

Technology Communications: Grade 6

Adopted 2013

Ownership and Ethics in the Business World

1.1 Copyright, plagiarism, and ethics

1. Explain what a copyright is. 1.1.1
 2. Explain plagiarism and its consequences. 1.1.2
 3. Explain ethics in the business world. 1.1.3
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Computer Basics and Why they are important

2.1 Identify hardware components of a computer system

1. Label and define hardware components of a computer system: system units and peripherals. 2.1.1
 2. Explain the care and handling of storage devices. 2.1.2
 3. Explain the proper procedures for starting and shutting down the system unit. 2.1.3
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2.2 Identify Operating System software

1. Discuss operating system with emphasis on the specific system used in the classroom. 2.2.1
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2.3 Review file management features

1. Create a folder and document. 2.3.1
 2. Move and copy a folder. 2.3.2
 3. Rename or delete folder. 2.3.3
 4. Identify application file types: Word Processing, Spreadsheet, Database, and Presentation. 2.3.4
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Word Processing

3.1 Open/Create and edit one-page and multipage documents

1. Review business document formats: Letter, Memorandum, Report, E-Mail, and Table. [3.1.1](#)
 2. Edit a document using basic features: Font, Point Size, Copy and Paste, Cut and Paste, Drag and Drop, Find and Replace, Spell Check, Thesaurus. [3.1.2](#)
 3. Format document layout: Margins, Alignment (left, Right, Center, Justified, Top, Bottom), Indent, Tab Stops (Left, Right, Center, Decimal), Line Spacing, Paragraphs, Page Breaks. [3.1.3](#)
 4. Use advanced features: Borders and Shading, Bullets and Numbering, Table, Template, Header, Footer, Sort. [3.1.4](#)
 5. Examine onscreen document layouts (View); Save, preview, and print document. [3.1.5](#)
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Spreadsheet Basics

4.1 Examine spreadsheet components

1. Open a spreadsheet. [4.1.1](#)
 2. Identify the parts of a spreadsheet: active cell, cell, cell reference, column, label, range, row, value, workbook, worksheet. [4.1.2](#)
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4.2 Create and edit a spreadsheet

1. Enter data in a spreadsheet: labels, values, text. [4.2.1](#)
2. Create mathematical functions: SUM and AVERAGE [4.2.2](#)
3. Edit and format a spreadsheet: alignment, fill, freeze, sort. [4.2.3](#)
4. Illustrate data using chart/graph. [4.2.4](#)
5. View and print a spreadsheet. [4.2.5](#)