

# Productivity Application/Tools: Grades K-12

## WORD PROCESSING 1

- 1 Write, edit, save, and print document in a sitting. 1.1
- 2 Use menu/tool bar functions, such as font size, font style, line spacing to format a document. 1.2
- 3 Highlight, copy, and paste text. 1.3
- 4 Copy, paste, insert, and resize images within the documents and from outside sources. 1.4
- 5 Proofread and edit writing using appropriate resources (spell checker, grammar checker, thesaurus). 1.5

## WORD PROCESSING 2

- 1 Demonstrate the use of intermediate features in word processing applications (i.e. tabs, indents, bullets, numbers, tables, headers, footers). 2.1
- 2 Apply advanced formatting and page layout features when appropriate (i.e. columns, templates, styles) to improve the appearance of documents and projects. 2.2
- 3 Use the comment function in review for peer editing. 2.3
- 4 Use the track changes feature in review for peer editing of documents. 2.4

## SPREADSHEETS 3

- 1 Enter and edit data and perform calculations using formulas. 3.1
- 2 Demonstrate and understanding of recording, organizing, and graphing information. 3.2
- 3 Identify and explain terms and concepts related to spreadsheets. (i.e. cells, columns, rows, values, charts, graphs). 3.3
- 4 Use mathematical symbols appropriately. 3.4
- 5 Use to make predictions, solve problems, and draw conclusions. 3.5

## **SPREADSHEETS 4**

- 1 Use spreadsheets to calculate, graph, organize, and present data in a variety of real world settings. 4.1**

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  - 2 Enter formulas and functions in spreadsheet applications. 4.2**

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  - 3 Use and modify spreadsheets to analyze data and propose solutions. 4.3**

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  - 4 Use the functions and tools of a spreadsheet application (auto-fill, sort, filter, find). 4.4**
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## **PRESENTATION TOOLS 5**

- 1 Create, edit, format text. 5.1**

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- 2 Create a series of slides and organize them to present research or convey data. 5.2**

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- 3 Copy, paste, insert, and resize images within the slides and from outside sources. 5.3**

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- 4 Create presentations for a variety of audiences and purposes with the use of appropriate transitions and animations to add interest. 5.4**