

Portfolio Objectives, LMS Computers, 2006-2007

Based on the [State of Michigan Technology Objectives](#)

Computer Education students will be able to:

1. exhibit an awareness of how technology impacts society, and the effects of technology on careers and occupations (Content Standards 1, 6)
2. exhibit an awareness of various technological terms and their meanings (Content Standard 4)
3. manage files including: ___open; ___save; ___rename; ___delete (Content Standard 2)
4. WORD - demonstrate proper knowledge of basic word processing skills including: ___spell check; ___headers & footers; ___inserting graphics; ___tables & columns (Content Standard 2)
5. WORD - format objects including: ___font; ___alignment; ___bullets; ___page properties (Content Standard 2)
6. INTERNET - use the internet to search for general information & evaluate results (Content Standards 2, 3)
7. INTERNET - demonstrate safe & proper usage of the internet, including citing sources properly and respecting copyrighted material (Content Standards 2, 5)
8. POWERPOINT - construct a 5-slide PowerPoint presentation with ___animation; ___sound; ___graphics; ___backgrounds (Content Standards 2, 3)
9. EXCEL - demonstrate proper knowledge of basic spreadsheet skills including: ___formulas; ___charts & graphs; ___navigation; ___set print area; ___printing table and/or chart (Content Standards 2, 3)
10. EXCEL - format cells including: ___number; ___alignment; ___font; ___border; ___shading; ___column/row width (Content Standards 2, 3)
11. FRONTPAGE - show a rudimentary understanding of the preliminary components of web page design including: ___hyperlinks; ___graphics; ___background; ___marquee (Content Standards 2, 3)
12. FRONTPAGE - construct a basic set of 5 research web pages using tables, hyperlinks, graphics, background & marquee (Content Standards 2, 3)
13. ACCESS - show a rudimentary understanding of the preliminary components of database creation and use, including: ___fields; ___entering data; ___sorting (Content Standards 2, 3)