

Digital Applications and Responsibility

Technology as a Planning and Productivity Tool

1 Students integrate technology to arrange materials and solve problems efficiently.

- 1 Apply technology as a means to create business, industry, and professional tasks and develop strategies for solving problems [DAR-1.1](#)
- 2 Use appropriate technology to plan, develop, edit and present material to different types of audiences both in a group or individually (i.e., paper, web page, multimedia presentation, publications, speech, hypermedia, etc.) [DAR-1.2](#)
- 3 Integrate information and communication technology to analyze a real-world problem, design and implement procedures to monitor information, set timelines, and evaluate progress toward the solution [DAR-1.3](#)
- 4 Using appropriate handling and use of supplies and equipment, practice respectful and responsible use of technology through abiding by the professional practices [DAR-1.4](#)
- 5 Apply an understanding of plagiarism and fair use; respect copyright laws of information producers such as authors and artists, including website developers [DAR-1.5](#)

Document Processing

1 Students design documents by using complex features of software to develop advanced documents that are user-friendly.

- 1 Create and manage master documents and subdocuments by using various edit tools, formatting tools, and templates [DAR-2.1](#)
 - 2 Use advanced features to create combo boxes, macros, newsletters with mastheads, multi-column brochures, multi-page books, forms wizards, composition, table of contents, and mail merge [DAR-2.2](#)
 - 3 Explain the use of various document types and how they related to different situations (school, work, home, etc) [DAR-2.3](#)
 - 4 Demonstrate saving, opening, and finding files in various formats and the ability to follow instructions [DAR-2.4](#)
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Spreadsheet Software

1 Students apply concepts of spreadsheet software to organize and manipulate data.

- 1 Use industry terminology when using spreadsheet software [DAR-3.1](#)
 - 2 Apply relative, absolute, mixed cell references and advanced features (i.e. naming ranges; track, accept and reject changes; formatting, filtering and protection) in formulas and printing [DAR-3.2](#)
 - 3 Create and evaluate formulas and functions; customize formats; pivot tables and charts; and edit and run command buttons, macros and macros with buttons [DAR-3.3](#)
 - 4 Edit and label chart components (i.e. axis, legends, titles, and databases) [DAR-3.4](#)
 - 5 Link and merge worksheets/workbooks; importing and exporting data to and from spreadsheets [DAR-3.5](#)
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Presentation Software

1 Students create a variety of multi-media presentations using appropriate design principles to communicate in a professional manner.

- 1 Demonstrate how electronic presentations are created [DAR-4.1](#)
 - 2 Apply Industry design guidelines to create, manipulate and enhance visual presentations [DAR-4.2](#)
 - 3 Demonstrate presentation skills by creating well-organized, audience-appropriate presentations such as informative, entertaining, instructional, while using proper public speaking techniques [DAR-4.3](#)
 - 4 Create a stand-alone presentation with video, embedded objects, specialized features, by modifying and designing templates [DAR-4.4](#)
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Database Software

1 Students synthesize database management concepts to manage, evaluate, and organize information in an effective manner.

- 1 Create database objects such as tables, forms and queries [DAR-5.1](#)
 - 2 Use advanced functions to filter, extract, and split databases and cross reference [DAR-5.2](#)
 - 3 Use a database application software to create or modify a database structure, enter records in a database, create reports, sort and index a database [DAR-5.3](#)
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Internet Tools

1 Students establish communication and collaboration skills using the internet and social media to increase global awareness.

- 1 Construct basic HTML5 coding [DAR-6.1](#)
 - 2 Apply and adapt best practices for internet research [DAR-6.2](#)
 - 3 Investigate the effects of social media tools on society [DAR-6.3](#)
 - 4 Explain concepts of internet privacy and security [DAR-6.4](#)
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Technology Assessment

1 Students apply technology concepts to take industry standard certifications.

- 1 Investigate industry-based certifications within the information technology industry [DAR-7.1](#)
 - 2 Take computer-based narrative tests and computer adaptive timed tests for topic remediation and support [DAR-7.2](#)
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Functions on Technology

1 Students connect functions of technology with computer hardware and software so they make decisions about computer technology.

- 1 Identify the principle hardware components of a microcomputer and describe their functions [DAR-8.1](#)
- 2 Use operating system utilities to control the operation of the computer [DAR-8.2](#)
- 3 Investigate security risks and how to prevent or resolve security issues [DAR-8.3](#)
- 4 Recognize and explain compatibility issues and common errors [DAR-8.4](#)
- 5 Assess the risk associated with upgrading technology [DAR-8.5](#)
- 6 Identify preventative maintenance products and techniques [DAR-8.6](#)
- 7 Establish knowledge of computer technology in relationship to networks [DAR-8.7](#)