
Coal City Unit District #1
Computers 8
Career and Technical Curriculum

CTE.C8:1 Students will demonstrate knowledge of keyboarding basic keyboarding and proofreading skills. (NBES COM 3, NBES IT 2, 3, 4, 5, 6, 7)

- CTE.C8:1-1 Demonstrate proper posture and finger placement.
- CTE.C8:1-2 Identify home row on the QWERTY keyboard.
- CTE.C8:1-3 Demonstrate knowledge of all keys on the QWERTY keyboard.
- CTE.C8:1-4 Identify proofreading marks.
- CTE.C8:1-5 Translate proofreading marks to corrections on paper.
- CTE.C8:1-6 Demonstrate accuracy of keyboarding.
- CTE.C8:1-7 Participate in 3 minute timings.

CTE.C8:2 Students will demonstrate knowledge of basic word processing software functions. (NBES COM 3 IT 2, 3, 4, 5, 6,7)

- CTE.C8:2-1 Identify more than one way to cut, copy and paste.
- CTE.C8:2-2 Identify how to set margins.
- CTE.C8:2-3 Identify how to add page numbers.
- CTE.C8:2-4 Manipulate features: spacing, bullets, alignment, font, bold, underline, italicize, headers and footers.
- CTE.C8:2-5 Manipulate printer selections.

CTE.C8:3 Students will demonstrate knowledge of basic word processing software use of tables. (NBES IT 5)

- CTE.C8:3-1 Define table.
- CTE.C8:3-2 Identify rows and columns of a table.
- CTE.C8:3-3 Identify how to change table color.
- CTE.C8:3-4 Identify how to change table border.
- CTE.C8:3-5 Identify how to add or delete rows and columns.

CTE.C8:4 Students will demonstrate knowledge of basic word processing software use of web page design basic presentation software. (NBES IT 5)

- CTE.C8:4-1 Identify importance of backgrounds for web pages.
- CTE.C8:4-2 Identify reasons for link consistency in web pages.
- CTE.C8:4-3 Define hyperlinks.
- CTE.C8:4-4 Identify the use of horizontal line.
- CTE.C8:4-5 Identify how to save a word processor document as a webpage.
- CTE.C8:4-6 Identify more than one way to create a hyperlink.

CTE.C8:5 Students will demonstrate knowledge of basic presentation software. (NBES IT 5)

- CTE.C8:5-1 Name another way to create a new slide.
- CTE.C8:5-2 Identify more than one way to order objects.
- CTE.C8:5-3 Identify how to move a slide up or down in the order of slides.
- CTE.C8:5-4 Identify how to add video clips to a presentation.
- CTE.C8:5-5 Identify how to print in notes format.
- CTE.C8:5-6 Identify how to move a slide to the beginning of a presentation.
- CTE.C8:5-7 Identify how to move a slide to the end of a presentation.
- CTE.C8:5-8 Identify how to duplicate objects.

CTE.C8:6 Students will demonstrate knowledge of internet protocols and safety. (NBES IT 5)

- CTE.C8:6-1 Identify Internet safety rules for privacy.
- CTE.C8:6-2 Describe reasons for protection involving identity theft.
- CTE.C8:6-3 Distinguish the ways and methods of protecting a computer from malicious attacks.
- CTE.C8:6-4 Define spam, malware, viruses and phishing.

CTE.C8:7 Students will demonstrate knowledge of personal business letters. (NBES COM 3, IT 2, 3, 4, 5, 6, 7)

- CTE.C8:7-1 Define a personal business letter.
- CTE.C8:7-2 Define the margins of a personal business letters.
- CTE.C8:7-3 Execute the setting of margins.
- CTE.C8:7-4 Identify parts to personal business letter.
- CTE.C8:7-5 Implement parts of a personal business letter.
- CTE.C8:7-6 Implement spacing requirements.
- CTE.C8:7-7 Identify spacing requirements of a personal business letter.

CTE.C8:8 Students will demonstrate knowledge of modified block letter. (NBES COM3, IT 2, 3, 4, 5, 6, 7)

- CTE.C8:8-1 Define a modified block business letter.
- CTE.C8:8-2 Distinguish the differences between mixed and open punctuation.
- CTE.C8:8-3 Execute the setting of margins.
- CTE.C8:8-4 Identify the margins.
- CTE.C8:8-5 Determine the proper starting point.
- CTE.C8:8-6 Implement parts to a modified block business letter.
- CTE.C8:8-7 Recognize the parts to a modified block business letter.
- CTE.C8:8-8 Construct the 2nd page heading.
- CTE.C8:8-9 Identify the parts to a 2nd page heading.
- CTE.C8:8-10 Implement the spacing requirements.
- CTE.C8:8-11 Define the spacing requirements.