

TEKS	SKILL	5	6	7	8
Knowledge And Appropriate Use Of					
1A	Operating systems	c	c	c	c
1A	Software applications	c	c	c	c
1A	Communication and network components	c	c	c	c
1B	Compare and contrast input, output, processing and storage devices		l	c	c
1C	Evaluate software for a defined task		l	c	c
1D	Compatibility issues - digital file formats, cross platform connectivity	x	x	x	x
1E	Use technology terminology appropriate to the task	c	c	c	c
1F	Open an application program, create, modify, print, and save documents	c	c	c	c
1G	Understand differences of digital and analog technology			l	c
1H	Use terminology related to the Internet	c	c	c	c
1I	Compare/contrast WANs, LANs, Internet, Intranet			l	c
Data Input Skills					
2A	Demonstrate proficiency in use of input devices: mouse, keyboard, digital camera, printer, scanner, CD, diskette	c	c	c	c
2B	Demonstrate keyboarding proficiency using proper technique and posture	c	c	c	c
2C	Use keyboarding standards for data input			l	c
2D	Develop strategies for capturing digital files			l	c
Laws and Issues					
3A	Discuss copyright laws and issues			l	c
3A	Model ethical acquisition/use of digital information	c	c	c	c
3B	Demonstrate proper Internet etiquette	l	c	c	c
3C	Describe consequences of copyright violations			l	c
3D	Impact of technology applications on society			l	c
3E	Relevancy of technology in the future		l	c	c
Acquire Electronic Information From Electronic Resources					
4A	Navigate/Access electronic information	c	c	c	c
4B	Keyword/Boolean searches	c	c	c	c
Acquire Electronic Information With Various Formats					
5A	Identify, create, and use files in various formats		l	c	c
5B	Demonstrate ability to access and manipulate information	c	c	c	c
5C	Use on-line help	c	c	c	c
Evaluate Information					
6A	Employ methods to evaluate information	c	c	c	c
6B	Resolve conflicts and validate information	c	c	c	c
6C	Identify source, location, type, and relevancy		l	c	c

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Use Computer-Based Tools To Solve Problems					
7A	Plan, create, and edit word processing documents	c	c	c	c
7B	Create and edit spreadsheet documents	c	c	c	c
7C	Plan, create, and edit databases		l	c	c
7D	Create multimedia projects using text, audio, video, and graphics			l	c
7E	Create a document using desktop publishing techniques	c	c	c	c
7F	Use tools in draw and paint applications	c	c	c	c
7G	Integrate two or more productivity tools into a document	l	c	c	c
7H	Use interactive virtual environments		l	c	c
7I	Use technical writing to create products			l	c
7J	Use core and enrichment curricula to create products	c	c	c	c
Solving Problems With Electronic Communications					
8A	Participate in electronic communities				l
8B	Share information on-line				l
8C	Create products using groupware	x	x	x	x
8D	Present products to an audience	c	c	c	c
8E	Integrate applications skills (database, spreadsheet, etc.)		l	c	c
Solving Problems - Product Evaluation					
9A	Design/evaluate by tracking trends, using timelines				l
9B	Research, compare, and resolve information conflicts				l
Information Formatting					
10A	Create products for defined audience	c	c	c	c
10B	Use variety of layouts in a database			l	c
10C	Use a variety of spreadsheet layouts		l	c	c
10D	Use formatting tools (fonts, styles, sizes, etc.)	c	c	c	c
10E	Create spreadsheet chart and match to data type		l	c	c
Publish Products Electronically					
11A	Publish in a variety of ways	c	c	c	c
11B	Create multimedia presentations for defined audience	c	c	c	c
11C	Use telecommunications tools (Internet, Dist. Learning)	c	c	c	c
Evaluate Communications					
12A	Use planners and management tools to track trends				l
12B	Evaluate projects using established criteria or rubrics	c	c	c	c
12C	Select products for electronic portfolio			l	c
12D	Evaluate product for relevance to the assignment	c	c	c	c