


























































































































































-  Computing Fundamentals - 2005 Standard-Pretest
-  Look At Computer Types
-  Recognize System Components
-  Examine The Computer
-  Understand Expansion Cards
-  Identify Input Devices
-  Identify Output Devices
-  Understand Bits And Bytes
-  Examine Storage Formats
-  Basic Computer Troubleshooting
-  Explore Power Protection
-  Look At Safe Computer Practices
-  Understand Software
-  Look At How Software Handles Data
-  Examine Data And Resource Sharing
-  Boot The Computer
-  Examine Operating Systems
-  Consider Software Needs
-  Understand Word Processors
-  Understand Spreadsheet Programs
-  Understand Presentation Programs
-  Understand Database Programs
-  Understand Graphic And Multimedia Programs
-  Understand Utility Programs
-  Understand Electronic Mail Programs
-  Look At Web Browsers
-  Examine The Desktop
-  Add Desktop Icons
-  Manage Windows
-  Explore The Start Menu
-  Use The Start Menu
-  Examine My Computer
-  Manipulate Desktop Objects
-  Customize The Desktop
-  Understand File Management
-  Create Folders
-  Browse Through Folders
-  Rename Files And Folders
-  Move Files To Folders
-  Copy Files To Folders
-  Consider File Management
-  Work With The Control Panel And System Settings
-  Install And Modify Printers
-  Format Disks
-  Install Software
-  Search For Help
-  Use The Help Index
-  Shut Down The System

Key Applications - Common Elements - 2005 Standard	Status
 Common Elements - 2005 Standard-Pretest	
 Understand Common Elements	
 Launch Applications	
 Use the Office Assistant	
 Understand The Working Screen	
 Understand Personalized Toolbars And Menus	
 Explore Task Panes	
 Open Documents	
 Navigate Documents	
 Use The Zoom Feature	
 Experiment With The Working Screen	
 Hide And Display Toolbars	
 Switch Between Open Documents	
 Close Documents And The Application	
 Identify Help Resources	
 Examine The Ask A Question Feature	
 Ask Help A Question	
 Examine The Help Window	
 Explore Help Contents And Index	
 Use The Answer Wizard	
 Obtain Help Online	
 Identify And Solve Common Problems	
















































	Word Processing Skills - 2005 Standard-Pretest
	Create New Documents
	Save Documents
	Entering Text In Word
	Select And Replace Text
	Delete Text
	Examine Cut, Copy, and Paste
	Copy And Paste Text
	Select Multiple Text Blocks
	Cut And Paste Text
	Use the Undo, Redo, and Repeat command
	Create Documents From Templates
	Use Save As
	Save To A Floppy Disk
	Understand Fonts
	Change Fonts
	Adjust Font Size
	Apply Text Formatting
	Apply Character Effects
	Understand Alignment
	Align Text
	Apply Borders
	Add Shading
	Insert Bullets
	Customize Bullets
	Apply Automatic Numbering
	Create Outlines
	Set Left And Right Indents
	Add Hanging And First Line Indents
	Set Line And Paragraph Spacing Options
	Apply Paragraph Styles
	Design New Character Styles
	Create New Paragraph Styles
	Modify Paragraph Styles
	Copy Formatting
	Create Headers And Footers
	Add Placeholders To Headers And Footers
	Create and modify page numbers
	Reveal Non-printing Characters And Text Boundaries
	Show The Ruler
	Understand Tab Stops
	Work With Tabs
	Insert Symbols
	Understand Sections
	Insert Page Breaks
	Insert Section Breaks
	Understand Tables

















-  Insert Tables
-  Insert Text Into Tables
-  Insert And Delete Rows And Columns
-  Adjust Columns And Rows
-  Merge And Split Cells
-  Apply Borders And Shading To Tables
-  Draw And AutoFormat Tables
-  Sort Items In Tables
-  Create Tables From Text
-  Convert Tables To Text
-  Insert Graphics
-  Adjust Graphics
-  Insert ClipArt
-  Understand And Use The Drawing Toolbar
-  Use The Drawing Canvas
-  Layer, Group, and Ungroup Drawn Objects
-  Insert Comments Into Documents
-  Hide And Show Comments
-  Print Comments
-  Track Changes To Documents
-  Accept And Reject Changes
-  Check Word, Paragraph, And Character Counts
-  Understand Footnotes And Endnotes
-  Insert Endnotes
-  Convert Endnotes To Footnotes
-  Set Footnote Options
-  Find And Replace Text
-  Understand The Spelling Feature
-  Check Spelling And Grammar
-  Use The Thesaurus
-  Preview Documents
-  Change Margins
-  Experiment With Page Orientation And Size
-  Examine The Print Dialog Box
-  Print Documents
-  Managing Printing And Print Jobs
-  Identify And Solve Common Printing Problems
















































**Key Applications - Spreadsheet Skills - 2005 Standard****Status**



















-  Spreadsheet Skills - 2005 Standard-Pretest
-  Open Excel
-  Examine The Excel Window
-  Open Workbooks
-  View Worksheets
-  Go To Specific Cells
-  Save Workbooks In New Folders
-  Enter Cell Content
-  Edit Cell Content
-  Insert And Delete Cells
-  Merge And Split Cells
-  Insert And Delete Columns And Rows
-  Modify Column Width And Row Height
-  Understand Fills
-  Fill A Series
-  Insert And Delete Worksheets
-  Understanding Lists
-  Perform single and multi-level sorts
-  Understand Formulas
-  Understand Cell References
-  Use Cell References In Formulas
-  Use references (absolute and relative)
-  Using Mixed Addresses
-  Enter A Formula In The Formula Bar
-  Copy And Edit Formulas
-  Understand Functions
-  Build Functions
-  Use AutoSum And AutoCalculate
-  Calculate Sums Using The Insert Function
-  Calculate Averages Using The Insert Function
-  Create Minimum Functions
-  Create Maximum Functions
-  Use Multiple Functions Within Formulas
-  Understand The Importance Of Checking And Interpreting Data
-  Understand Date And Number Formatting
-  Format Numbers
-  Change Text Alignment
-  Wrap Text Within Cells
-  Modify Text Appearance
-  Apply Shading
-  Apply Cell Borders
-  Create Templates
-  Understand AutoFormatting
-  Apply AutoFormats
-  Examine Charts
-  Use The Chart Wizard
-  Change Chart Types

- Elevate, Rotate, Resize, And Position Charts
- Edit And Resize Chart Titles
- Insert Graphics
- Move And Delete Graphics
- Create And Modify Lines And Graphics
- Insert Page Breaks
- Understand Printing
- Change Page Orientation And Scaling
- Select Print Options
- Set, Print, And Clear Print Areas
- Print Selections
- Print Worksheets And Workbooks

-  Presentation Skills - 2005 Standard-Pretest
-  Understand PowerPoint And Slide Design
-  Open Existing PowerPoint Presentations
-  Examine The PowerPoint Window
-  Navigate Through Presentations
-  Understand Slide Layouts
-  Create Presentations Manually
-  Edit And Format Text In Presentations
-  Understand Numbered Lists
-  Create Numbered Lists
-  Understand Bullets
-  Add Bullets
-  Demote And Promote Text In The Slide Pane
-  Insert Slides And Change Layouts
-  Understand Templates
-  Apply Design Templates
-  Understand Title And Slide Masters
-  Zoom And Scroll With The Scroll Bar
-  Modify Font Formatting In The Slide Master
-  Use Multiple Masters
-  Understand Color Schemes
-  Apply Color Schemes
-  Modify Background Shading
-  Modify Font Colors And Apply Shadows
-  Understand PowerPoint Tables
-  Create PowerPoint Tables
-  Copy And Paste Text In Tables
-  Merge Cells And Delete Rows
-  Import Word Tables
-  Modify Table Text And Borders
-  Add Diagonal Borders To Tables
-  Understand Charts
-  Import Excel Charts
-  Add Charts And Import Excel Data
-  Add Clip Art To Slides
-  Resize Clip Art
-  Crop Pictures
-  Create Basic Shapes
-  Change Colors Using The Format Dialog Box
-  Arrange Shapes
-  Create And Modify AutoShapes
-  Rotate Graphics
-  Examine WordArt
-  Create WordArt
-  Modify The Appearance And Shape of WordArt
-  Create Effects For WordArt
-  Examine The Outline Tab

-  Add Titles And Subtitles In The Outline Tab
-  Rearrange Slides In The Outline Tab
-  Promote And Demote Text In The Outline Tab
-  Delete Slides
-  Copy And Move Slides In Slide Sorter View
-  Import Outlines From Word
-  Explore Notes And Handouts
-  Create And Modify Speaker Notes
-  Create Notes In Notes Page View
-  Design Audience Handouts
-  Preview Presentations In Print Preview
-  Print Presentations
-  Preview Presentations In Slide Show View
-  Understand Transitions
-  Apply Slide Transitions
-  Use On-screen Navigation Tools

-  Living Online - 2005 Standard-Pretest
-  Realize The Expansive Role Computers Play
-  Examine The Benefits Of Computers And The Internet
-  Understand Software Threats
-  Look At Protecting Your Software
-  Explore How To Secure Computer Data
-  Look At Safe Computer Practices
-  Understand Computer Networks
-  Look At How Computers Connect To Networks
-  Explore The Benefits And Risks Of Networked Computing
-  Look At Telephone Networks
-  Look At The Internet
-  Examine How The Internet Is Accessed
-  Examine The World Wide Web
-  Look At Web Browsers
-  Examine Web Site Types And Web Addresses
-  Use Plug-ins
-  Examine Legal Issues With The Internet
-  Look At Privacy, Security, And Restricting Access
-  Look At Internet Explorer
-  Go To Web Pages
-  Use The Standard Buttons Bar
-  Use Internet Explorer History
-  Change Your Home Page
-  Create Favorites
-  Go To Favorite Pages
-  Manage Favorites
-  Save Web Pages To Computers
-  Copy Elements Of Web Pages
-  Print Hard Copies Of Web Pages
-  Download Files
-  Understand Search Engines And Search Strategies
-  Search Using Keywords And Boolean Techniques
-  Check The Time, Date, And Weather
-  Find Health Information
-  Locate Financial Information
-  Find Directions
-  Shop Online
-  Understand E-mail And How It Works
-  Explore The Folder List
-  Create New Messages And Examine Message Windows
-  Address, Compose, And Send E-mails
-  Look At Address Books
-  Modify The Personal Address Book
-  Address Messages With Address Books
-  Change Message Formats
-  Search For, Read, And Save E-mails

-  Reply To E-mails
-  Use The Reply To All Feature
-  Forward E-mails
-  Insert Files As E-mail Attachments
-  Open And Save E-mail Message Attachments
-  Delete Attachments
-  Delete E-mail Messages
-  Examine Mail Management Features
-  Organize E-mails With Folders
-  Sort E-mail Messages Using Table Headings
-  Archive Mail
-  Explore Message Options
-  Mark E-mail Messages As Unread
-  Flag Mail Messages
-  Set Message Importance Options
-  Understand Signatures
-  Explore Formal And Informal Elements Of E-mails
-  Recognize Potential Problems With E-mail