



# Goodheart-Willcox Publisher

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## Goodheart-Willcox Publisher

### Correlation of *Principles of Digital Information Technology* © 2021

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to Florida Digital Information Technology (8207310)

STANDARD	G-W CORRELATING PAGES
01.0 Demonstrate knowledge, skill, and application of information systems to accomplish job objectives and enhance workplace performance. – The student will be able to:	
01.01 Develop keyboarding skills to enter and manipulate text and data.	P. 216 Keyboard Navigation P. 219 Hands-On Example 6.1.1 P. 232–235 Editing Text P. 253 Check Your Understanding #1, 3 P. 265 Application and Extension of Knowledge #2, 4 P. 272 Entering Text P. 272–273 Hands-On Example 7.1.1 (Entering Text) P. 292 Check Your Understanding #1
01.02 Describe and use current computer technology and software to perform personal and business related tasks in the workplace. (e.g. digital calendars, meetings, appointments, e-mail contacts)	P. 212–263 Chapter 6 Common Office Application Features P. 270–301 Chapter 7 Word-Processing Software P. 272–273 Hands-On Example 7.1.1 (Entering Text) P. 352–399 Chapter 9 Presentation Software P. 360 Hands-On Example 9.1.2 (Adding Slides and Text) P. 406–437 Chapter 10 Spreadsheet Software P. 412 Hands-On Example 10.1.1 (Creating a Spreadsheet) P. 474–515 Database Software P. 479 Hands-On Example 12.1.2 (Adding Data) P. 522–533 Chapter 13 Personal Information Management Software P. 526 Hands-On Example 13.1.1 (Adding an Account to Outlook) P. 532–533 Hands-On Example 13.1.2 (Create a New Contact Group) P. 550 Hands-On Example 13.2.1 (Add a New Calendar to Outlook)
01.03 Identify and describe types of file systems and classify common file extensions based on software application programs used in the workplace environment.	P. 135–140 Windows File and Folder Names P. 138–139 File Name Extensions P. 140–146 Windows File Explorer P. 143 Hands-On Example 4.1.1 (Windows File Explorer) P. 145 Hands-On Example 4.1.2 (Displaying File Name Extensions) P. 146–147 Hands-On Example 4.1.3 (Naming Folders) P. 172–173 Chapter 4 Test Multiple Choice #1–2

	P. 173 Completion #6–7
01.04 Use reference materials. (e.g. on-line help, tutorials, manuals, vendor bulletin boards)	P. 164 Windows Help P. 171 Check Your Understanding #1 P. 192 Hands-On Example 5.3.1 Online Troubleshooting Help
01.05 Demonstrate basic computer file management skills and file naming conventions to accurately organize files into hierarchies by labeling file folders for easy accessibility.	P. 135–140 Windows File and Folder Names P. 140–146 Windows File Explorer P. 143 Hands-On Example 4.1.1 (Windows File Explorer) P. 146–147 Hands-On Example 4.1.3 (Naming Folders) P. 148 Check Your Understanding #1 P. 173 Chapter Test Multiple Choice #2 P. 173–174 Application and Extension of Knowledge #1–2
01.06 Discuss the process of troubleshooting problems with computer hardware peripherals, including input and output devices in the workplace environment.	P. 191–193 Troubleshooting P. 192 Hands-On Example 5.3.1 Online Troubleshooting Help P. 194–197 Troubleshooting Hardware Problems P. 197–205 Troubleshooting Software Problems P. 202 Hands-On Example 5.3.2 (Terminating a Program) P. 206 Application and Extension of Knowledge #4
01.07 Describe ethical issues and problems associated with computers and information systems, including federal laws against anti-piracy with computers and PC software security protection.	P. 110–111 Software Licenses and Versions P. 127 Check Your Understanding #1 P. 129 Chapter Test Completion #9, Matching #13, Application and Extension of Knowledge #4 P. 339–240 Intellectual Property P. 340–342 Software Licenses P. 342–344 Proper Usage of Information P. 343 Hands-On Example 8.3.1 (Locating Information’s Source) P. 348 Internet Research (Federal Antipiracy Laws)
01.08 Identify operating system file naming conventions.	P. 135–140 Windows File and Folder Names P. 140–146 Windows File Explorer P. 148 Check Your Understanding #1 P. 173–174 Application and Extension of Knowledge #1–2
01.09 Demonstrate proficiency with file management and structure. (e.g., folder creation file creation, backup copy, delete, open, save)	P. 135–140 Windows File and Folder Names P. 140–146 Windows File Explorer P. 143 Hands-On Example 4.1.1 (Windows File Explorer) P. 146–147 Hands-On Example 4.1.3 (Naming Folders) P. 150–152 Locating Files and Folders P. 158–159 Copying Files and Folders P. 161 Hands-On Example 4.3.4 (Copying Files) P. 161–162 Deleting Files and Folders P. 162 Check Your Understanding #5 P. 168–169 File Backups

	<p>P. 171 Check Your Understanding #4</p> <p>P. 224–225 Saving Files</p> <p>P. 225 Hands-On Example 6.2.1 (Saving an Office Document)</p> <p>P. 229 Opening Files</p> <p>P. 230 Hands-On Example 6.2.3 (Opening an Office Document)</p>
01.10 Demonstrate a working knowledge of standard file formats.	<p>P. 138–139 File Name Extensions</p> <p>P. 143 Displaying File Name Extensions</p> <p>P. 143 FYI in margin</p> <p>P. 145 Hands-On Example 4.1.2 (Displaying File Name Extensions)</p>
01.11 Explain the history and purpose of various operating systems. (e.g., DOS, Windows, Mac, and Unix/Linux)	<p>P. 108 Check Your Understanding #1</p> <p>P. 47–48 Operating System</p> <p>P. 48 Check You Understanding #5</p> <p>P. 94–104 Operating Systems</p> <p>P. 95 Figure 3-7 operating systems</p>
02.0 Develop an awareness of microprocessors and digital computers. – The student will be able to:	
02.01 Explain the general architecture of a microcomputer system.	<p>P. 37 Categories of Computers paragraph 1–2</p> <p>P. 40 Basic Parts and Functions of a Computer</p> <p>P. 46 Hands-On Example 2.1.1 (Component Identification)</p>
02.02 Explain the need for and use of peripherals.	<p>P. 106–107 Device Drivers</p> <p>P. 41 paragraph 3 (peripheral devices)</p> <p>P. 50–60 Input Devices and Their Functions</p> <p>P. 60–68 Output Devices and Their Functions</p> <p>P. 69 Check Your Understanding #2–5</p> <p>P. 77 Application and Extension of Knowledge #1–4</p>
02.03 Demonstrate proficiency using peripherals.	<p>P. 50–60 Input Devices and Their Functions</p> <p>P. 60–68 Output Devices and Their Functions</p> <p>P. 69 Check Your Understanding #2–5</p> <p>P. 74 Hands-On Example 2.3.1 (Storage Device Names and Volume Labels)</p> <p>P. 77 Application and Extension of Knowledge #1–4</p>
02.04 Identify the basic concepts of computer maintenance and upgrades.	<p>P. 186–187 Maintaining the Hardware</p> <p>P. 187–189 Maintaining the Software</p> <p>P. 188 Hands-On Example 5.2.1 (Disk Defragmenting)</p> <p>P. 189 Check Your Understanding #1–5</p>
02.05 Differentiate between diagnosing and troubleshooting.	<p>P. 191 Troubleshooting</p> <p>P. 206 Internet Research (Diagnosing versus Troubleshooting)</p> <p>P. 192 Hands-On Example 5.3.1 Online Troubleshooting Help</p>

03.0 Demonstrate an understanding of operating systems. – The student will be able to:	
03.01 Identify types of networks and how they work.	<p>P. 610–615 Network Connection Technologies</p> <p>P. 616 Hands-On Example 15.1.1 (Connecting to a Network)</p> <p>P. 617 Check Your Understanding #2–5</p> <p>P. 618–623 Section 15.2 Network Topologies</p> <p>P. 622 Hands-On Example 15.2.1 (Examining Network Topology)</p> <p>P. 623 Check Your Understanding #1–5</p> <p>P. 634 Chapter 15 Test Multiple Choice #1–3</p> <p>P. 636 Application and Extension of Knowledge #2</p> <p>P. 636 Internet Research (Networking)</p>
03.02 Identify the role of servers and clients on a network.	<p>P. 610 Host (server)</p> <p>P. 610–611 Client</p> <p>P. 614 Server Operating System</p> <p>P. 617 Build Your Vocabulary (client, host)</p> <p>P. 634 Chapter 15 Test Multiple Choice #1–3</p>
03.03 Identify benefits and risks of networked computing.	<p>P. 610 Network Connection Technologies</p> <p>P. 619–620 Network Types</p> <p>P. 623 Check Your Understanding #1–3</p> <p>P. 624–633 Section 15.3 Network Security</p> <p>P. 636 Application and Extension of Knowledge #3–5</p> <p>P. 636 Communication Skills (Writing)</p>
03.04 Identify the relationship between computer networks and other communications networks. (e.g., wifi, teleconference, telepresence)	<p>P. 523–524 E-mail Technologies</p> <p>P. 538 Check Your Understanding #1</p> <p>P. 610–616 Network Connection Technologies</p> <p>P. 617 Check Your Understanding #3</p> <p>P. 636 Application and Extension of Knowledge #2</p> <p>P. 644–653 Communication Tools</p> <p>P. 653 Section 16.1 Check Your Understanding #1-5</p> <p>P. 669 EOC Application and Extension of Knowledge #4</p>
03.05 Identify intranets, extranets and how they relate to the Internet.	<p>P. 619 Network Types paragraph 1</p> <p>P. 623 Build Your Vocabulary (extranet, intranet)</p>
03.06 Demonstrate basic understanding of network administration.	<p>P. 625–624 Basic Network Security</p> <p>P. 628 Vulnerability of a Network</p> <p>P. 636 Application and Extension of Knowledge #3–5</p> <p>P. 636 Communication Skills (Writing)</p> <p>P. 637 CTSOs Event Prep (Network Design)</p>
04.0 Use technology to enhance the effectiveness of communication skills utilizing word processing applications. – The student will be able to:	
04.01 Select and use word processing software and accompanying features to enhance written business communications.	<p>P. 245–246 Hands-On Example 6.3.5 (Editing a Document)</p> <p>P. 247–275 Hands-On Example 7.1.2 (Formatting Text)</p>

	<p>P. 270–301 Chapter 7 Word-Processing Software</p> <p>P. 272–273 Hands-On Example 7.1.1 (Entering Text)</p> <p>P. 277 Hands-On Example 7.1.3 (Adjusting Margins)</p> <p>P. 279 Hands-On Example 7.1.4 (Adjusting Line Spacing)</p> <p>P. 281–282 Hands-On Example 7.1.5 (Creating A Style)</p> <p>P. 283 Hands-On Example 7.1.6 (Adding a Page Break)</p> <p>P. 285–286 Hands-On Example 7.1.7 (Creating a Table)</p> <p>P. 286–287 Hands-On Example 7.1.8 (Modifying a Table)</p> <p>P. 288–289 Hands-On Example 7.1.9 (Creating a Document from a Template)</p> <p>P. 308–345 Chapter 8 Formal Documents</p> <p>P. 295–296 Hands-On Example 7.2.1 (Proofing Settings)</p> <p>P. 299 Hands-On Example 7.2.2 (Checking Spelling and Grammar)</p> <p>P. 316 Hands-On Example 8.1.1 (Creating a Personal Business Letter)</p> <p>P. 318–320 Hands-On Example 8.1.2 (Formatting a Business Letter)</p> <p>P. 331 Hands-On Example 8.2.1 (Formatting a Report)</p> <p>P. 332–333 Hands-On Example 8.2.2 (Adding Page Numbers)</p> <p>P. 334 Hands-On Example 8.2.3 (Creating a Table of Contents)</p> <p>P. 336 Hands-On Example 8.2.4 (Adding Citations)</p>
<p>04.02 Share and maintain documents by applying different views and protection to a document and manage document versions. Share and save a document and apply a template. (e.g., pdf, html, blog, hyperlinks)</p>	<p>P. 154 Sharing Files Online</p> <p>P. 224–225 Saving Files</p> <p>P. 225 Hands-On Example 6.2.1 (Saving an Office Document)</p> <p>P. 255–256 Overall Views</p> <p>P. 256–257 Protected Views</p> <p>P. 287–288 Templates</p> <p>P. 288–289 Hands-On Example 7.1.9 (Creating a Document from a Template)</p> <p>P. 297 Tracking Changes and Managing Comments paragraph 2 (lock/unlock tracking)</p> <p>P. 365 Hands-On Example 9.1.4 (Applying a Theme)</p>
<p>04.03 Format content to a document by applying font, paragraph attributes, indent and tab settings to text and paragraphs. Apply spacing settings to text and paragraphs. Navigate and search through a document, create and manipulate tables.</p>	<p>P. 246–247 Searching for Text</p> <p>P. 247–275 Hands-On Example 7.1.2 (Formatting Text)</p> <p>P. 249–251 Formatting Text</p> <p>P. 251–252 Hands-On Example 6.3.7 (Formatting Text)</p> <p>P. 252 Hands-On Example 6.3.8 (Format Painter)</p> <p>P. 273–274 Formatting Text</p> <p>P. 275–278 Page Layout</p> <p>P. 277 Hands-On Example 7.1.3 (Adjusting Margins)</p>

	<p>P. 279 Hands-On Example 7.1.4 (Adjusting Line Spacing)</p> <p>P. 279–280 Paragraph Styles</p> <p>P. 281–282 Hands-On Example 7.1.5 (Creating A Style)</p> <p>P. 283 Hands-On Example 7.1.6 (Adding a Page Break)</p> <p>P. 284–287 Tables</p> <p>P. 285–286 Hands-On Example 7.1.7 (Creating a Table)</p> <p>P. 286–287 Hands-On Example 7.1.8 (Modifying a Table)</p> <p>P. 287–288 Templates</p> <p>P. 288–289 Hands-On Example 7.1.9 (Creating a Document from a Template)</p> <p>P. 308–320 Section 8.1 Creating a Business Letter</p> <p>P. 316 Hands-On Example 8.1.1 (Creating a Personal Business Letter)</p> <p>P. 318–320 Hands-On Example 8.1.2 (Formatting a Business Letter)</p> <p>P. 321–337 Section 8.2 Creating a Report</p> <p>P. 331 Hands-On Example 8.2.1 (Formatting a Report)</p> <p>P. 332–333 Hands-On Example 8.2.2 (Adding Page Numbers)</p> <p>P. 334 Hands-On Example 8.2.3 (Creating a Table of Contents)</p>
<p>04.04 Apply page layout and reusable content by editing and manipulating page setup settings and applying themes. Create and manipulate page backgrounds, headers and footers.</p>	<p>P. 247–275 Hands-On Example 7.1.2 (Formatting Text)</p> <p>P. 249–251 Formatting Text</p> <p>P. 251–252 Hands-On Example 6.3.7 (Formatting Text)</p> <p>P. 273–274 Formatting Text</p> <p>P. 275–278 Page Layout</p> <p>P. 277 Hands-On Example 7.1.3 (Adjusting Margins)</p> <p>P. 279 Hands-On Example 7.1.4 (Adjusting Line Spacing)</p> <p>P. 279–280 Paragraph Styles</p> <p>P. 281–282 Hands-On Example 7.1.5 (Creating A Style)</p> <p>P. 282–283 Adding Breaks</p> <p>P. 283 Hands-On Example 7.1.6 (Adding a Page Break)</p> <p>P. 287–288 Templates</p> <p>P. 288–289 Hands-On Example 7.1.9 (Creating a Document from a Template)</p> <p>P. 308–320 Section 8.1 Creating a Business Letter</p> <p>P. 316 Hands-On Example 8.1.1 (Creating a Personal Business Letter)</p> <p>P. 318–320 Hands-On Example 8.1.2 (Formatting a Business Letter)</p> <p>P. 321–337 Section 8.2 Creating a Report</p> <p>P. 331 Hands-On Example 8.2.1 (Formatting a Report)</p> <p>P. 332–333 Hands-On Example 8.2.2 (Adding Page Numbers)</p>

	<p>P. 333 Title Page paragraph 4 (page background)</p> <p>P. 334 Hands-On Example 8.2.3 (Creating a Table of Contents)</p> <p>P. 382 Inserting a Background Image</p> <p>P. 383 Hands-On Example 9.2.5 Inserting a Background Image</p>
<p>04.05 Use image design theory and software to create illustrations, shapes, and graphics and include a selection in a document. Insert and format pictures, shapes, and clipart. Apply and manipulate text boxes.</p>	<p>P. 236–243 Inserting Media Files</p> <p>P. 239 Hands-On Example 6.3.2 (Inserting a 3D Model)</p> <p>P. 240 Adding Shapes and Text Boxes</p> <p>P. 242–243 Hands-On Example 6.3.3 (Creating a SmartArt Organization Chart)</p> <p>P. 244–245 Hands-On Example 6.3.4 (Manipulating a Media File)</p>
<p>04.06 Proofread documents by validating content through the use of spell and grammar check. Configure autocorrect settings, insert and modify comments in a document.</p>	<p>P. 304 Application and Extension of Knowledge #5</p> <p>P. 295–296 Hands-On Example 7.2.1 (Proofing Settings)</p> <p>P. 299 Hands-On Example 7.2.2 (Checking Spelling and Grammar)</p> <p>P. 301 Check Your Understanding #1–5</p> <p>P. 293–301 Section 7.2 Proofing Text</p>
<p>04.07 Apply references and hyperlinks, create end and footnotes, and create a table of contents in a document.</p>	<p>P. 333–334 Table of Contents</p> <p>P. 334 Hands-On Example 8.2.3 (Creating a Table of Contents)</p> <p>P. 334–336 Citations</p> <p>P. 336 Hands-On Example 8.2.4 Adding Citations</p> <p>P. 380–381 Creating a Hyperlink</p> <p>P. 381–382 Hands-On Example 9.2.4 (Adding a Hyperlink)</p>
<p>04.08 Perform various mail merge options, macros and tracking revisions.</p>	<p>P. 296 Tracking Changes and Managing Comments</p> <p>P. 301 Check Your Understanding #3</p> <p>P. 304 Internet Research (Mail Merge)</p> <p>P. 601 VBA (macros)</p>
<p>05.0 Use technology to enhance communication skills utilizing presentation applications. – The student will be able to:</p>	
<p>05.01 Manage and configure the presentation software environment, including: adjusting views, manipulating window, configuring toolbar and file options.</p>	<p>P. 215 Basic Option Settings</p> <p>P. 216 Keyboard Navigation</p> <p>P. 217 Hands-On Example 6.1.1 (Keyboard Navigation of the Ribbon)</p> <p>P. 217 Toggle Buttons</p> <p>P. 218 Hands-On Example 6.1.2 (Toggle Buttons)</p> <p>P. 218–220 Displaying Multiple Windows</p> <p>P. 220–221 Hands-On Example 6.1.3 (Managing Open Windows)</p> <p>P. 241 Launching Microsoft PowerPoint</p> <p>P. 255–258 Document Views</p> <p>P. 258–260 Office Options</p>

	P. 261 Hands-On Example 6.4.1 (Office Options)
05.02 Create slide presentations utilizing various project development elements, including: adding and removing slides, slide layouts, format slide design, insert or format placeholders.	<p>P. 359 Adding New Slides and Text</p> <p>P. 360–361 Hands-On Example 9.1.2 (Adding Slides and Text)</p> <p>P. 364–365 Formatting a Presentation Using a Theme</p> <p>P. 365 FYI</p> <p>P. 365 Hands-On Example 9.1.4 (Applying a Theme)</p> <p>P. 372 Copying Slides</p> <p>P. 372 Deleting Slides</p> <p>P. 375 Creating a New Presentation</p> <p>P. 376–377 Hands-On Example 9.2.1 (Creating a New Presentation)</p> <p>P. 401 Chapter 9 Test Completion #7, Matching #12</p> <p>P. 402 Application and Extension of Knowledge #3–4</p>
05.03 Locate, create and incorporate graphical and multimedia elements, including: shapes, graphics, images, bullets, hyperlinks, video, and audio into a slide presentation appropriate for the project.	<p>P. 233–235 Creating and Working with Lists</p> <p>P. 235 Hands-On Example 6.3.1 (Creating and Sorting a List)</p> <p>P. 236–243 Inserting Media Files</p> <p>P. 239 Hands-On Example 6.3.2 (Inserting a 3D Model)</p> <p>P. 240 Adding Shapes and Text Boxes</p> <p>P. 240–242 Inserting SmartArt</p> <p>P. 242–243 Hands-On Example 6.3.3 (Creating a SmartArt Organization Chart)</p> <p>P. 244–245 Hands-On Example 6.3.4 (Manipulating a Media File)</p> <p>P. 364 Adding Video</p> <p>P. 380–381 Creating a Hyperlink</p> <p>P. 381–382 Hands-On Example 9.2.4 (Adding a Hyperlink)</p> <p>P. 385 Digital Ink</p> <p>P. 385 Screen Recordings</p> <p>P. 389 Creating Tables</p> <p>P. 390–391 Hands-On Example 9.3.1 (Adding a Table)</p> <p>P. 391–393 Creating Charts</p> <p>P. 393–395 Hands-On Example 9.3.2 (Adding a Chart)</p>
05.04 Explore and apply design and color theory to create dynamic and appealing visuals.	<p>P. 586–587 Designing for the Web</p> <p>P. 361–362 Adding Graphics</p> <p>P. 364–365 Formatting a Presentation Using a Theme</p> <p>P. 402 Internet Research (Color Theory)</p> <p>P. 588 Hands-On Example 14.2.1 (Identifying Design Principles)</p> <p>P. 362–363 Hands-On Example 9.1.3 (Adding Graphics)</p> <p>P. 365 Hands-On Example 9.1.4 (Applying a Theme)</p>
05.05 Create and manipulate graphical and multimedia elements to improve or develop new contacts	<p>P. 236–243 Inserting Media Files</p> <p>P. 239 Hands-On Example 6.3.2 (Inserting a 3D Model)</p>



<p>appropriate for the project, including: creation of images, color selections, tone, hue and contrast.</p>	<p>P. 240 Adding Shapes and Text Boxes  P. 240–242 Inserting SmartArt  P. 242–243 Hands-On Example 6.3.3 (Creating a SmartArt Organization Chart)  P. 244–245 Hands-On Example 6.3.4 (Manipulating a Media File)  P. 361–362 Adding Graphics  P. 362–363 Hands-On Example 9.1.3 (Adding Graphics)  P. 364–365 Formatting a Presentation Using a Theme  P. 365 Hands-On Example 9.1.4 (Applying a Theme)  P. 377 Adding Transitions  P. 378 Hands-On Example 9.2.2 (Adding Slide Transitions)  P. 389 Creating Tables  P. 390–391 Hands-On Example 9.3.1 (Adding a Table)  P. 391–393 Creating Charts  P. 393–395 Hands-On Example 9.3.2 (Adding a Chart)  P. 402 Application and Extension of Knowledge #4  P. 402 Internet Research (Color Theory)  P. 586–587 Designing for the Web  P. 588–589 Hands-On Example Identifying Design Principles</p>
<p>05.06 Demonstrate various business-related elements that can be created, embedded and manipulated in a slide presentation, including: charts, graphs, tables, spreadsheets, flowcharts, and organizational charts.</p>	<p>P. 236–243 Inserting Media Files  P. 240–242 Inserting SmartArt  P. 242–243 Hands-On Example 6.3.3 (Creating a SmartArt Organization Chart)  P. 389 Creating Tables  P. 390–391 Hands-On Example 9.3.1 (Adding a Table)  P. 391–393 Creating Charts  P. 393–395 Hands-On Example 9.3.2 (Adding a Chart)  P. 402 Application and Extension of Knowledge #4  P. 459–461 Charts  P. 461–462 Hands-On Example 11.2.2 Creating Charts)  P. 462–463 Spreadsheet Charts in Text Documents  P. 464 Hands-On Example 11.2.3 (Using a Chart in a Document)  P. 470 Application and Extension of Knowledge #4</p>
<p>05.07 Apply slide transitions and create custom animations to slide presentations appropriate for the target audience.</p>	<p>P. 377 Adding Transitions  P. 378 Hands-On Example 9.2.2 (Adding Slide Transitions)  P. 379 Animating Objects  P. 379 Hands-On Example 9.2.3 (Adding Animations)  P. 402 Application and Extension of Knowledge #4</p>
<p>05.08 Demonstrate different delivery methods for slide presentations, including: packaging for CD delivery, video projection – on mouse click, rehearsed timings,</p>	<p>P. 367–369 Proofing and Displaying a Presentation  P. 369 Hands-On Example 9.1.6 (Displaying a Presentation)  P. 369 Sharing a Presentation  P. 370 paragraph 1–2</p>

<p>printing options - outlines, handouts, slides and notes.</p>	<p>P. 378 Hands-On Example 9.2.2 (Adding Slide Transitions)  P. 379 Animating Objects  P. 379 Hands-On Example 9.2.3 (Adding Animations)  P. 385 Screen Recordings  P. 395–396 Creating Speaker Notes  P. 396–397 Hands-On Example 9.3.3 (Adding Speaker Notes)  P. 397–398 Creating Handouts  P. 399 Hands-On Example 9.3.4 (Printing Handouts)</p>
<p>06.0 Use technology to enhance the effectiveness of communication utilizing spreadsheet and database applications.  – The student will be able to:</p>	
<p>06.01 Manage the worksheet environment by navigating through and printing a worksheet. Personalize the environment by manipulating the ribbon tabs, group settings, importing data/database, manipulating properties, files and folders.</p>	<p>P. 135–140 Windows File and Folder Names  P. 143 Hands-On Example 4.1.1 (Windows File Explorer)  P. 146–147 Hands-On Example 4.1.3 (Naming Folders)  P. 214 Launching Microsoft Excel  P. 215 Basic Option Settings  P. 215–216 Ribbon Interface  P. 216 Keyboard Navigation  P. 217 Hands-On Example 6.1.1 (Keyboard Navigation of the Ribbon)  P. 226–228 Printing Files  P. 228 Hands-On Example 6.2.2 (Printing an Office Document)  P. 258–260 Office Options  P. 261 Hands-On Example 6.4.1 (Office Options)  P. 408–409 Navigating a Spreadsheet  P. 433 Grouping Data  P. 434–437 Printing a Spreadsheet  P. 466–467 Comma-Separate Values Files  P. 470 Application and Extension of Knowledge #3, 5</p>
<p>06.02 Create cell data, apply auto fill and hyperlinks.</p>	<p>P. 409–410 Entering Data  P. 410 paragraph 5 (Auto Fill)  P. 412 Hands-On Example 10.1.1 (Creating a Spreadsheet)  P. 418 paragraph 1, sentence 5–6 (hyperlinks)  P. 440 Application and Extension of Knowledge #3–5</p>
<p>06.03 Format cells and worksheets by applying cell formats, merging and splitting cells, create row and column titles, hide and unhide column titles, rows and columns. Manipulate page set up options. Create and apply cell styles.</p>	<p>P. 409–410 Entering Data  P. 412 Hands-On Example 10.1.1 (Creating a Spreadsheet)  P. 417 Formatting Text paragraph 2  P. 417–418 Formatting Text  P. 418 Hands-On Example 10.2.1 (Formatting Text)  P. 419–420 Formatting Numbers  P. 420–421 Hands-On Example 10.2.2 (Formatting Numbers)  P. 423 Merging Cells</p>

	<p>P. 424 Deleting and Hiding Columns and Rows</p> <p>P. 424 Modifying Worksheets</p> <p>P. 432 first FYI</p> <p>P. 433–434 Viewing Data</p> <p>P. 440 Application and Extension of Knowledge #4</p>
06.04 Manage worksheets and workbooks by creating and formatting worksheets and manipulating views/themes.	<p>P. 409–410 Entering Data</p> <p>P. 412 Hands-On Example 10.1.1 (Creating a Spreadsheet)</p> <p>P. 417 Formatting Text paragraph 2</p> <p>P. 417–418 Formatting Text</p> <p>P. 418 Hands-On Example 10.2.1 (Formatting Text)</p> <p>P. 419–420 Formatting Numbers</p> <p>P. 420–421 Hands-On Example 10.2.2 (Formatting Numbers)</p> <p>P. 421–422 Formatting Cell Size</p> <p>P. 422 Hands-On Example 10.2.3 (Adjusting Column Width)</p> <p>P. 424 Modifying Worksheets</p> <p>P. 432 first FYI</p> <p>P. 433–434 Viewing Data</p> <p>P. 440 Application and Extension of Knowledge #4</p>
06.05 Apply formulas and functions by creating formulas, enforcing precedence and cell formula references. Apply conditional formula logic, name and cell ranges.	<p>P. 411 Using Formulas</p> <p>P. 412 Hands-On Example 10.1.1 (Creating a Spreadsheet)</p> <p>P. 426–427 Relative Cell Addresses</p> <p>P. 427–428 Absolute Cell Addresses</p> <p>P. 428–429 Hands-On Example 10.2.6 Relative and Absolute Cell Addresses</p> <p>P. 445–455 Section 11.1 Calculating with Functions</p> <p>P. 447–446 Hands-On Example 11.1.1 (Inserting Functions)</p> <p>P. 449–450 Hands-On Example 11.1.2 (Using Date-Related Functions)</p> <p>P. 452 Hands-On example 11.1.3 (Calculating a Payment)</p> <p>P. 455 Hands-On Example 11.1.4 (Using a Logical Function)</p> <p>P. 457 Conditional Formatting</p> <p>P. 458 Hands-On Example 11.2.1 Applying Conditional Formatting</p>
06.06 Demonstrate data visually by creating and modifying charts and images. (e.g., pivot tables)	<p>P. 459–461 Charts</p> <p>P. 461–462 Hands-On Example 11.2.2 Creating Charts)</p> <p>P. 462–463 Spreadsheet Charts in Text Documents</p> <p>P. 464 Hands-On Example 11.2.3 (Using a Chart in a Document)</p> <p>P. 465–466 Tables</p> <p>P. 470 Application and Extension of Knowledge #1–4</p>
06.07 Share worksheet data through email, changing file type and different versions. Manage comments. (e.g., mail merge)	<p>P. 138 File Name Extensions paragraph 3</p> <p>P. 138 FYI</p>

	<p>P. 148 Check Your Understanding #1</p> <p>P. 154 Sharing Files Online</p> <p>P. 168 Saving Versions of Files</p> <p>P. 224–226 Saving Files</p> <p>P. 225 Hands-On Example 6.2.1 (Saving an Office Document)</p> <p>P. 297 paragraphs 4–5 (managing comments)</p> <p>P. 304 Internet Research (Mail Merge)</p> <p>P. 531 Attachments paragraph 1</p>
06.08 Analyze and organize data through filters, sorting and applying conditional formatting. (e.g., macros)	<p>P. 430 Sorting Data</p> <p>P. 431 Filtering Data</p> <p>P. 432–433 Hands-On Example 10.2.7 (Sorting Data)</p> <p>P. 457 Conditional Formatting</p> <p>P. 458 Hands-On Example 11.2.1 Applying Conditional Formatting</p> <p>P. 601 VBA (macros)</p>
06.09 Create different forms for inputting data into a database application.	<p>P. 492–494 Preparing a Form</p> <p>P. 494–495 Hands-On Example 12.2.3 (Creating a Form)</p>
06.10 Interpret queries for specialized reports using a database application.	<p>P. 495–496 Preparing a Report</p> <p>P. 496–497 Hands-On Example 12.2.4 (Creating a Report)</p> <p>P. 497–498 Modifying a Report</p> <p>P. 504–515 Section 12.3 Queries</p> <p>P. 506 Hands-On Example 12.3.1 (Creating a Simple Query)</p> <p>P. 508–509 Hands-On Example 12.3.2 (Creating an Advanced Query)</p> <p>P. 511 Hands-On Example 12.3.3 (Qualifying a Query)</p> <p>P. 512–513 Hands-On Example 12.3.4 (Creating a Calculated Field)</p> <p>P. 514–515 Hands-On Example 12.3.5 (Creating a Statistical Field)</p> <p>P. 515 Check Your Understanding #1–5</p>
06.11 Interpret data on line graphs, pie charts, diagrams, and tables commonly used in spreadsheet software applications that incorporate industry data.	<p>P. 457 Conditional Formatting</p> <p>P. 459–461 Charts</p> <p>P. 462–463 Spreadsheet Charts in Text Documents</p> <p>P. 470 Application and Extension of Knowledge #4</p> <p>P. 458 Hands-On Example 11.2.1 Applying Conditional Formatting</p> <p>P. 461–462 Hands-On Example 11.2.2 Creating Charts</p> <p>P. 464 Hands-On Example 11.2.3 (Using a Chart in a Document)</p> <p>P. 465–466 Tables</p> <p>P. 469–470 Application and Extension of Knowledge #1–4</p>

	P. 470 Internet Research (Entering Data Into a Spreadsheet)
07.0 Use technology to enhance communication skills utilizing electronic mail. – The student will be able to:	
07.01 Describe and perform e-mail capabilities and functions. Create and send messages, manage signature and automated messages. Save, send, schedule, and manage junk mail, e-mail and spam. Configure message sensitivity, security and delivery options.	<p>P. 523–524 E-mail Technologies</p> <p>P. 524–527 E-mail Account Settings</p> <p>P. 527–532 Appropriate E-mail Use</p> <p>P. 534–535 Automated Features</p> <p>P. 535 Hands-On Example 13.1.3 (Add a Signature to Outlook Messages)</p> <p>P. 535 Signatures</p> <p>P. 536 Junk E-mail</p> <p>P. 537 Cleaning Up E-mail Folders (Archiving, Deleting)</p> <p>P. 537 Spam</p> <p>P. 538 Check Your Understanding #1</p> <p>P. 538 Check Your Understanding #5</p> <p>P. 544–545 Creating Messages</p> <p>P. 555 Application and Extension of Knowledge #1–2</p> <p>P. 555 Chapter 13 Test Completion #8–9</p> <p>P. 556 Internet Research (Spam E-mail)</p>
07.02 Use the Internet to perform e-mail activities, including: attaching external files, saving e-mail attachments, viewing mailbox details, establishing appointments, creating contact groups, and sending a meeting to a contact group to communicate in the workplace.	<p>P. 531 Attachments</p> <p>P. 550 Hands-On Example 13.2.1 (Add a New Calendar to Outlook)</p> <p>P. 532–533 Hands-On Example 13.1.2 (Create a New Contact Group)</p> <p>P. 552–553 Hands-On Example 13.2.2 (Add a Task to Outlook)</p> <p>P. 535 Hands-On Example 13.1.3 (Add a Signature to Outlook Messages)</p> <p>P. 553 Check Your Understanding #1–5</p> <p>P. 555 Application and Extension of Knowledge #3, 5</p> <p>P. 539–552 Section 13.2 Using Personal Information Management Software</p> <p>P. 555 Chapter 13 Test Multiple Choice #5; Matching #13–15</p>
07.03 Manage tasks and organize information. (e.g., forward e-mail)	<p>P. 530–531 Replying and Forwarding Messages</p> <p>P. 536 Personal Folders</p> <p>P. 537 Archiving E-mail Messages</p> <p>P. 551–552 Managing Tasks</p> <p>P. 552–553 Hands-On Example 13.2.2 (Add a Task to Outlook)</p> <p>P. 555 Application and Extension of Knowledge #5</p> <p>P. 555 Chapter 13 Test Completion #8, 10; Matching #13, 14</p>

08.0 Investigate individual assessment and job/career exploration and individual career planning that reflect the transition from school to work, lifelong learning, and personal and professional goals. – The student will be able to:	
08.01 Analyze personal skills and aptitudes in comparison with various business related job and career options.	<p>P. 349 Teamwork</p> <p>P. 738–744 Personal Success Skills</p> <p>P. 744 Hands-On Example 18.2.1 (Identifying Personal-Success Skills)</p> <p>P. 746 Aptitudes</p> <p>P. 767 Section 2 Check Your Understanding #1–2</p> <p>P. 770 Application and Extension of Knowledge #2</p>
08.02 Use career resources to develop an information base that reflects local and global business related occupations and opportunities for continuing education and workplace experience.	<p>P. 441 Teamwork</p> <p>P. 670 Teamwork</p> <p>P. 748–751 Researching Career Information</p> <p>P. 753 Continuing Education</p> <p>P. 753 Graduate and Postgraduate Education</p> <p>P. 753 Hands-On Example 18.1.2 (Exploring IT Careers)</p> <p>P. 753 Professional Certification</p> <p>P. 754 Hands-On Example 18.2.2 (Investigating Professional Certification)</p> <p>P. 767 Section 2 Check Your Understanding #2–3</p> <p>P. 770 Application and Extension of Knowledge #1</p> <p>P. 770 Communication Skills (Speaking)</p>
08.03 Demonstrate job-seeking skills required for entry-level employment, including resume, cover letter, thank you letter, online/hard copy application, mock interview, and follow-up call.	<p>P. 349 Teamwork</p> <p>P. 758–764 Resume, Cover Message, and Portfolio</p> <p>P. 764–765 Applying for Employment</p> <p>P. 765–766 After an Interview</p> <p>P. 767 Section 2 Check Your Understanding #4</p> <p>P. 770 Application and Extension of Knowledge #2</p> <p>P. 771 Teamwork</p>
08.04 Design, initiate, refine and implement a plan to facilitate growth and skill development related to anticipated job requirements and career expectations.	<p>P. 744–746 Career Plan</p> <p>P. 750 Setting SMART Goals</p> <p>P. 770 Application and Extension of Knowledge #3, 4</p> <p>P. 770 Communication Skills (Writing)</p>
08.05 Demonstrate an awareness of specific job requirements and career paths (e.g., requirements, characteristics needed) in business environments.	<p>P. 725–728 Employment Areas Affected by IT Innovations</p> <p>P. 728–734 Careers Available in IT</p> <p>P. 744–746 Career Plan</p> <p>P. 748–751 Researching Career Information</p> <p>P. 753 Hands-On Example 18.1.2 (Exploring IT Careers)</p> <p>P. 770 Application and Extension of Knowledge #1–3</p> <p>P. 771 Teamwork</p>
08.06 Demonstrate an awareness of the potential impact of local and global trends on career plans and life goals.	<p>P. 721–725 Areas of Growth</p> <p>P. 725–728 Employment Areas Affected by IT Innovations</p> <p>P. 728–734 Careers Available in IT</p>

	<p>P. 753 Hands-On Example 18.1.2 (Exploring IT Careers)</p> <p>P. 771 Communication Skills (Speaking, Writing)</p>
08.07 Describe the importance of building community and mentor relationships in a variety of professional and workplace situations.	<p>P. 749 Networking</p> <p>P. 750 Informational Interviewing</p> <p>P. 753 Career and Technical Student Organizations</p> <p>P. 754 Leadership and Mentoring</p> <p>P. 755 Internships</p> <p>P. 769 Chapter 18 Test Completion #10</p> <p>P. 771 Teamwork</p> <p>Teamwork activities in all chapters</p>
08.08 Simulate work-based projects in an information technology environment.	<p>P. 209 Teamwork</p> <p>P. 225 Hands-On Example 6.2.1 (Saving an Office Document)</p> <p>P. 251–252 Hands-On Example 6.3.7 (Formatting Text)</p> <p>P. 378 Hands-On Example 9.2.2 (Adding Slide Transitions)</p> <p>P. 748–751 Researching Career Information</p> <p>P. 753 Continuing Education</p> <p>P. 753 Graduate and Postgraduate Education</p> <p>P. 753 Professional Certification</p> <p>P. 754 Hands-On Example 18.2.2 (Investigating Professional Certification)</p> <p>P. 755 Occupational Training, Internship</p> <p>P. 770 Application and Extension of Knowledge #5</p>
09.0 Incorporate appropriate leadership and supervision techniques, customer service strategies, and standards of personal ethics to accomplish job objectives and enhance workplace performance. – The student will be able to:	
09.01 Demonstrate awareness of the following workplace essentials: quality customer service; business ethics; confidentiality of information; copyright violations; accepted workplace rules, regulations, policies, procedures, processes, and workplace safety, and appropriate attire and grooming.	<p>P. 339 Copyright</p> <p>P. 341 Licensing Agreement</p> <p>P. 342 Plagiarism</p> <p>P. 578–579 Digital Wellness</p> <p>P. 583 Ethical Use of the Internet</p> <p>P. 605 Portfolio Development (Soft Skills)</p> <p>P. 671 CTSOs Event Prep (Proper Attire)</p> <p>P. 695 Legal Responsibilities</p> <p>P. 696 Ethical Responsibilities</p> <p>P. 717 Teamwork</p> <p>P. 740 Interpersonal Skills</p> <p>P. 742 People Skills</p> <p>P. 743–744 Personal Qualities</p> <p>P. 770–771 Internet Research (Appropriate Dress and Grooming)</p> <p>Ethics features in all chapters</p>
09.02 Demonstrate ways of accepting constructive criticism on team projects within the workplace.	<p>P. 739 Constructive Criticism and Conflict Management</p> <p>P. 461 Teamwork</p>

09.03 Apply appropriate strategies to manage and resolve conflicts in work situations.	P. 739 Constructive Criticism and Conflict Management P. 770 Communication Skills (Reading)
09.04 Demonstrate human relations, personal and interpersonal skills appropriate for the workplace, including: responsibility, dependability, punctuality, integrity, positive attitude, initiative, respect for self and others, and professional dress.	P. 420 Ethics (Integrity) P. 671 CTSOs Event Prep (Proper Attire) P. 740 Interpersonal Skills P. 740 Interpersonal Skills paragraph 3–4 P. 742 People Skills P. 743–744 Personal Qualities P. 770–771 Internet Research (Appropriate Dress and Grooming) P. 99 Ethics (Code of Ethics)
10.0 Demonstrate competence using computer networks, internet and online databases to facilitate collaborative or individual learning and communication. – The student will be able to:	
10.01 Demonstrate how to connect to the Internet and use appropriate Internet protocol. Identify and describe web terminology, addresses and how browsers work.	P. 563–578 Internet P. 565 Hands-On Example 14.1.1 (Finding an IP Address) P. 575 Hands-On Example 14.1.2 (Setting the Browser Home Page) P. 584 Check Your Understanding #1–4 P. 584 IC3 Certification Practice #1 P. 603 Application and Extension of Knowledge #1–3
10.02 Demonstrate proficiency using basic features of GUI browsers, including: bookmarks, basic configurations, e-mail configurations, and address books. Describe appropriate browser security configurations.	P. 523–524 E-mail Technologies P. 524–527 E-mail Account Settings P. 531–532 Address Book P. 532–533 Hands-On Example 13.1.2 (Create a New Contact Group) P. 555 Application and Extension of Knowledge #1 P. 570–574 Browsers P. 575 Hands-On Example 14.1.2 (Setting the Browser Home Page) P. 603 Application and Extension of Knowledge #1–3 P. 677–678 Cache paragraph 3 (clearing) P. 678 Pop-ups (controlling) P. 687–690 Identity Protection on the Internet P. 715 Chapter 17 Test Matching #14
10.03 Describe information technology terminology, including Internet, intranet, ethics, copyright laws, and regulatory control.	P. 338–344 Ethical Practices for Intellectual Property P. 345 Check Your Understanding #1–5 P. 508 Internet Research (Spam E-mail) P. 563–578 Internet P. 583 Ethical Use of the Internet P. 584 Check Your Understanding #1–5 P. 619 Network Types paragraph 1 (intranet) P. 623 Build Your Vocabulary (intranet) P. 695–696 Ethical Behavior in Cyberspace



	P. 716 Internet Research (Internet Regulation)
10.04 Demonstrate proficiency using search engines and search tools.	P. 542–543 Performing Search Operations P. 555 Chapter 13 Test Matching #11 P. 579–583 Using Search Engines P. 584 Check Your Understanding #4–5 P. 603 Application and Extension of Knowledge #1–3 P. 604 Internet Research (Boolean Searches)
10.05 Use various web tools, including: downloading files, transfer of files, telnet, PDF, plug-ins, and data compression. Identify Boolean search strategies.	P. 135–140 Windows File and Folder Names P. 169–170 File Compression P. 171 Check Your Understanding #5 P. 214 first paragraph (PDF) P. 567 paragraph 1 (FTP) P. 567 Upload and Download P. 570–574 Browsers P. 575 Hands-On Example 14.1.2 (Setting the Browser Home Page) P. 579–583 Using Search Engines P. 584 Build Your Vocabulary (download, plug-in) P. 584 Check Your Understanding #4 P. 603 Application and Extension of Knowledge #1–3
10.06 Understand and apply level one Universal Resource Locator (URL) and associated protocols. (e.g., com, org, edu, gov, net, mil)	P. 565 paragraph 3 P. 565 Figure 14-2, 14-3 P. 569–570 Uniform Resource Locator P. 584 IC3 Certification Practice #1
11.0 Demonstrate competence in page design applicable to the WWW – the student will be able to:	
11.01 Describe and apply color theory as it applies to Web page design.	P. 578 Interaction Design P. 402 Internet Research (Color Theory) P. 586–587 Designing for the Web P. 588 Hands-On Example 14.2.1 (Identifying Design Principles)
11.02 Access and digitize graphics through various resources. (e.g., scanner, digital cameras, on-line graphics, clipart, CD-ROMs)	P. 54–56 Image-Input Devices P. 236 Inserting Media Files P. 239 Hands-On Example 6.3.2 (Inserting a 3D Model) P. 244 Hands-On Example 6.3.4 (Manipulating a Media File)
11.03 Explain the need for web-based applications.	P. 113 paragraph 2 (software as a service) P. 525–526 Web-Based E-mail P. 538 Titans of Technology feature P. 555 Application and Extension of Knowledge #1 P. 577–578 Web 2.0 P. 596 Web Widgets P. 648 Web-Based Conferencing

<p>11.04 Describe appropriate use of social networking sites and applications, blogs and collaborative tools for file sharing and using listservers. (dangers of piracy, copyright, plagiarism)</p>	<p>P. 650 Blogs, Forums, RSS  P. 655–659 Social Media  P. 657–658 Disadvantages of Social Media  P. 658 Hands-On Example 16.2.1 (Terms of Use)  P. 659–662 Online Communication  P. 662 Hands-On Example 16.2.2 (Cyberbullying)  P. 664 Collaboration</p>
<p>11.05 Describe web applications, including sharing photos and video clips, messaging, chatting and collaborating.</p>	<p>P. 113 paragraph 2 (software as a service)  P. 525–526 Web-Based E-mail  P. 574 Plug-ins  P. 645 IM (instant messaging)  P. 645–645 Hands-On Example 16.1.1 (Instant Messaging)  P. 647 Videoconferencing  P. 648–649 Hands-On Example (Videoconferencing)  P. 656–657 Media Sharing  P. 664 Collaboration</p>
<p>12.0 Develop an awareness of emerging technologies. – the student will be able to :</p>	
<p>12.01 Compare and contrast emerging technologies and describe how they impact business in the global marketplace. (e.g., wireless network, tablets, cell phones, satellite technology, nano technology, smart devices, home networks, peer-to-peer)</p>	<p>P. 13-18 Emerging Technologies  P. 16–18 Hands-On Example 1.1.1 (Software-Defined Storage)  P. 19 Check Your Understanding #5  P. 32 Application and Extension of Knowledge #2–3</p>
<p>13.0 Develop awareness of computer languages and software applications. – the student will be able to:</p>	
<p>13.01 Compare and contrast the appropriate use of various software applications. (e.g., word processing, desktop publishing, graphic design, web browser, e-mail, presentation, database, scheduling, financial management, Java applet, music)</p>	<p>P. 80–131 Chapter 3 Software  P. 208–267 Chapter 6 Common Office Application Features  P. 268–305 Chapter 7 Word-Processing Software  P. 306–349 Chapter 8 Formal Documents  P. 350–403 Chapter 9 Presentation Software  P. 404–441 Chapter 10 Spreadsheet Software  P. 442–471 Chapter 11 Advanced Spreadsheet Uses  P. 472–519 Chapter 12 Database Software  P. 520–557 Chapter 13 Personal Information Management Software  P. 558–605 Chapter 14 Internet and the World Wide Web</p>
<p>13.02 Demonstrate the use of various software applications. (e.g., word processing, desktop publishing, graphic design, web browser, e-mail, presentation, database, scheduling, financial management, Java applet, music)</p>	<p>P. 80–131 Chapter 3 Software  P. 208–267 Chapter 6 Common Office Application Features  P. 268–305 Chapter 7 Word-Processing Software  P. 306–349 Chapter 8 Formal Documents  P. 350–403 Chapter 9 Presentation Software  P. 404–441 Chapter 10 Spreadsheet Software  P. 442–471 Chapter 11 Advanced Spreadsheet Uses  P. 472–519 Chapter 12 Database Software</p>

	<p>P. 520–557 Chapter 13 Personal Information Management Software</p> <p>P. 558–605 Chapter 14 Internet and the World Wide Web</p>
13.03 Introduction of language terminology. (e.g., HTML, Python, Java, Flash, Pearl, code.org)	<p>P. 598–601 Programming Languages</p> <p>P. 129 Application and Extension of Knowledge #2</p>
13.04 Create web pages.	<p>P. 576–577 HTML</p> <p>P. 589–598 HTML</p> <p>P. 592–593 Hands-On Example 14.2.2 (Creating a Basic Web Page)</p> <p>P. 597 Hands-On Example 14.2.3 (Creating a Basic External Style Sheet)</p> <p>P. 598–601 Programming Languages</p> <p>P. 600 Hands-On Example 14.2.4 (Adding JavaScript to a Web Page)</p>
13.05 Use storyboarding techniques.	<p>P. 586 Designing for the Web paragraph 3</p> <p>P. 702 paragraph 2 (storyboarding)</p> <p>P. 605 Teamwork</p>
13.06 Use basic functions of WYSIWYG editors.	<p>P. 576–577 HTML</p> <p>P. 602 Chapter 14 Test Multiple Choice #2</p>
13.07 Use basic functions of HTML, DHTML, and XML editors and converters.	<p>P. 216 (XML)</p> <p>P. 576–577 HTML</p> <p>P. 589–598 HTML</p> <p>P. 592–593 Hands-On Example 14.2.2 (Creating a Basic Web Page)</p> <p>P. 597 Hands-On Example 14.2.3 (Creating a Basic External Style Sheet)</p> <p>P. 598–601 Programming Languages</p> <p>P. 600 Hands-On Example 14.2.4 (Adding JavaScript to a Web Page)</p>
13.08 Enhance web pages through the addition of images and graphics including animation.	<p>P. 586 FYI</p> <p>P. 586–587 Designing for the Web</p> <p>P. 588 Hands-On Example 14.2.1 (Identifying Design Principles)</p> <p>P. 589–598 HTML</p> <p>P. 592–593 Hands-On Example 14.2.2 (Creating a Basic Web Page)</p> <p>P. 597 Hands-On Example 14.2.3 (Creating a Basic External Style Sheet)</p> <p>P. 598–601 Programming Languages</p> <p>P. 600 Hands-On Example 14.2.4 (Adding JavaScript to a Web Page)</p>
14.0	Demonstrate comprehension and communication skills. – The student will be able to:

<p>14.01 Read and comprehend technical and non-technical reading assignments related to course content, including manuals, books, magazines and electronic sources.</p>	<p>P. 164 Windows Help  P. 174 Internet Research (IT Careers)  P. 301 Teamwork  Communication (Reading) activities at the end of select chapters  Reading Prep activities on each chapter opener</p>
<p>14.02 Use listening, speaking, telecommunication and nonverbal skills and strategies to communicate effectively with supervisors, co-workers, and customers.</p>	<p>P. 645–645 Hands-On Example 16.1.1 (Instant Messaging)  P. 648–649 Hands-On Example (Videoconferencing)  P. 740 Interpersonal Skills  P. 741 Basic Skills  P. 742 Thinking Skills  P. 742–743 People Skills  Communication Skills activities in all chapters  Teamwork activities in all chapters</p>
<p>14.03 Apply the writing process to the creation of appropriate documents following designated business formats. (e.g., note taking, research, MLA/APA)</p>	<p>P. 308–318 Section 8.1 Creating a Business Letter  P. 316 Hands-On Example 8.1.1 (Creating a Personal Business Letter)  P. 318–320 Hands-On Example 8.1.2 (Formatting a Business Letter)  P. 321–337 Section 8.2 Creating a Report  P. 322 last paragraph (writing process)  P. 331 Hands-On Example 8.2.1 (Formatting a Report)  P. 332–333 Hands-On Example 8.2.2 (Adding Page Numbers)  P. 334 Hands-On Example 8.2.3 (Creating a Table of Contents)  P. 336 Hands-On Example 8.2.4 (Adding Citations)</p>
<p>14.04 Demonstrate an awareness of project management concepts and tools. (e.g., timelines, deadlines, resource allocation, time management, delegation of tasks, collaboration)</p>	<p>P. 605 CTSOs Event Prep (Community Service Project)  P. 664 Collaboration  P. 738–739 Time-Management and Team Skills  P. 742 Thinking Skills  P. 769 Chapter 18 Test Multiple Choice #2, Completion #7  Portfolio Development activities in all chapters</p>