

**Archdiocese of Philadelphia
Secondary School System
Business/Technology Education Standards
Technology Explorations I, Grade 9**

1. Computer Basics

Content Standard

1.1 Networking of the School

Competency Standard

- 1.1.1 Importance of password security
- 1.1.2 Login and out of school system
- 1.1.3 Saving to the school network
- 1.1.4 Saving to PC
- 1.1.5 Saving to CD and disk
- 1.1.6 Printing from the network
- 1.1.7 Terms related to the above
- 1.1.8 Starting and closing the Office programs from the Desktop

2. Word Processing

Content Standard

2.1 Review of Microsoft Word Basics

Competency Standard

- 2.1.1 The Word Window
- 2.1.2 Correct errors
- 2.1.3 Word wrap
- 2.1.4 Use Undo and Redo
- 2.1.5 Paragraph mark
- 2.1.6 Nonprinting characters
- 2.1.7 Save and Save As
- 2.1.8 Preview a document
- 2.1.9 Check spelling, correct grammar and use of Thesaurus
- 2.1.10 Use AutoCorrect, select text
- 2.1.11 Alignment of text
- 2.1.12 Align a document vertically and horizontally
- 2.1.13 Proofreading marks
- 2.1.14 Proofreading skills
- 2.1.15 Critical thinking skill exercises

3. Formatting a Letter

Content Standard

3.1 Format a Personal Business Letter

Competency Standard

- 3.1.1 Insert the date and time
- 3.1.2 Parts of a letter
- 3.1.3 Formatting a Full Block letter
- 3.1.4 Formatting a Modified Block letter

Content Standard

3.2 Use of templates

Competency Standard

- 3.2.1 Use of a template for a letter
- 3.2.2 Use of a template for Envelopes and Labels
- 3.2.3 Critical thinking skill exercises

4. Report Styles

Content Standard

4.1 MLA/APA Reports

Competency Standard

- 4.1.1 Work with English Department to determine school-wide report style
- 4.1.2 Work with English Department for cross-curricular ideas
- 4.1.3 Format a one-page report
- 4.1.4 Set margins
- 4.1.5 Set tabs for quotations
- 4.1.6 Create Headers and Footers
- 4.1.7 Insert page numbering
- 4.1.8 Proper citing of Internet sites
- 4.1.9 Critical thinking skill exercises

5. Internet

Content Standard

5.1 Internet Evaluation

Competency Standard

- 5.1.1 Evaluate and critique web sites
- 5.1.2 Analyze online information critically and competently for accuracy, relevance, comprehensiveness, authority, bias, point of view and purpose
- 5.1.3 Gathering information from the Internet
- 5.1.4 Proper search engine research
- 5.1.5 Proper subject directly research
- 5.1.6 Critical thinking skill exercises

Content Standard

5.2 Ethics for Internet Research

Competency Standard

- 5.2.1 Religious values and technology
- 5.2.2 Adhere to copyright laws
- 5.2.3 Determining responsible use of technology
- 5.2.4 The use of copy and paste from Internet sites
- 5.2.5 Handing in work that is not their own
- 5.2.6 Disk and file copying
- 5.2.7 Internet Security
- 5.2.8 Critical thinking skill exercises

6. PowerPoint

Content Standard

6.1 PowerPoint Review and Design Basics

Competency Standard

- 6.1.1 Blank Presentation vs. Template Presentation
- 6.1.2 Use of slide design templates
- 6.1.3 Use placeholders
- 6.1.4 Add slides
- 6.1.5 Slide views
- 6.1.6 Move slides
- 6.1.7 Change slide layout or design
- 6.1.8 Formatting a slide using changes in font, size, background and color
- 6.1.9 Move and copy text
- 6.1.10 Adding transitions, sounds and animation
- 6.1.11 Advance slide timing
- 6.1.12 Critical thinking skill exercises

7. Excel

Content Standard

7.1 Excel Review and Basics

Competency Standard

- 7.1.1 Create a new blank workbook
- 7.1.2 Create a workbook from a Template
- 7.1.3 Enter labels
- 7.1.4 Delete cell contents
- 7.1.5 Change from workbook to workbook
- 7.1.6 Use of AutoComplete and AutoCorrect
- 7.1.7 Numeric Labels and Values
- 7.1.8 Create a Series

- 7.1.9 Change Column Width
- 7.1.10 Enter a formula for Science and Math
- 7.1.11 Selecting a group of cells
- 7.1.12 Formatting data such as fonts and font size, number formats, percent and comma
- 7.1.13 format, currency; add color to cells
- 7.1.14 Copy and paste data
- 7.1.15 Insert and delete columns and rows
- 7.1.16 Move and/or drag-and-drop data
- 7.1.17 Using graphing for Science and Math
- 7.1.18 Critical thinking skill exercises

8. Access

Content Standard

8.1 Access Review and Basics

Competency Standard

- 8.1.1 Navigate in a Database
- 8.1.2 Database file
- 8.1.3 Datasheet view
- 8.1.4 Sort data alphabetically or numerically
- 8.1.5 Sort data in Ascending or descending order
- 8.1.6 Enter records
- 8.1.7 Edit records
- 8.1.8 Delete records
- 8.1.9 Plan a database
- 8.1.10 Create a database
- 8.1.11 Change field names
- 8.1.12 Critical thinking skill exercises

9. Class Presentations

Content Standard

9.1 Techniques

Competency Standard

- 9.1.1 Use of PowerPoint
- 9.1.2 Use of the Smart Board
- 9.1.3 Use of the Net Tutor Program
- 9.1.4 Use of the LCD Projector