

# **COMPUTER APPLICATIONS III**

## Curriculum Content Frameworks

**Please note: All assessment questions will be taken from the knowledge portion of these frameworks.**

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# Curriculum Content Frameworks

## COMPUTER APPLICATIONS III

Grade Levels: 9, 10, 11, 12  
Course Code: 492510

Prerequisite: Keyboarding  
Computer Applications I  
Computer Applications II

Course Description: Computer Applications III is a half-unit course designed to provide students with the computer skills necessary to do well in college and needed in most jobs today. Students will learn techniques that will allow them to create simple to intermediate desktop publishing documents with graphics; create advanced word processing documents; create advanced electronic presentations; and create Web pages using Web-page design software. This class is adapted to include the skills required for Word and Powerpoint certification.

### Table of Contents

	Page
Unit 1: Desktop Publishing and Graphics – Creating & Editing Simple Publications	1
Unit 2: Advanced Word Processing	2
Unit 3: Presentation Software – Creating Advanced Electronic Presentations	3
Unit 4: Website Design	4
Glossary	6

# Unit 1: Desktop Publishing and Graphics – Creating & Editing Simple Publications

**Hours: 25**

(It is recommended that Desktop Publishing software is used to supplement the Word Processing software.)

**Terminology:** Audience, Crop, Desktop publishing, Digital camera, Graphic file formats (bmp, jpg, gif, png, wmf, tiff), Group, Kerning (character spacing), Layer, Layout guides, Leading (line spacing), Letterhead, Logo, Margin guides, Masking/fill effect, Pull quote, Rotate, Scanner, Skew, Thumbnail sketch, Time frames/deadlines, Tracking (line spacing), Typography

<b>CAREER and TECHNICAL SKILLS</b>	
What the Student Should Know	What the Student Should be Able to Demonstrate
1.1 Define desktop publishing terminology	1.1.1 Prepare a list of terms with definitions
1.2 Explain the terms associated with planning, layout, and design decisions	1.2.1 Collect examples of desktop publishing documents, and evaluate good and bad layout design
	1.2.2 Create a thumbnail sketch
1.3 Define publications	1.3.1 Collect examples of publications such as letterhead, brochures, flyers, newsletters,
	1.3.2 Create publications
1.4 Identify typography specific to desktop publishing	1.4.1 Use various types of fonts and font styles appropriately
	1.4.2 Explain how type is measured and what size fonts to use for specific publications
	1.4.3 Alignment and wrapping text around graphics
	1.4.4 Create a document that uses kerning (character spacing) and leading and tracking (line
1.5 Explain special-sized documents	1.5.1 Create special-sized documents
1.6 Explain the use of enhancements	1.6.1 Use enhancements such as lines, shapes, wordart, masks or fill effects, pull quotes etc
1.7 Explain uses of a digital	1.7.1 Create a document using images from a digital camera
1.8 Discuss digital file formats	1.8.1 Identify digital file formats: bmp, gif, jpg, png, tiff, wmf, etc.
1.9 Identify software available for editing graphics	1.9.1 Edit and manipulate graphics using the following features (rotate, move, crop, flip, resize, color, shadow, scale, skew)
	1.9.2 Create layered and grouped object such as a logo
1.10 Explain how to scan an image	1.10.1 Scan an image and import into a document

## Unit 2: Advanced Word Processing

### Hours: 20

**Terminology:** Bookmarks, Building blocks, Captions, Document properties, Index, Table of contents

<b>CAREER and TECHNICAL SKILLS</b>	
What the Student Should Know	What the Student Should be Able to Demonstrate
2.1 Define terminology	2.1.1 Prepare a list of terms with definitions
2.2 Review basic word processing concepts	2.2.1 Creating and customizing documents (headers, footers, columns, tabs, tables, margins, alignments, indents, spacing, labels and envelopes)
	2.2.2 Formatting content (format text and paragraphs, styles, templates, themes, pagination, section breaks, find and replace, copy, cut and paste)
	2.2.3 Working with visual content (SmartArt, clipart, WordArt, borders, and textboxes)
	2.2.4 Organizing content (Quick Parts, references, bullets, numbering, and mail merge)
2.3 Explain uses of table of contents	2.3.1 Add a table of contents
2.4 Explain uses of an index	2.4.1 Create, modify, and update an index
2.5 Explain the use of document properties	2.5.1 Modify document properties
2.6 Explain reasons for customizing the software tools for the user	2.6.1 Add bookmarks and hyperlinks
	2.6.2 Customize ribbons/toolbars
2.7 Explain uses for building blocks	2.7.1 Insert building blocks such as watermarks, footers, headers, textboxes, sidebars)
2.8 Identify uses of captions	2.8.1 Add a caption to a graphic, figure, or clipart
2.9 Explain reviewing documents	2.9.1 Compare and merge document versions
	2.9.2 Insert, modify, and delete comments
	2.9.3 Manage track changes
2.10 Explain sharing and securing content	2.10.1 Save to appropriate formats and check for compatibility
	2.10.2 Control document access (password protection, mark as final)
	2.10.3 Attach digital signatures

## Unit 3: Presentation Software – Creating Advanced Electronic Presentations

### Hours: 40

**Terminology:** Action button, Audience, Body language, Design template (document theme), Embedded font, Export, Handouts, Hyperlink, Import, Jargon/Slang, Master slide, Visual content (SmartArt, illustrations, lists, hierarchies, etc.), Slide layout, Slides, Speaker’s notes, Timings, Transition

#### CAREER and TECHNICAL SKILLS

What the Student Should Know		What the Student Should be Able to Demonstrate	
Knowledge		Application	
4.1	Define terminology	4.1.1	Prepare a list of terms with definitions
		4.1.2	Design a presentation with multiple types of slides
4.2	Explain importance of presentation techniques	4.2.1	Identify various presentation techniques * Know your audience * Know your content & subject matter * Develop a theme * Proper use of visual aids i.e. presentation software * Appropriate body language * Appropriate appearance * Use of standard language, not jargon or slang * Introduction of yourself and topic * Appropriate eye contact * Proper voice control * Rehearsing your presentation
4.3	Explain the circumstances in which one should prepare handouts	4.3.1	Use the presentation software to create handouts
4.4	Edit text and slide	4.4.1	Add, delete, copy, and move slides
4.5	List several slide layouts	4.5.1	Use a variety of slide layouts in a presentation
4.6	Explain the difference in the effects of design templates on various audiences	4.6.1	Choose appropriate design templates and color scheme for the audience
4.7	Discuss uses of visual content in a presentation	4.7.1	Create and modify Smartart diagrams
		4.7.2	Insert, modify and arrange various shapes
		4.7.3	Insert and modify charts and tables
4.8	Explain how to add multimedia to a presentation	4.8.1	Insert sounds, music clips, and video
4.9	Discuss methods of how to add and link other content to presentations	4.9.1	Insert a section from a word processing document
		4.9.2	Insert a section from a spreadsheet or database
		4.9.3	Insert slides from another presentation
4.10	List several ways that text enhancement can make a presentation more attractive	4.10.1	Apply a variety of fonts, font sizes, styles, colors, format painter, shadows and text attributes to appropriate places in a presentation
		4.10.2	Use placeholders and apply text attributes to them

**CAREER and TECHNICAL SKILLS**

What the Student Should Know

What the Student Should be Able to Demonstrate

<b>Knowledge</b>	<b>Application</b>
	4.10.3 Use bullets that have been edited
	4.10.4 Use bullets that have been created from a graphic image
	4.10.5 Insert and format text boxes
4.11 Explain the purpose of a master slide	4.11.1 Use and customize master slides
4.12 Define transition	4.12.1 Use slide transitions
	4.12.2 Create a transition effect
4.13 Explain how animation is used	4.13.1 Apply, customize, modify, and remove animations
4.14 Define hyperlink	4.14.1 Create a slide with a hyperlink from one part of a presentation to another part
	4.14.2 Add a hyperlink to another presentation or website
4.15 Compare hyperlinks and action buttons	4.15.1 Add an action button to a slide
4.16 Explain when the use of timings would be appropriate	4.16.1 Add automatic slide timings to a presentation
4.17 Explain collaborating and delivering presentations	4.17.1 Insert comments, add digital signature, set passwords
	4.17.2 Save to appropriate formats and check for compatibility
	4.17.3 Using software tools to prepare your presentation for delivery, i.e. package for CD, pack and go, embed fonts, compress graphics, embed multimedia
	4.17.4 Use a pen or highlighter to annotate a presentation
	4.17.5 Prepare handouts for a presentation with headers/footers, page numbers, QuicksStyles
	4.17.6 Rehearse timings and create a custom slide show

## Unit 4: Website Design

### Hours: 10

Terminology: Child page, Home/index/parent page, Website

CAREER and TECHNICAL SKILLS			
What the Student Should Know		What the Student Should be Able to Demonstrate	
Knowledge		Application	
5.1	Define terminology	5.1.1	Prepare a list of terms with definitions
		5.1.2	Look at examples of a websites and identify the components
5.2	Explain the difference in a website and a web page	5.2.1	Create a website
5.3	Describe the process of adding pages to a website	5.3.1	Add a new page
5.4	Explain the advantages of using consistency in a web page	5.4.1	Apply consistency to a web page by using styles, colors, etc.
5.5	Describe editing and formatting text features in web pages	5.5.1	Add, edit, and format text on a web page
5.6	Describe the process of using images on websites	5.6.1	Add pictures to a website
5.7	Explain the different uses of hyperlinks on a website	5.7.1	Create web pages with hyperlinks that are used for different purposes

# Glossary

## Unit 1: Desktop Publishing and Graphics – Creating & Editing Simple Publications

1. Audience – the group that is the intended target of the material
2. Crop – to cut off or remove parts to an image
3. Desktop publishing – software that is used to produce publications
4. Digital camera – records images in digital format
5. Graphic file formats – BMP (Bitmap Picture) graphic originally used for Paint which produces large file sizes; GIF (Graphics Interchange Format) a type of file format used for images placed on Web pages that can support both transparency and animation; JPEG--(Joint Photographic Experts Group) a type of file format used for image that appear on Web pages; used mostly for photographs; PNG--(Portable Network Graphics) a file format used for images placed on Web pages that is capable of showing millions of colors but is small in file size; TIFF (Tagged Image File) format for storage images including photographs and line art; WMF (Windows Meta File) a file format intended to be portable between applications and may contain vector graphics and bitmap components
6. Group – combining two or more objects to create a single object
7. Kerning (character spacing) – the addition or removal of space between individual characters in a piece of typeset text to improve its appearance or alter its fit
8. Layer – a feature that allows you to place one image on top of another and edit each independently
9. Layout guides – a grid used to help arrange text on a document that can consist of margin guides, column guides, and ruler guides
10. Leading (line spacing) – horizontal space between lines of text
11. Letterhead – information at the top of a letter that includes a company/person's name as well as personal information (company, address, phone number, etc.)
12. Logo – a design that represents a company
13. Margin guides – nonprinting lines that show on screen the margins of a document
14. Masking/fill effect – cropping or filling in to a shape or design
15. Pull quote – a short amount of text taken from a document and set aside for the reader to see
16. Rotate – a function within graphic software that enables a user to turn an image a number of degrees
17. Scanner – a hardware device used to digitize printed images that are saved in a graphics file format for use at a later time
18. Skew – to turn or place an object at an angle

19. Thumbnail sketch – a small replication of an image used in Web pages to expedite the loading process; can act as a hyperlink to the bigger image
20. Time frames/deadlines – project due dates and time allotted for completion
21. Tracking (line spacing) – to uniformly adjust spacing between selected text
22. Typography – the study of type as it relates to digital typefaces

## Unit 2: Advanced Word Processing

1. Bookmarks – identifies a location or a selection of text that you name and identify for future reference
2. Building blocks – galleries of predesigned parts used to enhance a document that can be saved and used again such as watermarks, title pages, cover pages, table of contents, etc.
3. Captions – text that appears below a graphic, figure, or clipart image used to describe the image
4. Document properties – refers to a classification of various components of a document such as author, title, subject, keywords, location, comments, etc.
5. Index – lists the terms and topics discussed in a document along with the pages they appear on. Usually arranged alphabetically at the end of the document.
6. Table of contents – a list of the parts of a document organized in the order in which the parts appear. Usually included at the beginning of the document.

## Unit 3: Presentation Software – Creating Advanced Electronic Presentations

1. Action button – button clicked to initiate a link or an animation action
2. Animated gif – a moving picture in GIF format, which is made up of a series of frames, that when displayed, provides a short animated sequence that can be made to cycle over and over without stopping
3. Audience – the group that is the intended target of the presentation
4. Body language – communication through gestures, postures, and facial expressions of the presenter
5. Design template – custom design that is applied to a presentation to give it a uniform color scheme and particular “look”
6. Embedded font – inserts formatting of font into presentation so it stays consistent
7. Export – to save a file in one application that can be read by a different application from the one in which it was created
9. Handouts – printout that contains 1, 2, 3, 4, 6, or 9 PowerPoint slides per page
10. Hyperlink – a predefined linkage between one object and another
11. Import – to use a file in one application that was created with a different application
12. Jargon/slang – words and phrases used and understood by specific groups of people
13. Master slide – slide that stores a design template’s arrangement for slides, including the size and position of placeholders, text formatting, and graphic elements
14. Slide layout – arrangement of text and/or object placeholders that can be applied to a new or existing file
15. Slides – area where you create, edit, and display information on a single screen in a PowerPoint presentation
16. Speaker’s notes – notes that can be entered for each slide in a presentation and can be printed or added as supplemental information when published on the Web
17. Timings – can be set to transition between slides automatically
- 18 Transition – visual effects applied as one moves from one slide to the next
19. Visual content (SmartArt, illustrations, lists, hierarchies, etc.) – a graphical representation of information used to enhance a presentation

## Unit 4: Website Design

1. Child page – a web page that is a secondary page on a site and is hyperlinked to the home or parent page; a sub-web page
2. Home/index/parent page – the root page of a website; the first page that you see when you access the website, which usually has links to sub-pages that comprise the website
3. Website – a collection of related web pages connected with hyperlinks



