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**Coal City Unit District #1**  
**Computers 7**  
**Career and Technical Curriculum**

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**CTE.C7:1 Students will demonstrate knowledge of keyboarding skills and review the importance of ergonomics. (NETS 1, 6)**

- CTE.C7:1-1 Demonstrate proper posture (ergonomics) and finger placement.
- CTE.C7:1-2 Demonstrate home row on the QWERTY keyboard.
- CTE.C7:1-3 Apply touch typing and the use of the QWERTY keyboard to create documents.
- CTE.C7:1-4 Practice number reaches using proper finger placement.
- CTE.C7:1-5 Participate in 2-minute timings.

**CTE.C7:2 Students will demonstrate knowledge of word processing skills. (NETS 1, 6)**

- CTE.C7:2-1 Name the different ways to create files.
- CTE.C7:2-2 Define clipboard for cut, copy and paste.
- CTE.C7:2-3 Identify special characters.
- CTE.C7:2-4 Define style options for text.
- CTE.C7:2-5 Identify the alignment of data in text boxes.
- CTE.C7:2-6 Name the page orientation used for brochures.
- CTE.C7:2-7 Name keys used to change placement for numbers and bullets in lists.
- CTE.C7:2-8 Define sizing handles.
- CTE.C7:2-9 Identify how to use of 3 columns.
- CTE.C7:2-10 Name how to create a hyperlink.

**CTE.C7:3 Students will demonstrate knowledge of internet use to complete an investigation of information. (NETS 2, 5, 6)**

- CTE.C7:3-1 Identify ways to recognize acceptable sites for research
- CTE.C7:3-2 Define search engine.
- CTE.C7:3-3 Define copyright.
- CTE.C7:3-4 Define plagiarism.
- CTE.C7:3-5 Identify a reference list that cites sources.

**CTE.C7:4 Students will demonstrate knowledge of personal safety basics on the internet. (NETS 6)**

- CTE.C7:4-1 Identify dangers of pop-ups.
- CTE.C7:4-2 Identify how downloading files can damage computer.
- CTE.C7:4-3 Define spyware.

**CTE.C7:5 Students will demonstrate knowledge of presentation software. (NETS 3, 4, 5, 6)**

- CTE.C7:5-1 Identify presentation templates.
- CTE.C7:5-2 Identify how to create slide transitions.
- CTE.C7:5-3 Name how to create timed slides.
- CTE.C7:5-4 Identify how to insert more than 2 text boxes, clip art or word art.
- CTE.C7:5-5 Name the different handout formats and how to print.