

## COMPUTER HARDWARE

- Identify types of computers, how they process information and how individual computers interact with other computing systems and devices
- Identify the function of computer hardware components
- Identify the factors that go into an individual or organizational decision on how to purchase computer equipment
- Identify how to maintain computer equipment and solve common problems relating to computer hardware

## COMPUTER SOFTWARE

- Identify how software and hardware work together to perform computing tasks and how software is developed and upgraded
- Identify different types of software, general concepts relating to software categories, and the tasks to which each type of software is most suited or not suited

## USING AN OPERATING SYSTEM

- Identify what an operating system is and how it works, and solve common problems related to operating systems
- Manipulate and control the Windows desktop, files and disks
- Identify how to change system settings, install and remove software

## COMMON PROGRAM FUNCTIONS

- Be able to start and exit a Windows application and utilize sources of online help
- Identify common on-screen elements of Windows applications, change application settings and manage files within an application
- Perform common editing and formatting functions
- Perform common printing functions

## WORD PROCESSING FUNCTIONS

- Be able to format text and documents including the ability to use automatic formatting tools
- Be able to insert, edit and format tables in a document

## SPREADSHEET FUNCTIONS

- Be able to modify worksheet data and structure and format data in a worksheet
- Be able to sort data, manipulate data using formulas and functions and add and modify charts in a worksheet

## PRESENTATION SOFTWARE

- Be able to create and format simple presentations

## NETWORKS AND THE INTERNET

- Identify network fundamentals and the benefits and risks of network computing
- Identify the relationship between computer networks, other communications networks (like the telephone network) and the Internet

## ELECTRONIC MAIL

- Identify how electronic mail works
- Identify how to use an electronic mail application
- Identify the appropriate use of e-mail and e-mail related "netiquette"

## USING THE INTERNET

- Identify different types of information sources on the Internet
- Be able to use a Web browsing application
- Be able to search the Internet for information

## THE IMPACT OF COMPUTING AND THE INTERNET ON SOCIETY

- Identify how computers are used in different areas of work, school, and home
- Identify the risks of using computer hardware and software
- Identify how to use computers and the Internet safely, legally and responsibly