

# Spanish Fork High School 2014-15

## Unit Topics and I Can Statements

### Computer Tech II CE

#### **UNIVERSAL FEATURES**

- I CAN identify and change default settings
- I CAN identify and customize screen components in each application.
- I CAN manipulate (change size, apply text wrapping , rotate, etc) graphic objects.
- I CAN insert headers and footers, use spell check, and the format painter.

#### **ADVANCED WORD PROCESSING SKILLS**

- I CAN create, enhance and manipulate tables in Microsoft Word.
- I CAN use different types of references in a document.
- I CAN manipulate the formatting and page layout of a document.
- I CAN perform a mail merge using a data source and a main document.

#### **ADVANCED SPREADSHEET SKILLS**

- I CAN format, and manipulate the formatting of, a workbook.
- I CAN create and use formulas and functions correctly in Microsoft Excel.
- I CAN use the database tools to sort and apply filters in a spreadsheet.
- I CAN print a worksheet multiple different ways.

#### **ADVANCED ELECTRONIC PRESENTATION SKILLS**

- I CAN create and modify a presentation in Microsoft PowerPoint.
- I CAN insert objects, hyperlinks, action buttons, speaker notes, and apply animation and transition to the presentation.
- I CAN present a slide show using good presentation skills.

#### **DATABASES**

- I CAN create a manage tables within a database.
- I CAN create, edit, sort, and manipulate queries within a database.
- I CAN prepare, preview, and print reports in Microsoft Access.