COMPUTER APPLICATIONS III
Curriculum Content Frameworks

<div style="color:red; border:1px solid red">
Please note: All assessment questions will be taken from the knowledge portion of these frameworks.
</div>

Prepared by
Jennifer Curry, Pottsville High School
Kathy Johnson, Springdale High School
Kim Conant, Nashville High School

Facilitated by
Karen Chisholm, Program Manager
Office of Assessment and Curriculum
Arkansas Department of Career Education

Edited by
Jim Brock, Program Manager
Ginger Fisher, Program Advisor
LaTrenda Jackson, Program Advisor
Tim Johnston, Program Advisor
Peggy Wakefield, Program Advisor
Office of Business/Marketing Technology
Arkansas Department of Career Education

Disseminated by
Career and Technical Education
Office of Assessment and Curriculum
Arkansas Department of Career Education

Curriculum Content Frameworks

COMPUTER APPLICATIONS III

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

Table of Contents

Unit 1: Desktop Publishing and Graphics – Creating & Editing Simple Publications
Hours: 25

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

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

CAREER and TECHNICAL SKILLS		ACADEMIC and WORKPLACE SKILLS		
What the Student Should be Able to Do		What the Instruction Should Reinforce		
Knowledge	**Application**	**Skill Group**	**Skill**	**Description**
1.1 Define desktop publishing terminology	1.1.1 Prepare a list of terms with definitions			
1.2 Explain the terms associated with planning, layout, and design decisions	1.2.1 Collect examples of desktop publishing documents, and evaluate good and bad layout design			
	1.2.2 Create a thumbnail sketch			
1.3 Define publications	1.3.1 Collect examples of publications such as letterhead, brochures, flyers, newsletters, business cards, etc			
	1.3.2 Create publications			
1.4 Identify typography specific to desktop publishing	1.4.1 Use various types of fonts and font styles appropriately			
	1.4.2 Explain how type is measured and what size fonts to use for specific publications			
	1.4.3 Alignment and wrapping text around graphics			
	1.4.4 Create a document that uses kerning (character spacing) and leading and tracking (line spacing)			
1.5 Explain special-sized documents	1.5.1 Create special-sized documents			
1.6 Explain the use of enhancements	1.6.1 Use enhancements such as lines, shapes, wordart, masks or fill effects, pull quotes etc			
1.7 Explain uses of a digital camera	1.7.1 Create a document using images from a digital camera			

1.8	Discuss digital file formats	1.8.1	Identify digital file formats: bmp, gif, jpg, png, tiff, wmf, etc			
1.9	Identify software available for editing graphics	1.9.1	Edit and manipulate graphics using the following features (rotate, move, crop, flip, resize, color, shadow, scale, skew)			
		1.9.2	Create layered and grouped object such as a logo			
1.10	Explain how to scan an image	1.10.1	Scan and image and import into a document			

Unit 2: Advanced Word Processing
Hours: 20

<u>Terminology</u>: bookmarks, building blocks, captions, document properties, Index, Table of Contents

CAREER and TECHNICAL SKILLS		ACADEMIC and WORKPLACE SKILLS		
What the Student Should be Able to Do		What the Instruction Should Reinforce		
Knowledge	**Application**	**Skill Group**	**Skill**	**Description**
2.1 Define terminology	2.1.1 Prepare a list of terms with definitions			
2.2 Review basic word processing concepts	2.2.1 Creating and customizing documents (headers, footers, columns, tabs, tables, margins, alignments, indents, spacing, labels and envelopes)			
	2.2.2 Formatting content (format text and paragraphs, styles, templates, themes, pagination, section breaks, find and replace, copy, cut and paste)			
	2.2.3 Working with visual content (SmartArt, clipart, WordArt, borders, and textboxes)			
	2.2.4 Organizing content (ex. Quick Parts, references, bullets, numbering, and mail merge)			
2.3 Explain uses of table of contents	2.3.1 Add a table of contents			
2.4 Explain uses of an index	2.4.1 Create, modify and update an index			
2.5 Explain the use of document properties	2.5.1 Modify document properties			
2.6 Explain reasons for customizing the software tools for the user	2.6.1 Add bookmarks and hyperlinks			
	2.6.2 Customize ribbons/toolbars			

CAREER and TECHNICAL SKILLS			ACADEMIC and WORKPLACE SKILLS		
What the Student Should be Able to Do			What the Instruction Should Reinforce		
Knowledge		Application	Skill Group	Skill	Description
2.7 Explain uses for building blocks	2.7.1	Insert building blocks such as watermarks, footers, headers, textboxes, sidebars)			
2.8 Identify uses of captions	2.8.1	Add a caption to a graphic, figure or clipart			
2.9 Explain reviewing documents	2.9.1	Compare and merge document versions			
	2.9.2	Insert, modify, and delete comments			
	2.9.3	Manage track changes			
2.10 Explain sharing and securing content	2.10.1	Save to appropriate formats and check for compatibility			
	2.10.2	Control document access (password protection, mark as final)			
	2.10.3	Attach digital signatures			

Unit 3: Presentation Software – Creating Advanced Electronic Presentations
Hours: 40

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

CAREER and TECHNICAL SKILLS		ACADEMIC and WORKPLACE SKILLS		
What the Student Should be Able to Do		What the Instruction Should Reinforce		
Knowledge	**Application**	**Skill Group**	**Skill**	**Description**
4.1 Define terminology	4.1.1 Prepare a list of terms with definitions			
	4.1.2 Design a presentation with multiple types of slides			
4.2 Explain importance of Presentation Techniques	4.2.1 Identify various presentation techniques * Know your audience * Know your content & subject matter * Develop a theme * Proper use of visual aids ie presentation * Appropriate body language * Appropriate appearance * Use of standard language, not jargon or slang * Introduction of yourself & topic * Appropriate eye contact * Proper voice control * Rehearsing your presentation			
4.3 Explain the circumstances in which one should prepare handouts	4.3.1 Use the presentation software to create handouts			
4.4 Edit text and slide arrangement	4.4.1 Add, delete, copy, and move slides			
4.5 List several slide layouts	4.5.1 Use a variety of slide layouts in a presentation			
4.6 Explain the difference in the effects of design templates on various audiences	4.6.1 Choose appropriate design templates and color scheme for the audience			
4.7 Discuss uses of visual content in a presentation	4.7.1 Create and modify smartart diagrams			
	4.7.2 Insert, modify and arrange various shapes			
	4.7.3 Insert and modify charts & tables			
4.8 Explain how to add multimedia	4.8.1 Insert sounds, music clips, and video			

	to a presentation				
4.9	Discuss methods of how to add and link other content to presentations	4.9.1	Insert a section from a word processing document		
		4.9.2	Insert a section from a spreadsheet or database		
		4.9.3	Insert slides from another presentation		

CAREER and TECHNICAL SKILLS		ACADEMIC and WORKPLACE SKILLS		
What the Student Should be Able to Do		What the Instruction Should Reinforce		
Knowledge	**Application**	**Skill Group**	**Skill**	**Description**
4.10 List several ways that text enhancement can make a presentation more attractive or meaningful	4.10.1 Apply a variety of fonts, font sizes, styles, colors, format painter, shadows and text attributes to appropriate places in a presentation			
	4.10.2 Use placeholders, and apply text attributes to them			
	4.10.3 Use bullets that have been edited			
	4.10.4 Use bullets that have been created from a graphic image			
	4.10.5 Insert and format text boxes			
4.11 Explain the purpose of a master slide	4.11.1 Use and customize master slides			
4.12 Define *transition*	4.12.1 Use slide transitions			
	4.12.2 Create a transition effect			
4.13 Explain how animation is used	4.13.1 Apply, customize, modify, and remove animations			
4.14 Define *hyperlink*	4.14.1 Create a slide with a hyperlink from one part of a presentation to another part			
	4.14.2 Add a hyperlink to another presentation or Web site			
4.15 Compare hyperlinks and action buttons	4.15.1 Add an action button to a slide			
4.16 Explain when the use of timings would be appropriate	4.16.1 Add automatic slide timings to a presentation			

CAREER and TECHNICAL SKILLS		ACADEMIC and WORKPLACE SKILLS		
What the Student Should be Able to Do		What the Instruction Should Reinforce		
Knowledge	Application	Skill Group	Skill	Description
4.17 Explain collaborating and delivering presentations	4.17.1 Insert comments, add digital signature, set passwords			
	4.17.2 Save to appropriate formats and check for compatibility			
	4.17.3 Using software tools to prepare your prestation for delivery. Ie package for CD, pack and go, embed fonts, compress graphics, embed multimedia			
	4.17.4 Use a pen or highlighter to annotate a presentation			
	4.17.5 Prepare handouts for a presentation with headers/footers, page numbers, QuicksStyles etc..			
	4.17.6 Rehearse timings, create a custom slide show			

Unit 4: Web Site Design
Hours: 10

<u>Terminology</u>: Child page, Home/index/parent page, Web site

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

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

1. Audience – the group that is the intended target of the material

2. Crop - to cut off or remove parts to an image

3. Desktop publishing – software that is used to produce publications

4. Digital camera – records images in digital format

5. Graphic file formats -.BMP (Bimap Picture) graphic originally used for Paint which produces large file sizes; GIF (Graphics Interchange Format) a type of file format used for images placed on Web pages that can support both transparency and animation; JPEG--(Joint Photographic Experts Group) a type of file format used for image that appear on Web pages; used mostly for photographs; PNG--(Portable Network Graphics) a file format used for images placed on Web pages that is capable of showing millions of colors but is small in file size; TIFF (Tagged Image File) format for storage images including photographs and line art; WMF (Windows Meta File) a file format intended to be portable between applicatons and may contain vector graphics and bitmap components

6. Group - combining two or more objects to create a single object

7. Kerning (character spacing) – the addition or removal of space between individual characters in a piece of typeset text to improve its appearance or alter its fit

8. Layer - a feature that allows you to place one image on top of another and edit each independently

9. Layout guides – a grid used to help arrange text on a document that can consist of margin guides, column guides, and ruler guides

10. Leading (line spacing) – horizontal space between lines of text

11. Letterhead – information at the top of a letter that includes a company/person's name as well as personal information (company, address, phone number, etc.)

12. Logo – a design that represents a company

13. Margin guides – nonprinting lines that show on screen the margins of a document

14. Masking/fill effect – cropping or filling in to a shape or design

15. Pull quote – a short amount of text taken from a document and set aside for the reader to see

16. Rotate - a function within graphic software that enables a user to turn an image a number of degrees

17. Scanner - a hardware device used to digitize printed images that are saved in a graphics file format for use at a later time

18. Skew - to turn or place an object at an angle

19. Thumbnail sketch – a small replication of an image used in Web pages to expedite the loading process; can act as a hyperlink to the bigger image

20. Time frames/deadlines – project due dates and time allotted for completion

21. Tracking (line spacing) – to uniformly adjust spacing between selected text

22. Typography - the study of type as it relates to digital typefaces

Unit 2: Advanced Word Processing

1. Bookmarks - identifies a location or a selection of text that you name and identify for future reference

2. Building blocks - galleries of predesigned parts used to enhance a document that can be saved and used again such as watermarks, title pages, cover pages, table of contents, etc

3. Captions - text that appears below a graphic, figure, or clipart image used to describe the image

4. Document properties - refers to a classifcation of various components of a document such as author, title, subject, keywords, location, comments, etc

5. Index - lists the terms and topics discussed in a document along with the pages the appear on. Usually arranged alphabetically at the end of the document

6. Table of Contents - a list of the parts of a document organized in the order in which the parts appear. Usually included at the beginning of the document

Unit 3: Presentation Software – Creating Advanced Electronic Presentations

1. Action button – button clicked to initiate a link or an animation action

2. Animated gif – a moving picture in GIF format, which is made up of a series of frames, that when displayed, provides a short animated sequence that can be made to cycle over and over without stopping

3. Audience - the group that is the intended target of the presentation

4. Body language - communication through gestures, postures, and facial expressions of the presenter

5. Design template – custom design that is applied to a presentation to give it a uniform color scheme and particular "look"

6. Embedded font – inserts formatting of font into presentation so it stays consistent

7. Export – to save a file in one application that can be read by a different application from the one in which it was created

9. Handouts – printout that contains 1, 2, 3, 4, 6, or 9 PowerPoint slides per page

10. Hyperlink – a predefined linkage between one object and another

11. Import – to use a file in one application that was created with a different application

12. Jargon/slang - words and phrases used and understood by specific groups of people

13. Master slide – slide that stores a design template's arrangement for slides, including the size and position of placeholders, text formatting, and graphic elements

14. Slide layout – arrangement of text and/or object placeholders that can be applied to a new or existing file

15. Slides – area where you create, edit, and display information on a single screen in a PowerPoint presentation

16. Speaker's notes – notes that can be entered for each slide in a presentation and can be printed or added as supplemental information when published on the Web

17. Timings – can be set to transition between slides automatically

18 Transition – visual effects applied as one moves from one slide to the next

19. Visual content (SmartArt, illustrations, lists, hierarchies, etc.) - a graphical representation of information used to enhance a presentation

Unit 4: Web Site Design

1. Child page – a Web page that is a secondary page on a site and is hyperlinked to the home or parent page; a sub-Web page

2. Home/index/parent page – the root page of a Web site; the first page that you see when you access the Web site, which usually has links to sub-pages that comprise the Web site

3. Web site – a collection of related Web pages connected with hyperlinks