

Section Standards

Standard	Full Standard/Description
CSO: Computer Skills Overall	
K.1: K.1 - Complete lessons with proficient accuracy in EduTyping	K.1 - Keyboarding: Complete lessons with proficient accuracy in EduTyping
K.2: K.2 - Complete timed writings with proficient accuracy in EduTyping	K.2 - Keyboarding: Complete timed writings with proficient accuracy in EduTyping
K.3: K.3 - Demonstrate proper keyboarding techniques: 1. Fingers curved on the home row 2. Wrists straight and off the keyboard and desk 3. Sitting up straight 4. Feet flat on the floor 5. Eyes on monitor or copy	K.3 - Keyboarding: Demonstrate proper keyboarding techniques: 1. Fingers curved on the home row 2. Wrists straight and off the keyboard and desk 3. Sitting up straight 4. Feet flat on the floor 5. Eyes on monitor or copy
W.1: W.1 - Change line spacing in Microsoft Word	W.1 - Word: Change line spacing in Microsoft Word
W.2: W.2 - Insert and format bullets and numbering in Microsoft Word	W.2 - Word: Insert and format bullets and numbering in Microsoft Word
W.3: W.3 - Insert pictures from file or an online picture in Microsoft Word	W.3 - Word: Insert pictures from file or an online picture in Microsoft Word
W.4: W.4 - Format pictures using picture tools in Microsoft Word	W.4 - Word: Format pictures using picture tools in Microsoft Word
W.5: W.5 - Insert and format shapes and lines in Microsoft Word	W.5 - Word: Insert and format shapes and lines in Microsoft Word
E.1: E.1 - Resize row and column sizes in Microsoft Excel	E.1 - Resize row and column sizes in Microsoft Excel
E.2: E.2 - Use autofill in Microsoft Excel	E.2 - Use autofill in Microsoft Excel
E.3: E.3 - Format numbers (decimal points, dollar signs, etc...) in Microsoft Excel	E.3 - Format numbers (decimal points, dollar signs, etc...) in Microsoft Excel
E.4: E.4 - Calculate formulas for addition, subtraction, multiplication, division, and average in Microsoft Excel	E.4 - Excel: Calculate formulas for addition, subtraction, multiplication, division, and average in Microsoft Excel

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E.5: E.5 - Create a chart with data labels in Microsoft Excel	E.5 - Excel: Create a chart with data labels in Microsoft Excel
E.6: E.6 - Add chart title and change chart colors in Microsoft Excel	E.6 - Excel: Add chart title and change chart colors in Microsoft Excel
PPT.1: PPT.1 - Insert and delete slides in Microsoft PowerPoint	PPT.1 - Insert and delete slides in Microsoft PowerPoint
PPT.2: PPT.2 - Change slide layout in Microsoft PowerPoint	PPT.2 - Change slide layout in Microsoft PowerPoint
PPT.3: PPT.3 - Choose a color scheme in Microsoft PowerPoint	PPT.3 - Choose a color scheme in Microsoft PowerPoint
PPT.4: PPT.4 - Follow the Rule of 6 in Microsoft PowerPoint	PPT.4 - Follow the Rule of 6 in Microsoft PowerPoint
PPT.5: PPT.5 - Add transitions in Microsoft PowerPoint	PPT.5 - Add transitions in Microsoft PowerPoint
PPT.6: PPT.6 - Create a custom animation in Microsoft PowerPoint	PPT.6 - Create a custom animation in Microsoft PowerPoint
P.1: P.1 - Insert a text box in Microsoft Publisher	P.1 - Insert a text box in Microsoft Publisher
P.2: P.2 - Format text box (change border style and color and change the text box fill color) in Microsoft Publisher	P.2 - Format text box (change border style and color and change the text box fill color) in Microsoft Publisher
P.3: P.3 - Change the background color/style in Microsoft Publisher	P.3 - Change the background color/style in Microsoft Publisher
P.4: P.4 - Insert a picture from file or online picture in Microsoft Publisher	P.4 - Insert a picture from file or online picture in Microsoft Publisher
P.5: P.5 - Format a picture (rotate, add a border, add a picture style, add a picture border, resize properly) in Microsoft Publisher	P.5 - Format a picture (rotate, add a border, add a picture style, add a picture border, resize properly) in Microsoft Publisher
DOC: * Documentation	
LC: Learning Characteristics	
LC1A: Invested In Learning - Seeks help, takes advantage of opportunities and actively	

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	engages in the classroom learning environment.
	LC2A: Collaboration/ Cooperation - Listens to and considers ideas of peers, contributes to group and group tasks, communicates with others respectfully.
	LC3A: Respect - Consistently arrives to class on time, follows directions, consistently displays positive behavior.
	LC4A: Responsibility - Consistently is prepared for class, completes work and shows initiative to begin tasks without prompting.