (LANs), wide area networks (WANs), World Wide Web page and HyperText Markup Language (HTML). Use manual feed tray on printer for projects including duplex printing and printing on various types of paper including card stock, colored, or special size paper. Discuss copyright laws and issues including ethical acquisition and use of digital information. Demonstrate the ability to cite sources using established methods including MLA or online bibliography writing sites. Demonstrate using proper etiquette while on any computer including while in classroom, lab, on the Internet, and intranet. Describe consequences of copyright violations including hacking, piracy, intentional virus setting, and invasion of privacy. Use terminology for multimedia software including digital files, image quality, linear (slideshow) and non-linear (brochure). Use input devices including digital video cameras. Compare, contrast, and use various input, output, processing, and storage devices.</p>	<p>Demonstrate speed of 15 wpm on exercises including short timed practices. Reinforce data input skills including one space after punctuation, em (--) and en (-) dashes, and smart quotation marks. Reinforce copyright laws and issues including ethical acquisition and use of digital information. Reinforce the ability to cite sources using established methods including MLA or online bibliography writing sites. Reinforce using proper etiquette while on any computer including while in classroom, lab, on the Internet, and intranet. Reinforce consequences of copyright violations including hacking, piracy, intentional virus setting, and invasion of privacy.</p>	<p>Develop strategies for capturing digital files while conserving memory and retaining image quality including file types, file size, and camera settings. Identify the impact of technology applications on society including research, interviews, and personal observations. Understand relevancy of technology including future careers. Explain the difference between analog and digital technology systems including examples of each. Use different file formats including making necessary adjustments. Reinforce speed of 15 wpm on exercises including short timed practices. Reinforce copyright laws and issues including ethical acquisition and use of digital information. Reinforce the ability to cite sources using established methods including MLA or online bibliography writing sites. Reinforce using proper etiquette while on any computer including while in classroom, lab, on the Internet, and intranet. Reinforce consequences of copyright violations including hacking, piracy, intentional virus setting, and invasion of privacy.</p>
<b>Information Acquisition</b>	<p>Include the use of thesaurus and dictionary functions to evaluate work progress. Demonstrate the ability to identify source, location, media type, relevancy, and content validity of available on-line information. Use strategies to locate and acquire desired information on LANs and WANs including Internet, intranet, on-line catalogs, and collaborative software. Identify, create, and use files in various formats, including bitmapped/vector graphics, image, video files.</p>	<p>Resolve information conflicts and validate information including accessing, researching, and comparing data. Reinforce the use of thesaurus and dictionary functions to evaluate work progress. Reinforce the ability to identify source, location, media type, relevancy, and content validity of available on-line information. Reinforce strategies to locate and acquire desired information on LANs and WANs including Internet, intranet, on-line catalogs, and collaborative software. Reinforce appropriate electronic strategies in the acquisition of information including keyword and Boolean search strategies. Reinforce the identification, creation, and use of files in various formats, including bitmapped/vector graphics, image, video files.</p>	<p>Reinforce the use of thesaurus and dictionary functions to evaluate work progress. Reinforce resolution of information conflicts and validate information including accessing, researching, and comparing data. Reinforce the ability to identify source, location, media type, relevancy, and content validity of available on-line information.</p>

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<b>Solving Problems</b>	Use word processing software features including page setup, page layout, multi-column or multi-section with a variety of text-wrapped frame formats. Create and edit spreadsheets including formulas, and functions, chart information, and all data types including letters and numbers, addition, subtraction, multiplication, division, sum, and average. Differentiate between variety of graphic tools including draw and paint applications. Use technology in self-directed activities including slideshows, digital video, pictures, and web pages for defined audiences. Demonstrate proficiency in use of multimedia authoring programs by creating linear or nonlinear projects including text, audio, video, and graphics. Participate with electronic communities including using student web pages. Differentiate between and integrate two or more productivity/graphics tools including tables, charts and graphs, graphics from paint or draw programs, and mail merge into a document.	Use word processing features including page break, tab settings, and ruler settings. Integrate two or more productivity tools including spreadsheets into a document. Reinforce creating and editing spreadsheets including formulas, and functions, chart information, and all data types including letters and numbers, addition, subtraction, multiplication, division, sum, and average. Reinforce participation with electronic communities including student web pages. Reinforce differentiation between an integration of two or more productivity/graphics tools including tables, charts and graphs, graphics from paint or draw programs, and mail merge into a document.	Use technical writing strategies to create products including a concise set of instructions for performing a task. Design and implement procedures to track timelines and review and evaluate progress using technology tools including project management tools. Plan, create, and edit databases including defining fields, entering data, sorting, finding, creating queries, and designing layouts appropriate for reporting. Reinforce participation with electronic communities including student web pages.
<b>Communication</b>	Create a variety of spreadsheet layouts including using descriptive labels and page settings. Match the chart style to the data when creating and labeling charts including pie, bar, and line charts. Use page design including video, sound, animation, color, creating and modifying text objects, importing and modifying graphics and clip art to effectively communicate information. Evaluate the product for relevance to the assignment or task including using established criteria for peer editing. Use a variety of layouts in a database including horizontal and vertical layouts to communicate information appropriately. Use database software as a productivity tool to create effective document files including a report for defined audiences. Use telecommunication tools for publishing including Internet browsers.	Design and create interdisciplinary presentations including slideshows, brochures, and web pages for defined audiences. Reinforce matching the chart style to the data when creating and labeling charts including pie, bar, and line charts. Reinforce evaluation of product for relevance to the assignment or task including using established criteria for peer editing.	Reinforce the use of a variety of layouts in a database including horizontal and vertical layouts to communicate information appropriately. Reinforce the use of database software as a productivity tool to create effective document files including a report for defined audiences.