



**Goodheart-Willcox Correlation of  
*Principles of Digital Information Technology* ©2021  
 to Oklahoma Standards for Career Tech / Computer Education  
 Course: Information Technology – Grades 9-12**

<b>Standard</b>	<b>Correlating Textbook Pages</b>
Demonstrate knowledge, skill, and application of information systems to accomplish job objectives and enhance workplace performance. – The student will be able to:	
Develop keyboarding skills to enter and manipulate text and data.	216 Keyboard Navigation 219 Hands-On Example 6.1.1 232–235 Editing Text 253 Check Your Understanding #1, 3 265 Application and Extension of Knowledge #2, 4 272 Entering Text 272–273 Hands-On Example 7.1.1 (Entering Text) 292 Check Your Understanding #1
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)	212–263 Chapter 6 Common Office Application Features 270–301 Chapter 7 Word-Processing Software 272–273 Hands-On Example 7.1.1 (Entering Text) 352–399 Chapter 9 Presentation Software 360 Hands-On Example 9.1.2 (Adding Slides and Text) 406–437 Chapter 10 Spreadsheet Software 412 Hands-On Example 10.1.1 (Creating a Spreadsheet) 474–515 Database Software 479 Hands-On Example 12.1.2 (Adding Data) 522–533 Chapter 13 Personal Information Management Software 526 Hands-On Example 13.1.1 (Adding an Account to Outlook) 532–533 Hands-On Example 13.1.2 (Create a New Contact Group) 550 Hands-On Example 13.2.1 (Add a New Calendar to Outlook)
Identify and describe types of file systems and classify common file extensions based on software application programs used in the workplace environment.	135–140 Windows File and Folder Names 138–139 File Name Extensions 140–146 Windows File Explorer 143 Hands-On Example 4.1.1 (Windows File



	<p>Explorer)          145 Hands-On Example 4.1.2 (Displaying File Name Extensions)          146–147 Hands-On Example 4.1.3 (Naming Folders)          172–173 Chapter 4 Test Multiple Choice #1–2          173 Completion #6–7</p>
Use reference materials. (e.g. on-line help, tutorials, manuals, vendor bulletin boards)	<p>164 Windows Help          171 Check Your Understanding #1          192 Hands-On Example 5.3.1 Online Troubleshooting Help</p>
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          140–146 Windows File Explorer          143 Hands-On Example 4.1.1 (Windows File Explorer)          146–147 Hands-On Example 4.1.3 (Naming Folders)          148 Check Your Understanding #1          173 Chapter Test Multiple Choice #2          173–174 Application and Extension of Knowledge #1–2</p>
Discuss the process of troubleshooting problems with computer hardware peripherals, including input and output devices in the workplace environment.	<p>191–193 Troubleshooting          192 Hands-On Example 5.3.1 Online Troubleshooting Help          194–197 Troubleshooting Hardware Problems          197–205 Troubleshooting Software Problems          202 Hands-On Example 5.3.2 (Terminating a Program)          206 Application and Extension of Knowledge #4</p>
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          127 Check Your Understanding #1          129 Chapter Test Completion #9, Matching #13, Application and Extension of Knowledge #4          339–240 Intellectual Property          340–342 Software Licenses          342–344 Proper Usage of Information          343 Hands-On Example 8.3.1 (Locating Information’s Source)          348 Internet Research (Federal Antipiracy Laws)</p>



Identify operating system file naming conventions.	135–140 Windows File and Folder Names 140–146 Windows File Explorer 148 Check Your Understanding #1 173–174 Application and Extension of Knowledge #1–2
Demonstrate proficiency with file management and structure. (e.g., folder creation file creation, backup copy, delete, open, save)	135–140 Windows File and Folder Names 140–146 Windows File Explorer 143 Hands-On Example 4.1.1 (Windows File Explorer) 146–147 Hands-On Example 4.1.3 (Naming Folders) 150–152 Locating Files and Folders 158–159 Copying Files and Folders 161 Hands-On Example 4.3.4 (Copying Files) 161–162 Deleting Files and Folders 162 Check Your Understanding #5 168–169 File Backups 171 Check Your Understanding #4 224–225 Saving Files 225 Hands-On Example 6.2.1 (Saving an Office Document) 229 Opening Files 230 Hands-On Example 6.2.3 (Opening an Office Document)
Demonstrate a working knowledge of standard file formats.	138–139 File Name Extensions 143 Displaying File Name Extensions 143 FYI in margin 145 Hands-On Example 4.1.2 (Displaying File Name Extensions)
Explain the history and purpose of various operating systems. (e.g., DOS, Windows, Mac, and Unix/Linux)	108 Check Your Understanding #1 47–48 Operating System 48 Check You Understanding #5 94–104 Operating Systems 95 Figure 3-7 operating systems
Develop an awareness of microprocessors and digital computers. – The student will be able to:	
Explain the general architecture of a microcomputer system.	37 Categories of Computers paragraph 1–2 40 Basic Parts and Functions of a Computer 46 Hands-On Example 2.1.1 (Component Identification)



Explain the need for and use of peripherals.	106–107 Device Drivers 41 paragraph 3 (peripheral devices) 50–60 Input Devices and Their Functions 60–68 Output Devices and Their Functions 69 Check Your Understanding #2–5 77 Application and Extension of Knowledge #1–4
Demonstrate proficiency using peripherals.	50–60 Input Devices and Their Functions 60–68 Output Devices and Their Functions 69 Check Your Understanding #2–5 74 Hands-On Example 2.3.1 (Storage Device Names and Volume Labels) 77 Application and Extension of Knowledge #1–4
Identify the basic concepts of computer maintenance and upgrades.	186–187 Maintaining the Hardware 187–189 Maintaining the Software 188 Hands-On Example 5.2.1 (Disk Defragmenting) 189 Check Your Understanding #1–5
Differentiate between diagnosing and troubleshooting.	191 Troubleshooting 206 Internet Research (Diagnosing versus Troubleshooting) 192 Hands-On Example 5.3.1 Online Troubleshooting Help
Demonstrate an understanding of operating systems. – The student will be able to:	
Identify types of networks and how they work.	610–615 Network Connection Technologies 616 Hands-On Example 15.1.1 (Connecting to a Network) 617 Check Your Understanding #2–5 618–623 Section 15.2 Network Topologies 622 Hands-On Example 15.2.1 (Examining Network Topology) 623 Check Your Understanding #1–5 634 Chapter 15 Test Multiple Choice #1–3 636 Application and Extension of Knowledge #2 636 Internet Research (Networking)
Identify the role of servers and clients on a network.	610 Host (server) 610–611 Client 614 Server Operating System 617 Build Your Vocabulary (client, host) 634 Chapter 15 Test Multiple Choice #1–3



Identify benefits and risks of networked computing.	610 Network Connection Technologies 619–620 Network Types 623 Check Your Understanding #1–3 624–633 Section 15.3 Network Security 636 Application and Extension of Knowledge #3–5 636 Communication Skills (Writing)
Identify the relationship between computer networks and other communications networks. (e.g., wifi, teleconference, telepresence)	523–524 E-mail Technologies 538 Check Your Understanding #1 610–616 Network Connection Technologies 617 Check Your Understanding #3 636 Application and Extension of Knowledge #2 644–653 Communication Tools 653 Section 16.1 Check Your Understanding #1-5 669 EOC Application and Extension of Knowledge #4
Identify intranets, extranets and how they relate to the Internet.	619 Network Types paragraph 1 623 Build Your Vocabulary (extranet, intranet)
Demonstrate basic understanding of network administration.	625–624 Basic Network Security 628 Vulnerability of a Network 636 Application and Extension of Knowledge #3–5 636 Communication Skills (Writing) 637 CTSOs Event Prep (Network Design)
Use technology to enhance the effectiveness of communication skills utilizing word processing applications. – The student will be able to:	
Select and use word processing software and accompanying features to enhance written business communications.	245–246 Hands-On Example 6.3.5 (Editing a Document) 247–275 Hands-On Example 7.1.2 (Formatting Text)
	270–301 Chapter 7 Word-Processing Software 272–273 Hands-On Example 7.1.1 (Entering Text) 277 Hands-On Example 7.1.3 (Adjusting Margins) 279 Hands-On Example 7.1.4 (Adjusting Line Spacing) 281–282 Hands-On Example 7.1.5 (Creating A Style) 283 Hands-On Example 7.1.6 (Adding a Page Break) 285–286 Hands-On Example 7.1.7 (Creating a Table) 286–287 Hands-On Example 7.1.8 (Modifying a Table) 288–289 Hands-On Example 7.1.9 (Creating a



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	Document from a Template) 308–345 Chapter 8 Formal Documents 295–296 Hands-On Example 7.2.1 (Proofing Settings) 299 Hands-On Example 7.2.2 (Checking Spelling and Grammar) 316 Hands-On Example 8.1.1 (Creating a Personal Business Letter) 318–320 Hands-On Example 8.1.2 (Formatting a Business Letter) 331 Hands-On Example 8.2.1 (Formatting a Report) 332–333 Hands-On Example 8.2.2 (Adding Page Numbers) 334 Hands-On Example 8.2.3 (Creating a Table of Contents) 336 Hands-On Example 8.2.4 (Adding Citations)
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)	154 Sharing Files Online 224–225 Saving Files 225 Hands-On Example 6.2.1 (Saving an Office Document) 255–256 Overall Views 256–257 Protected Views 287–288 Templates 288–289 Hands-On Example 7.1.9 (Creating a Document from a Template) 297 Tracking Changes and Managing Comments paragraph 2 (lock/unlock tracking) 365 Hands-On Example 9.1.4 (Applying a Theme)



<p>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>246–247 Searching for Text 247–275 Hands-On Example 7.1.2 (Formatting Text) 249–251 Formatting Text 251–252 Hands-On Example 6.3.7 (Formatting Text) 252 Hands-On Example 6.3.8 (Format Painter) 273–274 Formatting Text 275–278 Page Layout 277 Hands-On Example 7.1.3 (Adjusting Margins) 279 Hands-On Example 7.1.4 (Adjusting Line Spacing) 279–280 Paragraph Styles 281–282 Hands-On Example 7.1.5 (Creating A Style) 283 Hands-On Example 7.1.6 (Adding a Page Break) 284–287 Tables 285–286 Hands-On Example 7.1.7 (Creating a Table) 286–287 Hands-On Example 7.1.8 (Modifying a Table) 287–288 Templates 288–289 Hands-On Example 7.1.9 (Creating a Document from a Template) 308–320 Section 8.1 Creating a Business Letter 316 Hands-On Example 8.1.1 (Creating a Personal Business Letter) 318–320 Hands-On Example 8.1.2 (Formatting a Business Letter) 321–337 Section 8.2 Creating a Report 331 Hands-On Example 8.2.1 (Formatting a Report) 332–333 Hands-On Example 8.2.2 (Adding Page Numbers) 334 Hands-On Example 8.2.3 (Creating a Table of Contents)</p>
<p>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>247–275 Hands-On Example 7.1.2 (Formatting Text) 249–251 Formatting Text 251–252 Hands-On Example 6.3.7 (Formatting Text)</p>



	273–274 Formatting Text 275–278 Page Layout 277 Hands-On Example 7.1.3 (Adjusting Margins) 279 Hands-On Example 7.1.4 (Adjusting Line Spacing) 279–280 Paragraph Styles 281–282 Hands-On Example 7.1.5 (Creating A Style) 282–283 Adding Breaks 283 Hands-On Example 7.1.6 (Adding a Page Break) 287–288 Templates 288–289 Hands-On Example 7.1.9 (Creating a Document from a Template) 308–320 Section 8.1 Creating a Business Letter 316 Hands-On Example 8.1.1 (Creating a Personal Business Letter) 318–320 Hands-On Example 8.1.2 (Formatting a Business Letter) 321–337 Section 8.2 Creating a Report 331 Hands-On Example 8.2.1 (Formatting a Report) 332–333 Hands-On Example 8.2.2 (Adding Page Numbers)
	333 Title Page paragraph 4 (page background) 334 Hands-On Example 8.2.3 (Creating a Table of Contents) 382 Inserting a Background Image 383 Hands-On Example 9.2.5 Inserting a Background Image
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.	236–243 Inserting Media Files 239 Hands-On Example 6.3.2 (Inserting a 3D Model) 240 Adding Shapes and Text Boxes 242–243 Hands-On Example 6.3.3 (Creating a SmartArt Organization Chart) 244–245 Hands-On Example 6.3.4 (Manipulating a Media File)
Proofread documents by validating content through the use of spell and grammar check. Configure autocorrect settings, insert and modify comments in	304 Application and Extension of Knowledge #5 295–296 Hands-On Example 7.2.1 (Proofing Settings)





a document.	299 Hands-On Example 7.2.2 (Checking Spelling and Grammar) 301 Check Your Understanding #1–5 293–301 Section 7.2 Proofing Text
Apply references and hyperlinks, create end and footnotes, and create a table of contents in a document.	333–334 Table of Contents 334 Hands-On Example 8.2.3 (Creating a Table of Contents) 334–336 Citations 336 Hands-On Example 8.2.4 Adding Citations 380–381 Creating a Hyperlink 381–382 Hands-On Example 9.2.4 (Adding a Hyperlink)
Perform various mail merge options, macros and tracking revisions.	296 Tracking Changes and Managing Comments 301 Check Your Understanding #3 304 Internet Research (Mail Merge) 601 VBA (macros)
<b>Use technology to enhance communication skills utilizing presentation applications. – The student will be able to:</b>	
Manage and configure the presentation software environment, including: adjusting views, manipulating window, configuring toolbar and file options.	215 Basic Option Settings 216 Keyboard Navigation 217 Hands-On Example 6.1.1 (Keyboard Navigation of the Ribbon) 217 Toggle Buttons 218 Hands-On Example 6.1.2 (Toggle Buttons) 218–220 Displaying Multiple Windows 220–221 Hands-On Example 6.1.3 (Managing Open Windows) 241 Launching Microsoft PowerPoint 255–258 Document Views 258–260 Office Options 261 Hands-On Example 6.4.1 (Office Options)



<p>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 360–361 Hands-On Example 9.1.2 (Adding Slides and Text) 364–365 Formatting a Presentation Using a Theme 365 FYI 365 Hands-On Example 9.1.4 (Applying a Theme) 372 Copying Slides 372 Deleting Slides 375 Creating a New Presentation 376–377 Hands-On Example 9.2.1 (Creating a New Presentation) 401 Chapter 9 Test Completion #7, Matching #12 402 Application and Extension of Knowledge #3–4</p>
<p>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 235 Hands-On Example 6.3.1 (Creating and Sorting a List) 236–243 Inserting Media Files 239 Hands-On Example 6.3.2 (Inserting a 3D Model) 240 Adding Shapes and Text Boxes 240–242 Inserting SmartArt 242–243 Hands-On Example 6.3.3 (Creating a SmartArt Organization Chart) 244–245 Hands-On Example 6.3.4 (Manipulating a Media File) 364 Adding Video 380–381 Creating a Hyperlink 381–382 Hands-On Example 9.2.4 (Adding a Hyperlink) 385 Digital Ink 385 Screen Recordings 389 Creating Tables 390–391 Hands-On Example 9.3.1 (Adding a Table) 391–393 Creating Charts 393–395 Hands-On Example 9.3.2 (Adding a Chart)</p>



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<p>Explore and apply design and color theory to create dynamic and appealing visuals.</p>	<p>586–587 Designing for the Web          361–362 Adding Graphics          364–365 Formatting a Presentation Using a Theme          402 Internet Research (Color Theory)          588 Hands-On Example 14.2.1 (Identifying Design Principles)          362–363 Hands-On Example 9.1.3 (Adding Graphics)          365 Hands-On Example 9.1.4 (Applying a Theme)</p>
<p>Create and manipulate graphical and multimedia elements to improve or develop new contacts</p>	<p>236–243 Inserting Media Files          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>240 Adding Shapes and Text Boxes          240–242 Inserting SmartArt          242–243 Hands-On Example 6.3.3 (Creating a SmartArt Organization Chart)          244–245 Hands-On Example 6.3.4 (Manipulating a Media File)          361–362 Adding Graphics          362–363 Hands-On Example 9.1.3 (Adding Graphics)          364–365 Formatting a Presentation Using a Theme          365 Hands-On Example 9.1.4 (Applying a Theme)          377 Adding Transitions          378 Hands-On Example 9.2.2 (Adding Slide Transitions)          389 Creating Tables          390–391 Hands-On Example 9.3.1 (Adding a Table)          391–393 Creating Charts          393–395 Hands-On Example 9.3.2 (Adding a Chart)          402 Application and Extension of Knowledge #4          402 Internet Research (Color Theory)          586–587 Designing for the Web          588–589 Hands-On Example Identifying Design Principles</p>



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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.	236–243 Inserting Media Files 240–242 Inserting SmartArt 242–243 Hands-On Example 6.3.3 (Creating a SmartArt Organization Chart) 389 Creating Tables 390–391 Hands-On Example 9.3.1 (Adding a Table) 391–393 Creating Charts 393–395 Hands-On Example 9.3.2 (Adding a Chart) 402 Application and Extension of Knowledge #4 459–461 Charts 461–462 Hands-On Example 11.2.2 Creating Charts) 462–463 Spreadsheet Charts in Text Documents 464 Hands-On Example 11.2.3 (Using a Chart in a Document) 470 Application and Extension of Knowledge #4
Apply slide transitions and create custom animations to slide presentations appropriate for the target audience.	377 Adding Transitions 378 Hands-On Example 9.2.2 (Adding Slide Transitions) 379 Animating Objects 379 Hands-On Example 9.2.3 (Adding Animations) 402 Application and Extension of Knowledge #4
Demonstrate different delivery methods for slide presentations, including: packaging for CD delivery, video projection – on mouse click, rehearsed timings,	367–369 Proofing and Displaying a Presentation 369 Hands-On Example 9.1.6 (Displaying a Presentation) 369 Sharing a Presentation 370 paragraph 1–2
printing options - outlines, handouts, slides and notes.	378 Hands-On Example 9.2.2 (Adding Slide Transitions) 379 Animating Objects 379 Hands-On Example 9.2.3 (Adding Animations) 385 Screen Recordings 395–396 Creating Speaker Notes 396–397 Hands-On Example 9.3.3 (Adding Speaker Notes) 397–398 Creating Handouts 399 Hands-On Example 9.3.4 (Printing Handouts)



Use technology to enhance the effectiveness of communication utilizing spreadsheet and database applications. – The student will be able to:	
<p>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>135–140 Windows File and Folder Names            143 Hands-On Example 4.1.1 (Windows File Explorer)            146–147 Hands-On Example 4.1.3 (Naming Folders)            214 Launching Microsoft Excel            215 Basic Option Settings            215–216 Ribbon Interface            216 Keyboard Navigation            217 Hands-On Example 6.1.1 (Keyboard Navigation of the Ribbon)            226–228 Printing Files            228 Hands-On Example 6.2.2 (Printing an Office Document)            258–260 Office Options            261 Hands-On Example 6.4.1 (Office Options)            408–409 Navigating a Spreadsheet            433 Grouping Data            434–437 Printing a Spreadsheet            466–467 Comma-Separate Values Files            470 Application and Extension of Knowledge #3, 5</p>
<p>Create cell data, apply auto fill and hyperlinks.</p>	<p>409–410 Entering Data            410 paragraph 5 (Auto Fill)            412 Hands-On Example 10.1.1 (Creating a Spreadsheet)            418 paragraph 1, sentence 5–6 (hyperlinks)            440 Application and Extension of Knowledge #3–5</p>
<p>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>409–410 Entering Data            412 Hands-On Example 10.1.1 (Creating a Spreadsheet)            417 Formatting Text paragraph 2            417–418 Formatting Text            418 Hands-On Example 10.2.1 (Formatting Text)            419–420 Formatting Numbers            420–421 Hands-On Example 10.2.2 (Formatting Numbers)            423 Merging Cells</p>



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	<p>424 Deleting and Hiding Columns and Rows          424 Modifying Worksheets          432 first FYI          433–434 Viewing Data          440 Application and Extension of Knowledge #4</p>
<p>Manage worksheets and workbooks by creating and formatting worksheets and manipulating views/themes.</p>	<p>409–410 Entering Data          412 Hands-On Example 10.1.1 (Creating a Spreadsheet)          417 Formatting Text paragraph 2          417–418 Formatting Text          418 Hands-On Example 10.2.1 (Formatting Text)          419–420 Formatting Numbers          420–421 Hands-On Example 10.2.2 (Formatting Numbers)          421–422 Formatting Cell Size          422 Hands-On Example 10.2.3 (Adjusting Column Width)          424 Modifying Worksheets          432 first FYI          433–434 Viewing Data          440 Application and Extension of Knowledge #4</p>
<p>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          412 Hands-On Example 10.1.1 (Creating a Spreadsheet)          426–427 Relative Cell Addresses          427–428 Absolute Cell Addresses          428–429 Hands-On Example 10.2.6 Relative and Absolute Cell Addresses          445–455 Section 11.1 Calculating with Functions          447–446 Hands-On Example 11.1.1 (Inserting Functions)          449–450 Hands-On Example 11.1.2 (Using Date-Related Functions)          452 Hands-On example 11.1.3 (Calculating a Payment)          455 Hands-On Example 11.1.4 (Using a Logical Function)          457 Conditional Formatting          458 Hands-On Example 11.2.1 Applying Conditional Formatting</p>



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Demonstrate data visually by creating and modifying charts and images. (e.g., pivot tables)	459–461 Charts 461–462 Hands-On Example 11.2.2 Creating Charts) 462–463 Spreadsheet Charts in Text Documents 464 Hands-On Example 11.2.3 (Using a Chart in a Document) 465–466 Tables 470 Application and Extension of Knowledge #1–4
Share worksheet data through email, changing file type and different versions. Manage comments. (e.g., mail merge)	138 File Name Extensions paragraph 3 138 FYI
	148 Check Your Understanding #1 154 Sharing Files Online 168 Saving Versions of Files 224–226 Saving Files 225 Hands-On Example 6.2.1 (Saving an Office Document) 297 paragraphs 4–5 (managing comments) 304 Internet Research (Mail Merge) 531 Attachments paragraph 1
Analyze and organize data through filters, sorting and applying conditional formatting. (e.g., macros)	430 Sorting Data 431 Filtering Data 432–433 Hands-On Example 10.2.7 (Sorting Data) 457 Conditional Formatting 458 Hands-On Example 11.2.1 Applying Conditional Formatting 601 VBA (macros)
Create different forms for inputting data into a database application.	492–494 Preparing a Form 494–495 Hands-On Example 12.2.3 (Creating a Form)



Interpret queries for specialized reports using a database application.	495–496 Preparing a Report 496–497 Hands-On Example 12.2.4 (Creating a Report) 497–498 Modifying a Report 504–515 Section 12.3 Queries 506 Hands-On Example 12.3.1 (Creating a Simple Query) 508–509 Hands-On Example 12.3.2 (Creating an Advanced Query) 511 Hands-On Example 12.3.3 (Qualifying a Query) 512–513 Hands-On Example 12.3.4 (Creating a Calculated Field) 514–515 Hands-On Example 12.3.5 (Creating a Statistical Field) 515 Check Your Understanding #1–5
Interpret data on line graphs, pie charts, diagrams, and tables commonly used in spreadsheet software applications that incorporate industry data.	457 Conditional Formatting 459–461 Charts 462–463 Spreadsheet Charts in Text Documents 470 Application and Extension of Knowledge #4 458 Hands-On Example 11.2.1 Applying Conditional Formatting 461–462 Hands-On Example 11.2.2 Creating Charts) 464 Hands-On Example 11.2.3 (Using a Chart in a Document) 465–466 Tables 469–470 Application and Extension of Knowledge #1–4 470 Internet Research (Entering Data Into a Spreadsheet)
<b>Use technology to enhance communication skills utilizing electronic mail. – The student will be able to:</b>	





<p>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 524–527 E-mail Account Settings 527–532 Appropriate E-mail Use 534–535 Automated Features 535 Hands-On Example 13.1.3 (Add a Signature to Outlook Messages) 535 Signatures 536 Junk E-mail 537 Cleaning Up E-mail Folders (Archiving, Deleting) 537 Spam 538 Check Your Understanding #1 538 Check Your Understanding #5 544–545 Creating Messages 555 Application and Extension of Knowledge #1–2 555 Chapter 13 Test Completion #8–9 556 Internet Research (Spam E-mail)</p>
<p>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 550 Hands-On Example 13.2.1 (Add a New Calendar to Outlook) 532–533 Hands-On Example 13.1.2 (Create a New Contact Group) 552–553 Hands-On Example 13.2.2 (Add a Task to Outlook) 535 Hands-On Example 13.1.3 (Add a Signature to Outlook Messages) 553 Check Your Understanding #1–5 555 Application and Extension of Knowledge #3, 5 539–552 Section 13.2 Using Personal Information Management Software 555 Chapter 13 Test Multiple Choice #5; Matching #13– 15</p>



<p>Manage tasks and organize information. (e.g., forward e-mail)</p>	<p>530–531 Replying and Forwarding Messages          536 Personal Folders          537 Archiving E-mail Messages          551–552 Managing Tasks          552–553 Hands-On Example 13.2.2 (Add a Task to Outlook)          555 Application and Extension of Knowledge #5          555 Chapter 13 Test Completion #8, 10; Matching #13, 14</p>
<p><b>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:</b></p>	
<p>Analyze personal skills and aptitudes in comparison with various business related job and career options.</p>	<p>349 Teamwork          738–744 Personal Success Skills          744 Hands-On Example 18.2.1 (Identifying Personal- Success Skills)          746 Aptitudes          767 Section 2 Check Your Understanding #1–2          770 Application and Extension of Knowledge #2</p>
<p>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          670 Teamwork          748–751 Researching Career Information          753 Continuing Education          753 Graduate and Postgraduate Education          753 Hands-On Example 18.1.2 (Exploring IT Careers)          753 Professional Certification          754 Hands-On Example 18.2.2 (Investigating Professional Certification)          767 Section 2 Check Your Understanding #2–3          770 Application and Extension of Knowledge #1          770 Communication Skills (Speaking)</p>



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<p>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          758–764 Resume, Cover Message, and Portfolio          764–765 Applying for Employment          765–766 After an Interview          767 Section 2 Check Your Understanding #4          770 Application and Extension of Knowledge #2          771 Teamwork</p>
<p>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          750 Setting SMART Goals          770 Application and Extension of Knowledge #3, 4          770 Communication Skills (Writing)</p>
<p>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          728–734 Careers Available in IT          744–746 Career Plan          748–751 Researching Career Information          753 Hands-On Example 18.1.2 (Exploring IT Careers)          770 Application and Extension of Knowledge #1–3          771 Teamwork</p>
<p>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          725–728 Employment Areas Affected by IT Innovations          728–734 Careers Available in IT</p>
	<p>753 Hands-On Example 18.1.2 (Exploring IT Careers)          771 Communication Skills (Speaking, Writing)</p>
<p>Describe the importance of building community and mentor relationships in a variety of professional and workplace situations.</p>	<p>749 Networking          750 Informational Interviewing          753 Career and Technical Student Organizations          754 Leadership and Mentoring          755 Internships          769 Chapter 18 Test Completion #10          771 Teamwork          Teamwork activities in all chapters</p>



<p>Simulate work-based projects in an information technology environment.</p>	<p>209 Teamwork          225 Hands-On Example 6.2.1 (Saving an Office Document)          251–252 Hands-On Example 6.3.7 (Formatting Text)          378 Hands-On Example 9.2.2 (Adding Slide Transitions)          748–751 Researching Career Information          753 Continuing Education          753 Graduate and Postgraduate Education          753 Professional Certification          754 Hands-On Example 18.2.2 (Investigating Professional Certification)          755 Occupational Training, Internship          770 Application and Extension of Knowledge #5</p>
<p><b>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:</b></p>	
<p>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          341 Licensing Agreement          342 Plagiarism          578–579 Digital Wellness          583 Ethical Use of the Internet          605 Portfolio Development (Soft Skills)          671 CTSOs Event Prep (Proper Attire)          695 Legal Responsibilities          696 Ethical Responsibilities          717 Teamwork          740 Interpersonal Skills          742 People Skills          743–744 Personal Qualities          770–771 Internet Research (Appropriate Dress and Grooming)          Ethics features in all chapters</p>
<p>Demonstrate ways of accepting constructive criticism on team projects within the workplace.</p>	<p>739 Constructive Criticism and Conflict Management          461 Teamwork</p>



<p>Apply appropriate strategies to manage and resolve conflicts in work situations.</p>	<p>739 Constructive Criticism and Conflict Management          770 Communication Skills (Reading)</p>
<p>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>	<p>420 Ethics (Integrity)          671 CTSOs Event Prep (Proper Attire)          740 Interpersonal Skills          740 Interpersonal Skills paragraph 3–4          742 People Skills          743–744 Personal Qualities          770–771 Internet Research (Appropriate Dress and Grooming)          99 Ethics (Code of Ethics)</p>
<p><b>Demonstrate competence using computer networks, internet and online databases to facilitate collaborative or individual learning and communication. – The student will be able to:</b></p>	
<p>Demonstrate how to connect to the Internet and use appropriate Internet protocol. Identify and describe web terminology, addresses and how browsers work.</p>	<p>563–578 Internet          565 Hands-On Example 14.1.1 (Finding an IP Address)          575 Hands-On Example 14.1.2 (Setting the Browser Home Page)          584 Check Your Understanding #1–4          584 IC3 Certification Practice #1          603 Application and Extension of Knowledge #1–3</p>
<p>Demonstrate proficiency using basic features of GUI browsers, including: bookmarks, basic configurations, e-mail configurations, and address books. Describe appropriate browser security configurations.</p>	<p>523–524 E-mail Technologies          524–527 E-mail Account Settings          531–532 Address Book          532–533 Hands-On Example 13.1.2 (Create a New Contact Group)          555 Application and Extension of Knowledge #1          570–574 Browsers          575 Hands-On Example 14.1.2 (Setting the Browser Home Page)          603 Application and Extension of Knowledge #1–3          677–678 Cache paragraph 3 (clearing)          678 Pop-ups (controlling)          687–690 Identity Protection on the Internet          715 Chapter 17 Test Matching #14</p>



<p>Describe information technology terminology, including Internet, intranet, ethics, copyright laws, and regulatory control.</p>	<p>338–344 Ethical Practices for Intellectual Property        345 Check Your Understanding #1–5        508 Internet Research (Spam E-mail)        563–578 Internet        583 Ethical Use of the Internet        584 Check Your Understanding #1–5        619 Network Types paragraph 1 (intranet)        623 Build Your Vocabulary (intranet)        695–696 Ethical Behavior in Cyberspace        716 Internet Research (Internet Regulation)</p>
<p>Demonstrate proficiency using search engines and search tools.</p>	<p>542–543 Performing Search Operations        555 Chapter 13 Test Matching #11        579–583 Using Search Engines        584 Check Your Understanding #4–5        603 Application and Extension of Knowledge #1–3        604 Internet Research (Boolean Searches)</p>
<p>Use various web tools, including: downloading files, transfer of files, telnet, PDF, plug-ins, and data compression. Identify Boolean search strategies.</p>	<p>135–140 Windows File and Folder Names        169–170 File Compression        171 Check Your Understanding #5        214 first paragraph (PDF)        567 paragraph 1 (FTP)        567 Upload and Download        570–574 Browsers        575 Hands-On Example 14.1.2 (Setting the Browser Home Page)        579–583 Using Search Engines        584 Build Your Vocabulary (download, plug-in)        584 Check Your Understanding #4        603 Application and Extension of Knowledge #1–3</p>
<p>Understand and apply level one Universal Resource Locator (URL) and associated protocols. (e.g., com, org, edu, gov, net, mil)</p>	<p>565 paragraph 3        565 Figure 14-2, 14-3        569–570 Uniform Resource Locator        584 IC3 Certification Practice #1</p>



<b>Demonstrate competence in page design applicable to the WWW – the student will be able to:</b>	
Describe and apply color theory as it applies to Web page design.	578 Interaction Design 402 Internet Research (Color Theory) 586–587 Designing for the Web 588 Hands-On Example 14.2.1 (Identifying Design Principles)
Access and digitize graphics through various resources. (e.g., scanner, digital cameras, on-line graphics, clipart, CD-ROMs)	54–56 Image-Input Devices 236 Inserting Media Files 239 Hands-On Example 6.3.2 (Inserting a 3D Model) 244 Hands-On Example 6.3.4 (Manipulating a Media File)
Explain the need for web-based applications.	113 paragraph 2 (software as a service) 525–526 Web-Based E-mail 538 Titans of Technology feature 555 Application and Extension of Knowledge #1 577–578 Web 2.0 596 Web Widgets 648 Web-Based Conferencing
Describe appropriate use of social networking sites and applications, blogs and collaborative tools for file sharing and using list servers. (dangers of piracy, copyright, plagiarism)	650 Blogs, Forums, RSS 655–659 Social Media 657–658 Disadvantages of Social Media 658 Hands-On Example 16.2.1 (Terms of Use) 659–662 Online Communication 662 Hands-On Example 16.2.2 (Cyberbullying) 664 Collaboration
Describe web applications, including sharing photos and video clips, messaging, chatting and collaborating.	113 paragraph 2 (software as a service) 525–526 Web-Based E-mail 574 Plug-ins 645 IM (instant messaging) 645–645 Hands-On Example 16.1.1 (Instant Messaging) 647 Videoconferencing 648–649 Hands-On Example (Videoconferencing) 656–657 Media Sharing 664 Collaboration



<b>Develop an awareness of emerging technologies. – the student will be able to :</b>	
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)	13-18 Emerging Technologies 16-18 Hands-On Example 1.1.1 (Software-Defined Storage) 19 Check Your Understanding #5 32 Application and Extension of Knowledge #2-3
<b>Develop awareness of computer languages and software applications. – the student will be able to:</b>	
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)	80-131 Chapter 3 Software 208-267 Chapter 6 Common Office Application Features 268-305 Chapter 7 Word-Processing Software 306-349 Chapter 8 Formal Documents 350-403 Chapter 9 Presentation Software 404-441 Chapter 10 Spreadsheet Software 442-471 Chapter 11 Advanced Spreadsheet Uses 472-519 Chapter 12 Database Software 520-557 Chapter 13 Personal Information Management Software 558-605 Chapter 14 Internet and the World Wide Web
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)	80-131 Chapter 3 Software 208-267 Chapter 6 Common Office Application Features 268-305 Chapter 7 Word-Processing Software 306-349 Chapter 8 Formal Documents 350-403 Chapter 9 Presentation Software 404-441 Chapter 10 Spreadsheet Software 442-471 Chapter 11 Advanced Spreadsheet Uses 472-519 Chapter 12 Database Software
	520-557 Chapter 13 Personal Information Management Software 558-605 Chapter 14 Internet and the World Wide Web
Introduction of language terminology. (e.g., HTML, Python, Java, Flash, Pearl, code.org)	598-601 Programming Languages 129 Application and Extension of Knowledge #2





Create web pages.	576–577 HTML 589–598 HTML 592–593 Hands-On Example 14.2.2 (Creating a Basic Web Page) 597 Hands-On Example 14.2.3 (Creating a Basic External Style Sheet) 598–601 Programming Languages 600 Hands-On Example 14.2.4 (Adding JavaScript to a Web Page)
Use storyboarding techniques.	586 Designing for the Web paragraph 3 702 paragraph 2 (storyboarding) 605 Teamwork
Use basic functions of WYSIWYG editors.	576–577 HTML 602 Chapter 14 Test Multiple Choice #2
Use basic functions of HTML, DHTML, and XML editors and converters.	216 (XML) 576–577 HTML 589–598 HTML 592–593 Hands-On Example 14.2.2 (Creating a Basic Web Page) 597 Hands-On Example 14.2.3 (Creating a Basic External Style Sheet) 598–601 Programming Languages 600 Hands-On Example 14.2.4 (Adding JavaScript to a Web Page)
Enhance web pages through the addition of images and graphics including animation.	586 FYI 586–587 Designing for the Web 588 Hands-On Example 14.2.1 (Identifying Design Principles) 589–598 HTML 592–593 Hands-On Example 14.2.2 (Creating a Basic Web Page) 597 Hands-On Example 14.2.3 (Creating a Basic External Style Sheet) 598–601 Programming Languages 600 Hands-On Example 14.2.4 (Adding JavaScript to a Web Page)



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