
Coal City Unit District #1
Computers 6
Career and Technical Curriculum

CTE.C6:1 Students will demonstrate knowledge of keyboarding skills and review the importance of ergonomics. (NETS 1, 6)

- CTE.C6:1-1 Demonstrate proper posture (ergonomics) and finger placement.
- CTE.C6:1-2 Demonstrate home row on the QWERTY keyboard.
- CTE.C6:1-3 Apply touch typing techniques to create documents.
- CTE.C6:1-4 Participate in 1-minute timings.

CTE.C6:2 Students will demonstrate knowledge of word processing skills. (NETS 1, 6)

- CTE.C6:2-1 Identify print preview.
- CTE.C6:2-2 Label cut, copy and paste.
- CTE.C6:2-3 Define spell check.
- CTE.C6:2-4 Define line spacing.
- CTE.C6:2-5 Define the alignment of data.
- CTE.C6:2-6 Identify the change of page orientation.
- CTE.C6:2-7 Identify how to create number list.
- CTE.C6:2-8 Identify how to create bullet list to use as an outline.
- CTE.C6:2-9 Recognize use for indent controls.
- CTE.C6:2-10 Identify font choice, size and style.
- CTE.C6:2-11 Identify how to manipulate text boxes, clip art and shapes.

CTE.C6:3 Students will demonstrate knowledge of advanced word processing skills. (NETS 1, 2)

- CTE.C6:3-1 Recognize how to insert shapes and lines.
- CTE.C6:3-2 Identify tables and their parts.
- CTE.C6:3-3 Identify the process of grouping objects.
- CTE.C6:3-4 Identify the different ways to order objects.
- CTE.C6:3-5 Identify the process of moving shapes in a document.
- CTE.C6:3-6 Recognize rows and columns in tables.

CTE.C6:4 Students will demonstrate knowledge of presentation software. (NETS 3, 4, 5, 6)

- CTE.C6:4-1 Identify the way to create a new presentation using 6 slides.
- CTE.C6:4-2 Locate where to change the background settings and slide design.
- CTE.C6:4-3 Identify how to create custom animations.
- CTE.C6:4-4 Identify how to insert text boxes, clip art and word art.
- CTE.C6:4-5 Identify handout format and how to print.
- CTE.C6:4-6 Recognize how to show presentation.

**CTE.C6:5 Students will demonstrate knowledge of personal safety basics on the internet.
(NETS 6)**

- CTE.C6:5-1 Identify personal safety basics including screen names and passwords.
- CTE.C6:5-2 Recognize cyber safety tips.
- CTE.C6:5-3 Recognize hidden dangers online.
- CTE.C6:5-4 Name ways to cite Internet sources.
- CTE.C6:5-5 Recognize cyberbullying behavior.