

CLC K-8
Scope and Sequence
 Draft Document

	KEY APPLICATIONS	K	1	2	3	4	5	6	7	8	HCPS III
											LA 6.6.5 - All
	<i>Start, Exit and Help</i>										
21101	Start an application	I	R	R	M					*M	
21102	Exit an application	I	R	R	M					*M	
21103	ID and prioritize help resources						I	R	R	*M	
21104	Access online help						I	R	R	*M	
21105	Use help search functionality						I	R	R	*M	
21106	Access Internet-based help functionality						I	R	R	*M	
	<i>Application Basics</i>										
21201	ID on-screen elements in applications				I	R	R	M		*M	
21202	Display or hide toolbars					I	R	M		*M	
21203	Switch between open documents				I	R	R	M		*M	
21204	Change views							I	R	*M	
21205	Change magnification level				I	R	M			*M	
21206	Create new files			I	R	M				*M	
21207	Create new files based on pre-existing templates							I	R	*M	
21208	Open files					I	R	M		*M	
21209	Save files	I	R	M						*M	
21210	Save files in different locations, names, file formats					I	R	M		*M	
21211	ID and solve common problems relating to files							I	R	*M	
	<i>Editing and Formatting</i>										LA 6.4.1-6 LA 6.5.2 LA 6.5.5
21301	Navigate around open files							I	R	*M	
21302	Select information					I	R	M		*M	
21303	Clear selected information					I	R	M		*M	
21304	Cut selected information					I	R	M		*M	
21305	Copy selected information					I	R	M		*M	
21306	Paste cut or copied information					I	R	M		*M	

I = Introduced

R = Reinforced

M = Mastered

* M = 8th grade Mastery in Windows

CLC K-8
Scope and Sequence
 Draft Document

	KEY APPLICATIONS	K	1	2	3	4	5	6	7	8	HCPS III
21307	Use the Undo, Redo and Repeat commands					I	R	M		*M	
21308	Find information					I	R	M		*M	
21309	Replace information					I	R	M		*M	
21310	Check spelling			I	R	R	R	R	M	*M	
21311	Change fonts			I	R	M				*M	
21312	Bold, underline, italicize text										
				I	R	M				*M	
21313	Change text color			I	R	M				*M	
21314	Apply text effects							I	R	*M	
21315	Change text orientation			I	R	R	R	R	R	*M	
	Printing										
										*M	
21401	Set margins					I	R	M		*M	
21402	Change paper size and orientation				I	R	R	M		*M	
21403	Preview a file before printing					I	R	R	M	*M	
21404	Print files		I	R	M					*M	
21405	Use common printing options					I	R	M		*M	
21406	Solve common problems associated with printing							I	R	*M	
	Formatting										
											LA 6.4.1-6 LA 6.5.2 LA 6.5.5
22011	Change line spacing and paragraph spacing			I	R	R	M			*M	
22102	Indent text			I	R	R	M			*M	
22103	Create bulleted and numbered lists						I	R	R	R	*M
22104	Insert symbols							I	R	*M	
22105	Use, modify and delete tabs								I	R	*M
22106	Insert a page break or section break							I	R	R	*M
22107	Insert, modify and format page numbers								I	R	*M
22108	Create, modify and format headers and footers								I	R	*M

I = Introduced

R = Reinforced

M = Mastered

* M = 8th grade Mastery in Windows

CLC K-8
Scope and Sequence
 Draft Document

KEY APPLICATIONS		K	1	2	3	4	5	6	7	8	HCPS III
22109	Apply borders and shading to text paragraphs					I	R	R	R	*M	
22110	Create and apply styles							I	R	*M	
22111	Apply Autoformats (themes)								I	*M	
22112	Use the Format Painter								I	*M	
22113	Use Auto Text								I	*M	
Tables and Graphics											
22201	Create a table					I	R	M		*M	
22202	Select rows and columns					I	R	M		*M	
22203	Insert rows and columns					I	R	M		*M	
22204	Delete rows and columns					I	R	M		*M	
22205	Split cells								I	*M	
22206	Merge cells								I	*M	
22207	Change column width and row height					I	R	M		*M	
22208	Split tables								I	*M	
22209	Format tables with borders and shading							I	R	*M	
22210	Automatically format tables with Table AutoFormat								I	*M	
22211	Insert pictures into a document			I	R	R	M			*M	
22212	Modify pictures in a document			I	R	R	M			*M	
22213	Add drawn objects into a document			I	R	M				*M	
22214	Manipulate drawn objects in a document				I	R	R	R	R	*M	
23101	Insert data into cells				I	R	M			*M	
23101	Modify data in cells				I	R	M			*M	MA 6.9.1
23102	Fill cells						I	R	R	*M	MA 7.10.1
23103	Insert cells							I	R	*M	MA 7.11.1
23104	Insert and delete cells							I	R	*M	MA 8.10.1
23105	Insert and delete rows and columns								I	R	*M
23106	Insert and delete worksheets								I	*M	MA 8.10.3

I = Introduced

R = Reinforced

M = Mastered

* M = 8th grade Mastery in Windows

CLC K-8
Scope and Sequence
 Draft Document

	KEY APPLICATIONS	K	1	2	3	4	5	6	7	8	HCPS III
23107	Adjust column width and row height							I	R	*M	
22108	Adjust column width using AutoFit							I	R	*M	
23109	Hide and unhide rows and columns								I	*M	
23201	Sort worksheet data based on one criteria								I	*M	
23202	Sort worksheet data based on multiple criteria								I	*M	
23203	Insert arithmetic formulas into worksheet cells								I	*M	
23204	ID frequently used worksheet functions								I	*M	MA 7.3.1
23205	Insert formulas that incl. wksht functions into cells								I	*M	
23206	Modify formulas and functions								I	*M	
23207	Use AutoSum						I	R	R	*M	
23208	ID common errors in formulas and functions								I	*M	
23209	Draw logical conclusions based on worksheet data						I	R	R	*M	
23210	Absolute vs. relative cell addresses								I	*M	
23301	Change number formats							I	R	*M	
23302	Specify cell borders and shading							I	R	*M	
23303	Specify cell alignment (wrapping, rotation, etc.)								I	*M	
23304	Create and apply styles								I	*M	
23305	Apply table AutoFormats								I	*M	
23306	Use the Format Painter								I	*M	
23307	Insert a page break								I	*M	
23308	Create headers and footers							I	R	*M	
23309	Set a print area							I	R	*M	
23310	Specify scaling for printing								I	*M	
23311	Set gridlines to print						I	R	M	*M	

I = Introduced

R = Reinforced

M = Mastered

* M = 8th grade Mastery in Windows

CLC K-8
Scope and Sequence
 Draft Document

KEY APPLICATIONS		K	1	2	3	4	5	6	7	8	HCPS III
23312	Specify repeating rows and columns								I	*M	
23401	Insert and modify pictures in a worksheet					I	R	M		*M	
23402	Insert and manipulate drawn objects into a wksht					I	R	M		*M	
23403	Create a chart based on worksheet data				I	R	R	M		*M	
23404	Change chart type				I	R	R	M		*M	
23405	Modify chart elements					I	R	R	M	*M	
23406	Recognize if a graph accurately repr. Wksht data							I	R	M	*M
	Presentation Software										LA 6.4.1-6 LA 6.5.2 LA 6.5.5 LA 6.6.9 LA 6.7.1 LA 6.7.2
24101	Identify effective design principles for simple presentations							I	R	R	M*
24102	Manage slides							I	R	R	M*
24103	Add information to a slide							I	R	R	M*
24104	Change slide view							I	R	R	M*
24105	Change slide layout							I	R	R	M*
24106	Modify a slide background							I	R	R	M*
24107	Assign transitions to slides							I	R	R	M*
24108	Change the order of slides in a presentation							I	R	R	M*
24109	Create different output elements (speaker's notes, handouts, etc.)								I	R	M*
24110	Preview the slide show presentation							I	R	R	M*
24111	Navigate an on-screen slide show							I	R	R	M*

I = Introduced

R = Reinforced

M = Mastered

* M = 8th grade Mastery in Windows