

## MATHEMATICS

### Technology (Digital High School)

Grades 9-12		
<p><b>1. Students learn computer operation skills and appropriate applications.</b></p> <p>1.1 Start up and shut down computers and various applications</p> <p>1.2 Use Desktop, Menu bars, Menus, Icons, and Windows</p> <p>1.3 Move, resize and arrange windows</p> <p>1.4 Use and format a floppy disk</p> <p>1.5 Rename, copy, delete files and folders</p> <p>1.6 Use desktop interface (i.e. chooser) to select a printer or file server and print</p> <p>1.7 Switch between different applications (multi-tasking)</p> <p>1.8 Obtain online help</p>	<p><b>2. Students enhance word processing skills.</b></p> <p>2.1 Create, save, and name documents</p> <p>2.2 Use the ruler</p> <p>2.3 Type, edit, and format text and paragraphs</p> <p>2.4 Create columns, set margins and page breaks</p> <p>2.5 Use spell checking tools</p> <p>2.6 Create headers, footers, and page breaks</p> <p>2.7 Add footnotes and endnotes</p> <p>2.8 Apply safety techniques and procedures</p>	<p><b>3. Students understand internet search and retrieval.</b></p> <p>3.1 Identify and locate popular Internet search engines</p> <p>3.2 Use search engines to find specific information</p> <p>3.3 Refine a search to narrow down search results</p>
<p><b>4. Students understand the use of electronic communication.</b></p> <p>4.1 Send email messages</p> <p>4.2 Attach an enclosure to an email address</p> <p>4.3 Read, reply to, and forward email messages</p>	<p><b>5. Students understand multimedia presentation techniques.</b></p> <p>5.1 Open, close, save, and create new slide show files</p> <p>5.2 Enter, edit, format, and spell-check presentation text in slides</p>	<p><b>6. Students enhance knowledge of desktop publishing.</b></p> <p>6.1 Set document margins</p> <p>6.2 Draw and edit boxes and circles</p> <p>6.3 Create text blocks and apply special effects to boxes and text</p>

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<p>4.4 Use spell check in email</p>	<p>5.3 Use the Slide, Slide Sorter, and Outline Views to modify and rearrange a presentation</p> <p>5.4 Use master pages to change the look of a presentation</p> <p>5.5 Add clip art, graphs, tables, and charts to enhance a presentation</p> <p>5.6 Print slides, handouts, notes, and outlines, from the presentations</p>	<p>6.4 Insert a word processing document in a layout</p> <p>6.5 Flow text from one column or page to the next</p> <p>6.6 Import text and graphics</p> <p>6.7 Resize and crop graphics</p> <p>6.8 Use ruler guides to align text and graphic images</p> <p>6.9 Adjust text column starting points</p> <p>6.10 Adjust columns to a graphic image</p> <p>6.11 Use Master pages for repeated elements and automatically numbering pages</p> <p>6.12 Set up polynomial functions, general sample points, and graph them</p> <p>6.13 Use built-in trigonometric and logarithmic functions</p>
<p><b>7. Students enhance use of web page construction.</b></p> <p>7.1 Create titles</p> <p>7.2 Develop content heading</p> <p>7.3 Lay out content into the body</p>	<p><b>8. Students enhance knowledge of spreadsheets.</b></p> <p>8.1 Enter, edit, and format worksheet data</p> <p>8.2 Insert rows and columns, adjust row height, and column width</p>	<p><b>9. Students enhance use of database.</b></p> <p>9.1 Define fields and enter data</p> <p>9.2 Add, copy, rename, edit and delete fields</p> <p>9.3 Add, copy, rename, edit and delete records</p>

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<p>7.4 Apply styles to text</p> <p>7.5 Create a Web Page with graphics</p> <p>7.6 Develop links between pages</p>       <p><b>10. Students understand the importance of computer maintenance.</b></p> <p>10.1 Change printer paper and/or cartridges</p> <p>10.2 Make simple adjustments</p> <p>10.3 Apply security and safety techniques and procedures</p> <p>10.4 Change the system time</p> <p>10.5 Install stand alone programs</p>	<p>8.3 Format numbers, dates and times</p> <p>8.4 Build simple formulas and use basic functions (such average, sum, total, and date)</p> <p>8.5 Copy, paste, and fill formulas and values</p> <p>8.6 Sort data and create charts</p> <p>8.7 Apply relative and absolute addressing</p>	<p>9.4 Create layouts for simple forms, labels and reports</p> <p>9.5 Use specified key store find, sort, and match records</p> <p>9.6 Perform simple calculations and summaries</p> <p>9.7 Use lookup, information, logical and date functions to evaluate information and automate spreadsheet tasks</p>