COMPUTER APPLICATIONS COMPETENCIES

1. What is a computer
   a. Understands the four basic computer operations: input, processing, output, and storage
   b. Distinguishes difference between data and information
   c. Explains the principal components of the computer
   d. Understands the four common types of storage devices: magnetic disk, optical disks, tape, and miniature mobile storage media
   e. Explains the difference between system software and application software

2. What is a network
   a. Identifies the difference between a local area network and a wide area network
   b. Identifies what is the Internet and what is the World Wide Web
   c. Identifies what is e-commerce

3. Operating system
   a. Describes an operating system environment
   b. Demonstrates basic mouse operations: point, click, right-click, double-click, drag, and right-drag
   c. Demonstrates changing features on window: open, minimize, maximize, restore, move, size, scroll, and close
   d. Demonstrates use of menus, toolbars, dialog boxes, scroll bars, ruler, and on-line help
   e. Explains cursor movement using the mouse and keyboard shortcuts

4. File management techniques
   a. Demonstrates opening new and existing files
   b. Explains and demonstrates how to save, print and close a file
   c. Demonstrates use of display drive and folder contents
   d. Understands file management
   e. Demonstrates copy, move, rename and delete files
   f. Creates folders and subdirectories to manage files
   g. Understands how to copy files to create backup files
   h. Demonstrates how to compresses files

5. Formatting techniques
   a. Demonstrates select, delete and undelete features
   b. Demonstrates use of Go To command and converting case command
   c. Demonstrates setting text alignment
   d. Demonstrates text attributes
   e. Performs setting margins, tabs and indentations
   f. Performs add page numbers to a document
   g. Demonstrates use of bullets and numbering listings

6. Specialized features
   a. Demonstrates use of borders, shading, columns
   b. Performs insert of headers, footers, tables, graphics
   c. Performs sorts
   d. Performs use of table and column features
   e. Performs use of mail merge
   f. Performs use of find and replace feature

7. Features of the Internet
   a. Displays World Wide Web pages

b. Performs searches for information on the Web
c. Retains list of frequently used Web pages
d. Demonstrates print text and images features found on Web pages
e. Demonstrates downloading files from a web site
f. Incorporates pictures from the Internet into presentation templates
g. Incorporates information from the Internet into other software applications

8. Word processing application
   a. Identifies user interface components of word processing application
   b. Demonstrates use of create, edit, save, print, close, and open features in word processing documents
   c. Demonstrates use of editing and proofreading tools including page view and layout options
   d. Demonstrates applying character, paragraph, and document formats including styles
   e. Understands how to create a documentation style for research papers
   f. Understands how to view and modify document properties
   g. Demonstrates inserting picture features in a document: Clip Art, Word Art, and from file items
   h. Demonstrates use header and footer features
   i. Utilizes create, modify, and insert building blocks and quick parts
   j. Utilizes create, modify, and format tables
   k. Demonstrates save and preview Word document as a Web page including hyperlinks
   l. Utilizes keyboard shortcuts
   m. Demonstrates fill in a document template

9. Spreadsheet application
   a. Identifies user interface components of spreadsheet application
   b. Demonstrates ability to link files and use templates
   c. Demonstrates ability to design spreadsheets and use tables feature
   d. Demonstrates ability to build, edit, save, print, close, and open skills in worksheets
   e. Demonstrates use of formulas, what if analysis, and functions in worksheets.
   f. Demonstrates use of absolute and relative cell referencing
   g. Demonstrates use of built-in features including fill handle, AutoCalculate, Range Finder and data series
   h. Demonstrates ability to apply formats in worksheets
   i. Demonstrates ability to create, format, and print charts
   j. Performs save spreadsheet feature as a static Web page
   k. Performs save chart feature as a dynamic Web page

10. Presentation application
   a. Identifies user-interface components of presentation application
   b. Applies principles and techniques of presentation software
   c. Demonstrates ability to create, edit, save, print, close, and open presentations
   d. Performs add, edit, and enhance slides feature
   e. Demonstrates ability to prepare slide outline, notes page, and audience handouts
   f. Performs ability to enhance presentations using graphic elements
   g. Understands procedure to view slide show
   h. Demonstrates ability to customize a presentation
   i. Performs save and publish feature for presentation as a Web page

11. Communication via e-mail
   a. Demonstrates use of electronic mail messaging features: open, read, print, reply, and delete
   b. Ability to create e-mail distribution and contact list
   c. Ability to print a contact list
   d. Demonstrates use of folders to organize e-mail messages
   e. Ability to modify e-mail preferences

f. Ability to copy e-mail messages into word processing application
g. Ability to generate e-mail message with attachment
h. Demonstrates use of file attachment: insert and view
i. Ability to create and insert an e-mail signature

12. Simulated office activities
    a. Demonstrates use of oral and written communication skills
    b. Ability to complete assigned tasks accurately
    c. Applies correct spelling, punctuation, grammar, and proofreading
    d. Ability to file accurately – using quick filing kits
    e. Ability to retrieve information when needed

13. Problem-solving skills
    a. Discusses various ways to solve a problem
    b. Applies an appropriate problem solving skill to a specific situation
    c. Explains steps used to solve a problem
    d. Prioritizes various office tasks
    e. Demonstrates appropriate methods of performing various office tasks
    f. Discusses different methods by which a task could be completed

14. Effective/appropriate interpersonal skills
    a. Applies effective listening skills
    b. Demonstrates correct procedures for interacting with co-workers
    c. Understands function as a team member

15. Self-confidence
    a. Uses initiative in completing day-to-day tasks
    b. Prioritizes work
    c. Discusses methods of time managing office work
    d. Recognizes the importance of keeping pace with changes in office skills, techniques, and changing technology

16. Internal and external customer relations
    a. Demonstrates ability to apply speaking and writing skills
    b. Demonstrates knowledge of using an enthusiastic, positive, and tactful approach to others
    c. Applies problem-solving and negotiation strategies

17. Creation of projects
    a. Demonstrates ability to take pictures with digital cameras, cell phone, and a scanner to create pictures, brochures, labels, and greeting cards
    b. Demonstrates ability to integrate graphics into the school yearbook
    c. Demonstrates ability to assist with production of the school yearbook

18. Essential Employability Skills/Career Preparation Standards
    a. Demonstrates personal skill development (positive attitude, honesty, self-confidence and time management)
    b. Demonstrates effective interpersonal skills (group dynamics, conflict resolution and negotiations)
    c. Demonstrates academic skills, critical thinking and problem-solving in the workplace
    d. Demonstrates effective communication
    e. Demonstrates occupational safety issues and observe all safety rules
    f. Demonstrates career awareness and knowledge of pathways
    g. Demonstrates ability to adapt to changing technology

h. Demonstrates ability to prepare for employment (resume, job application, job interview and portfolio development)