

**Crosswalk for K-14 Scope and Sequence  
Keyboarding and Computer Applications**

| Scope and Sequence Statements  | Show-Me Standards         |   | National Standards for Business Education  |
|--|---------------------------|---|--|
|  | Knowledge (Content)       | Performance (Goals)                     |  |
| 1. Basic Operations and Concepts   | CA3, CA5, CA6, HPE5, HPE6 | 1.4, 1.5, 1.7, 1.8, 1.10, 2.1, 4.1, 4.7 | IT.II.1-2.1<br>IT.II.1-2.3<br>IT.II.1-2.5<br>IT.II.3-4.5<br>IT.II.3-4.6<br>IT.III.1.1<br>IT.III.1.2<br>IT.III.2.1<br>IT.III.2.2<br>IT.III.3-4.7<br>IT.V.1.3<br>IT.VI.1.1<br>IT.VI.1.4<br>IT.XV.1-2.3 |
| 1.1. <b>Employ appropriate startup and shut down procedures, including standby, restart, and hibernate</b> | CA3, CA5                  | 1.5, 1.10                               | IT.III.1.1   |
| 1.2. <b>Use correct keying technique</b>   | HPE5, HPE6                | 2.1, 4.7                                | IT.VI.1.1<br>IT.XV.1-2.3   |
| 1.2.1. Use the home row and correct reaches  |                           |   |  |
| 1.2.2. Use enter/return, space bar, shift, and tab keys with correct reaches                               |                           |   |  |
| 1.2.3. Use correct posture at the computer   |                           |   |  |
| 1.2.3.1. <i>Sit up straight, square, and centered to the keyboard</i>                                      |                           |   |  |

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National Standards for Business Education Key

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|   | Knowledge (Content) | Performance (Goals) |   |
| 1.2.3.2. <i>Place feet flat on the floor</i>  |                     |                     |   |
| 1.2.3.3. <i>Use proper chair height</i>   |                     |                     |   |
| 1.2.3.4. <i>Use proper distance from the keyboard</i>   |                     |                     |   |
| 1.2.3.5. <i>Place hands slightly off of the keyboard with wrists flat</i>   |                     |                     |   |
| 1.2.3.6. <i>Keep elbows close to your sides</i>   |                     |                     |   |
| 1.2.3.7. <i>Keep fingers slightly curved</i>  |                     |                     |   |
| 1.2.4. Use the top row of the keyboard for number keying  |                     |                     |   |
| 1.2.5. Use the numeric keypad for number keying   |                     |                     |   |
| 1.2.6. Keep eyes on copy  |                     |                     |   |
| 1.2.7. Key rhythmically   |                     |                     |   |
| <b>1.3. Use mouse correctly</b>   | CA3, HPE6           | 1.10, 4.7           | IT.VI.1.1<br>IT.VI.1.4                    |
| 1.3.1. Use the point and click feature  |                     |                     |   |
| 1.3.2. Use the double click feature   |                     |                     |   |
| 1.3.3. Use the drag and drop feature  |                     |                     |   |
| 1.3.4. Use the right click feature  |                     |                     |   |
| 1.3.5. Recognize mouse icons (i.e., I-beam, arrow, double-headed arrow, four-headed arrow, hour glass, pointing index finger) |                     |                     |   |
| 1.3.6. Change mouse characteristics (i.e., buttons, motion, orientation, pointers)  |                     |                     |   |
| <b>1.4. Practice proper care with all computer components</b>   | CA3, HPE6           | 1.10, 4.7           | IT.II.1-2.3                               |
| 1.4.1. Exhibit good hygiene when operating the computer   |                     |                     |   |

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|  | Knowledge (Content) | Performance (Goals) |   |
| 1.4.2. Keep food, liquid, and magnets away from computer components              |                     |                     |   |
| 1.4.3. Use and properly care for storage media (i.e., CD-ROMs, USB flash drives) |                     |                     |   |
| <b>1.5. Use and identify operating system functions</b>                          | CA3, CA5            | 1.5, 1.10           | IT.III.1.1                                |
| 1.5.1. Open and exit applications using various methods                          |                     |                     |   |
| 1.5.2. Open, close, minimize, maximize, and restore windows                      |                     |                     |   |
| 1.5.3. Perform tasks using menus, buttons, and keyboard shortcuts                |                     |                     |   |
| 1.5.4. Display and use toolbars  |                     |                     |   |
| 1.5.5. Identify and use vertical and horizontal scroll bars                      |                     |                     |   |
| 1.5.6. Identify and refer to parts of the window                                 |                     |                     |   |
| 1.5.7. Cascade and tile windows  |                     |                     |   |
| 1.5.8. Demonstrate effective file management skills                              |                     |                     |   |
| 1.5.8.1. <i>Create and name files</i>  |                     |                     |   |
| 1.5.8.2. <i>Open and close files</i>   |                     |                     |   |
| 1.5.8.3. <i>Use the Save and Save As commands appropriately</i>                  |                     |                     |   |
| 1.5.8.4. <i>Find or search for files and folders</i>                             |                     |                     |   |
| 1.5.8.5. <i>Create and name folders</i>  |                     |                     |   |
| 1.5.8.6. <i>Sort folders by type, name, date, size, or program</i>               |                     |                     |   |
| 1.5.8.7. <i>Change folder views</i>  |                     |                     |   |
| <b>1.6. Setup and prepare the workstation</b>                                    | CA3, HPE6           | 1.10                | IT.II.1-2.5<br>IT.XV.1-2.3                |

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|  | Knowledge (Content) | Performance (Goals) |   |
| 1.7. <b>Explain computer processes (i.e., input, process, output, storage)</b>   | CA6                 | 2.1, 2.7            | IT.III.1.1                                |
| 1.8. <b>Identify basic hardware devices</b>  | CA3, CA6            | 1.10, 2.7           | IT.II.1-2.1                               |
| 1.8.1. Identify storage devices (i.e., hard drive, USB flash drive, CD drive, DVD drive)   |                     |                     |   |
| 1.8.1.1. <i>Compare and contrast types of storage devices</i>  |                     |                     |   |
| 1.8.2. Identify input devices (i.e., mouse, keyboard, stylus, handheld computers, scanner, digital camera, microphone, smart phones) |                     |                     |   |
| 1.8.3. Identify output devices (i.e., printer, monitor, speakers)  |                     |                     |   |
| 1.8.4. Identify central processing unit  |                     |                     |   |
| 1.8.5. Identify communication devices (i.e., modem)  |                     |                     |   |
| 1.9. <b>Use basic hardware</b>   | CA3, CA5            | 1.8, 1.10           | IT.II.1-2.1                               |
| 1.9.1. Use storage devices (i.e., hard drive, USB flash drive, CD drive, DVD drive)  |                     |                     |   |
| 1.9.2. Use output devices (i.e., printer, monitor, speakers)   |                     |                     |   |
| 1.9.3. Use communication devices (i.e., modem)   |                     |                     |   |
| 1.10. <b>Choose an appropriate device for a given task (i.e., input, output, storage)</b>  | CA3, CA5            | 1.10, 4.1           | IT.II.1-2.1<br>IT.II.3-4.6                |
| 1.11. <b>Multitask by opening and using two or more applications at once</b>   | CA3, CA5            | 1.4, 1.10           | IT.III.1.1<br>IT.V.1.3                    |
| 1.12. <b>Identify different file extensions (i.e., .doc, .xls)</b>   | CA3, CA5            | 1.4, 1.10           | IT.III.1.2                                |
| 1.13. <b>Recognize desktop icons and their functions</b>   | CA3, CA5            | 1.5, 1.10           | IT.III.1.1<br>IT.III.2.1                  |

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| 1.14. <b>Use the help and support features</b>                                 | CA3, CA5            | 1.7, 1.10           | IT.II.3-4.5<br>IT.III.3-4.7               |
| 1.15. <b>Differentiate between system and application software programs</b>    | CA3, CA5            | 1.4, 1.10           | IT.III.2.1<br>IT.III.2.2                  |
| 1.15.1. Apply Control Panel options to setup/alter peripherals                 |                     |                     |   |
| 1.15.2. Identify the information available in the system properties dialog box |                     |                     |   |
| 1.15.3. Cascade and tile windows   |                     |                     |   |
| 1.15.4. Edit desktop properties  |                     |                     |   |
| 1.15.5. Interpret notification area messages                                   |                     |                     |   |

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|  | Knowledge (Content) | Performance (Goals)               |   |
| 2. Social, Ethical, and Human Issues   | CA6, SS6, HPE6      | 2.3, 2.7, 4.2, 4.3, 4.4, 4.6, 4.7 | CO.II.B.1.4<br>CO.III.3.8<br>IT.I.1.6<br>IT.XIV.1.1<br>IT.XV.1-2.1<br>IT.XV.1-2.3<br>IT.XVI.1.3<br>IT.XVI.1.4<br>IT.XVI.2.2 |
| 2.1. <b>Work cooperatively with others as a team</b>   | CA6, SS6            | 2.3, 4.6                          | CO.II.B.1.4<br>IT.XIV.1.1   |
| 2.2. <b>Demonstrate ethical behavior when using computers</b>  | CA6, SS6            | 2.7, 4.4                          | IT.XVI.2.2  |
| 2.2.1. Define plagiarism   |                     |                                   |   |
| 2.2.2. Define copyright  |                     |                                   |   |
| 2.2.3. Obey copyright laws   |                     |                                   |   |
| 2.2.4. Respect privacy of others   |                     |                                   |   |
| 2.2.5. Identify issues that are harmful to information technology (i.e., virus, cookies)             |                     |                                   |   |
| 2.2.6. Describe personal consequences of copyright violations  |                     |                                   |   |
| 2.3. <b>Follow district Acceptable Use Policy</b>  | CA6, SS6            | 4.3, 4.4                          | IT.XV.1-2.1   |
| 2.3.1. Abide by classroom policies and procedures relating to technology                             |                     |                                   |   |
| 2.4. <b>Advocate for legal and ethical behaviors regarding the use of technology and information</b> | CA6, SS6            | 4.2, 4.4                          | IT.XVI.2.2<br>CO.III.3.8  |

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|  | Knowledge (Content) | Performance (Goals) |   |
| 2.5. <b>Protect personal information</b>   | CA6, SS6            | 4.2, 4.3            | IT.XVI.1.3<br>IT.XVI.1.4                  |
| 2.6. <b>Discuss health and ergonomic issues related to the use of technology</b> | HPE6                | 4.7                 | IT.I.1.6<br>IT.XV.1-2.3                   |

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| 3. Technology Productivity Tools | CA1, CA3, CA4, CA5, CA6, MA1, MA3, MA4 | 1.4, 1.5, 1.6, 1.7, 1.8, 1.10, 2.1, 2.2, 2.3, 2.5, 2.6, 2.7, 4.1 | CO.I.A.2.2<br>CO.I.A.2.7<br>CO.I.A.3.6<br>CO.I.A.3.7<br>CO.I.C.2.1<br>CO.I.C.2.4<br>CO.I.C.2.6<br>CO.I.C.3.4<br>CO.I.C.3.14<br>CO.I.C.4.7<br>CO.III.1.2<br>CO.III.1.4<br>CO.III.2.5<br>CO.III.2.6<br>CO.III.3.1<br>CO.IV.2.1<br>CO.V.D.4.2<br>CP.I.1.1<br>CP.I.1.2<br>CP.I.1.8<br>CP.III.1.1<br>CP.III.1.3<br>CP.V.2.1<br>CP.V.2.2<br>IT.III.1.2<br>IT.V.1.2<br>IT.V.1.3 |

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|  |                     |                     | IT.V.2.2<br>IT.V.3.1<br>IT.V.3.2<br>IT.V.3.3<br>IT.V.4.3<br>IT.V.4.7<br>IT.VI.1.1<br>IT.VI.2-4.1<br>IT.VI.2-4.2<br>IT.VII.2.1<br>IT.VII.2.3<br>IT.VIII.4.6<br>IT.VIII.3.1<br>IT.VIII.3.3<br>IT.VIII.3.5<br>IT.VIII.4.1<br>IT.VIII.4.2<br>IT.VIII.4.8<br>IT.XII.1.2<br>IT.XII.2.2 |
| <b>Keyboarding *(See Section 1 - Basic Operations and Concepts for details on proper keying technique)</b> |                     |                     |  |
| 3.1. Compose original documents at the keyboard  | CA1, CA4            | 2.1, 2.5            | CO.I.C.3.14  |
| 3.2. Identify the insertion point  | CA3, CA5            | 1.4, 1.10           | CO.III.1.2<br>IT.VI.1.1  |

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| 3.3. Key at a predetermined level of accuracy   | CA1, CA4            | 1.4, 1.10           | IT.VI.2-4.1                               |
| 3.4. Use and interpret proofreader's marks  | CA1, CA4            | 2.2                 | CO.I.C.2.6<br>CO.I.C.3.4                  |
| 3.5. Zoom a document  | CA3, CA5            | 1.4, 1.10           | CO.III.1.2<br>IT.V.1.3                    |
| 3.6. Perform touch keying of words, phrases, sentences, and paragraphs using correct reaches            | CA1, CA4            | 2.1, 2.5            | IT.VI.1.1                                 |
| 3.7. Key at a predetermined level of speed  | CA1, CA4            | 1.4, 1.10           | IT.VI.2-4.1                               |
| 3.8. Use keyboard shortcuts (i.e., Ctrl+Home, Ctrl+End, Page Up, Page Down)                             | CA3, CA5            | 1.4, 1.10           | CO.III.1.2<br>IT.V.1.3                    |
| <b>Word Processing</b>  |                     |                     |   |
| 3.9. Describe how word processing programs assist in the presentation of ideas and facts to an audience | CA1, CA6            | 1.5, 1.10           | CO.I.A.2.2<br>IT.V.2.2                    |
| 3.10. Open, modify, and save an existing document   | CA3, CA5            | 1.4, 2.2            | CO.III.1.4<br>IT.III.1.2,                 |
| 3.11. Switch between views  | CA3, CA5            | 1.4, 1.10           | CO.III.1.2<br>IT.V.1.3                    |
| <b>Format and Edit Text</b>   |                     |                     |   |
| 3.12. Define word wrap  | CA3, CA5            | 1.4, 1.10           | IT.V.1.3                                  |
| 3.13. Select, insert, and delete text   | CA3, CA5            | 1.4, 1.8            | IT.V.1.3                                  |
| 3.14. Move and copy text  | CA3, CA5            | 1.4, 1.8            | CO.III.1.4<br>IT.V.1.3                    |
| 3.15. Change font face (typeface), size, and color  | CA3, CA5            | 1.8, 2.1            | IT.V.3.3                                  |
| 3.16. Use bold, italic, and underline styles  | CA3, CA5            | 1.8, 2.1            | IT.V.3.3                                  |

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| 3.17. Change page setup options                                       | MA1, CA5            | 1.10, 2.1           | IT.V.3.3                                  |
| 3.17.1. Set page orientation (i.e., portrait, landscape)              |                     |                     |   |
| 3.17.2. Set horizontal and vertical text alignment                    |                     |                     |   |
| 3.17.3. Set document margins  |                     |                     |   |
| 3.17.4. Change document default settings                              |                     |                     |   |
| 3.17.5. Change paper size and print source                            |                     |                     |   |
| 3.18. Insert and format text boxes                                    | CA3, CA5            | 1.8, 1.10           | IT.V.3.3                                  |
| 3.19. Create, insert, size, move, format, and link charts             | CA3, MA3            | 1.8, 2.1            | CP.V.2.1<br>IT.V.3.3                      |
| 3.20. Change font case  | CA3, CA5            | 1.8, 1.10           | IT.V.3.3                                  |
| 3.21. Set line spacing  | CA3, CA5            | 1.8, 2.1            | IT.V.3.3                                  |
| 3.22. Create and customize bulleted or numbered lists                 | CA4, CA5            | 1.4, 1.8            | IT.V.1.3                                  |
| 3.23. Apply and edit borders and shading options                      | CA4, CA5            | 1.4, 1.8            | IT.V.3.3                                  |
| 3.24. Use format painter  | CA3, CA5            | 1.4, 1.8            | IT.V.3.3                                  |
| 3.25. Apply special font effects                                      | CA3, CA5            | 1.8, 2.1            | IT.V.3.3                                  |
| 3.26. Reveal formatting   | CA3, CA5            | 1.4, 1.8            | IT.V.3.3                                  |
| 3.27. Insert a hard return, soft return, and hard page break          | CA3, CA5            | 1.4, 1.8            | IT.V.3.3                                  |
| 3.28. Apply highlight feature to text                                 | CA3, CA5            | 1.4, 1.8            | IT.V.3.3                                  |
| 3.29. Set and edit spacing before and after paragraphs                | CA3, CA5            | 1.4, 1.8            | IT.V.3.3                                  |
| 3.30. Set, edit, and clear indents on the ruler or using menu options | CA5, MA1            | 1.8, 1.10           | IT.V.3.3                                  |
| 3.31. Set, edit, and clear tabs on the ruler or using menu options    | CA5, MA1            | 1.8, 2.1            | IT.V.3.3                                  |
| 3.32. Insert and format sections                                      | CA3, CA5            | 1.8, 2.1            | IT.V.3.3                                  |
| 3.33. Find and replace characters and formatting                      | CA3, CA5            | 1.8, 1.10           | IT.V.3.3                                  |
| 3.34. Insert and format page numbers (i.e., different first page)     | CA5, MA1            | 1.4, 1.10           | IT.V.3.3                                  |

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| 3.35. Apply, create, modify, and clear styles for characters and paragraphs  | CA3, CA5            | 1.8, 1.10           | IT.V.3.3                                  |
| 3.36. Adjust character spacing   | CA3, CA5            | 1.8, 1.10           | IT.V.3.3                                  |
| 3.37. Save a document in appropriate formats for different usages (i.e., RTF, webpage, XML, template)                          | CA3, CA5            | 2.1, 2.7            | IT.III.1.2<br>IT.V.4.3                    |
| 3.38. Insert and view hidden text  | CA3, CA5            | 1.8, 1.10           | IT.V.3.3                                  |
| 3.39. Structure documents using Extensible Markup Language (XML)   | CA3, CA5            | 2.1, 2.7            | IT.V.3.3                                  |
| Tools  |                     |                     |   |
| 3.40. Use undo/redo actions  | CA3, CA5            | 1.4, 1.8            | CO.III.1.2<br>IT.V.1.3                    |
| 3.41. Explain the difference between insert mode and typeover mode   | CA3, CA5            | 1.4, 1.8            | CO.III.1.2<br>IT.V.1.3                    |
| 3.42. Store frequently used text   | CA3, CA5            | 1.4, 1.8            | IT.V.3.3                                  |
| 3.43. Explain the function of the clipboard  | CA3, CA5            | 1.8, 1.10           | CO.III.1.2<br>IT.V.1.3                    |
| 3.44. Insert symbols and special characters  | CA3, CA5            | 1.4, 1.8            | IT.V.1.3                                  |
| 3.45. Use proofing tools (i.e., spell check, grammar check, word count, comments, document summarization, document statistics) | CA1, CA3            | 1.4, 1.8            | CO.III.2.6<br>IT.V.3.1                    |
| 3.45.1. <i>Create a custom dictionary and change the default dictionary</i>  |                     |                     |   |
| 3.46. Customize toolbars and menus   | CA3, CA5            | 1.8, 1.10           | IT.V.3.3                                  |
| 3.47. Store text for automatic correction  | CA3, CA5            | 1.8, 1.10           | IT.V.3.3                                  |

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BL = Business Law                      INT = International  
CD = Career Development              IT = Information Technology  
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ECO = Economics                          PF = Personal Finance

**Crosswalk for K-14 Scope and Sequence  
Keyboarding and Computer Applications**

| Scope and Sequence Statements   | Show-Me Standards   |                     | National Standards for Business Education |
|---|---------------------|---------------------|---|
|   | Knowledge (Content) | Performance (Goals) |   |
| 3.48. Use the Paste Special dialog box  | CA3, CA5            | 1.8, 1.10           | IT.V.3.3                                  |
| 3.49. Insert date codes and time codes  | CA5, MA1            | 1.8, 1.10           | IT.V.3.3                                  |
| 3.50. Create and modify footnotes and endnotes to cite sources  | CA4, CA5            | 1.10, 2.1           | CO.I.C.2.4<br>IT.V.3.3                    |
| 3.51. Import, embed, and link a spreadsheet worksheet in a file   | CA3, CA5            | 1.8, 2.7            | IT.V.3.3<br>IT.V.4.7                      |
| 3.52. Use research services   | CA3, CA5            | 1.4, 1.2            | IT.V.3.3                                  |
| 3.53. Insert, format, edit, delete, and position headers/footers (include different first page, odd/even pages, page numbering) | CA4, CA5            | 1.10, 2.1           | IT.V.3.3                                  |
| 3.54. Create, edit, delete, format, size, and move tables   | CA4, CA5            | 1.8, 2.1            | CP.V.2.1<br>IT.V.1.3                      |
| 3.54.1. <i>Insert and delete rows and columns; split and merge cells</i>  |                     |                     |   |
| 3.54.2. <i>Add borders and shading to cells</i>   |                     |                     |   |
| 3.54.3. <i>Apply auto formats to a table</i>  |                     |                     |   |
| 3.54.4. <i>Sort text in tables</i>  |                     |                     |   |
| 3.54.5. <i>Change text direction</i>  |                     |                     |   |
| 3.54.6. <i>Modify table formats and properties</i>  |                     |                     |   |
| 3.54.7. <i>Perform calculations in tables</i>   |                     |                     |   |
| 3.54.8. <i>Convert text to table and table to text</i>  |                     |                     |   |
| 3.55. Format text into columns  | CA3, CA5            | 1.10, 2.1           | IT.V.3.3                                  |
| 3.55.1. <i>Edit column size and spacing</i>   |                     |                     |   |
| 3.56. Insert and modify hyperlinks within a document  | CA3, CA5            | 1.10, 2.7           | IT.V.3.3                                  |
| 3.57. Create and use templates  | CA4, CA5            | 1.8, 2.7            | IT.V.4.3                                  |

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| Scope and Sequence Statements  | Show-Me Standards   |                     | National Standards for Business Education |
|--|---------------------|---------------------|---|
|  | Knowledge (Content) | Performance (Goals) |   |
| 3.58. Sort information alphabetically or by other means  | CA4, CA5            | 1.4, 1.8            | CO.III.1.4<br>IT.V.3.3                    |
| 3.59. Create and use forms   | CA4, CA5            | 1.4, 1.8            | IT.V.3.3                                  |
| 3.60. Create and use macros  | CA4, CA5            | 1.4, 1.10           | IT.V.4.3                                  |
| 3.61. Protect documents  | CA3, CA5            | 1.8, 1.10           | CO.III.3.1<br>IT.V.3.2                    |
| 3.62. View document properties   | CA3, CA5            | 1.8, 1.10           | IT.V.3.3                                  |
| 3.63. Attach digital signatures to documents   | CA3, CA5            | 1.8, 1.10           | CO.III.3.1<br>IT.V.3.2                    |
| Graphics   |                     |                     |   |
| 3.64. Insert clip art and pictures from various sources  | CA3, CA5            | 1.4, 2.1            | IT.V.1.2 IT.V.3.1                         |
| 3.64.1. <i>Manipulate clip art and pictures (i.e., washout, grayscale, black/white, resize, rotate, change size, change color, move)</i> |                     |                     |   |
| 3.65. Create a word/text art object  | CA3, CA5            | 1.4, 2.1            | CO.III.1.2<br>IT.V.3.3                    |
| 3.66. Draw, size, format, and move shapes and lines  | CA3, CA5            | 1.4, 2.1            | CO.III.1.2<br>IT.V.3.3                    |
| 3.67. Flip, rotate, and crop objects   | CA3, CA5            | 1.4, 2.1            | IT.V.3.3                                  |
| 3.68. Wrap text around clip art, pictures, and text art  | CA3, CA5            | 1.4, 2.1            | IT.V.3.3                                  |
| 3.69. Explain the differences between picture file types (i.e., jpeg, gif, tiff)   | CA5, CA6            | 1.8, 1.10           | IT.III.1.2<br>IT.V.3.3                    |
| 3.70. Control image brightness and contrast  | CA3, CA5            | 1.4, 2.1            | IT.V.3.3                                  |
| Create Documents   |                     |                     |   |

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|---|---------------------|---------------------|---|
|   | Knowledge (Content) | Performance (Goals) |   |
| 3.71. Create correspondence   | CA1, CA4            | 1.8, 2.5            | CO.I.C.3.14<br>IT.V.3.3                   |
| 3.72. Create reports (i.e., single page, multi-paragraph, multi-page)     | CA1, CA4            | 1.8, 2.5            | CO.I.C.3.14<br>IT.V.3.3                   |
| 3.73. Create reference information (i.e., table of contents, index)       | CA1, CA4            | 1.8, 1.10           | CO.I.C.3.14<br>IT.V.3.3                   |
| 3.74. Create and format web pages   | CA4, CA5            | 1.10, 2.1           | CO.I.C.3.14<br>IT.XII.1.2                 |
| 3.75. Create special documents (i.e., resume, minutes, itinerary, agenda) | CA1, CA4            | 1.8, 2.6            | CO.IV.2.1<br>IT.VI.2-4.2                  |
| 3.75.1. <i>Create infographics (i.e., newsletters, flyers, handouts)</i>  |                     |                     |   |
| 3.75.2. <i>Create envelopes and labels</i>                                |                     |                     |   |
| 3.75.3. <i>Create and modify organizational charts and diagrams</i>       |                     |                     |   |
| 3.75.4. <i>Create documents using mail merge</i>                          |                     |                     |   |
| 3.75.5. <i>Create master documents and sub-documents</i>                  |                     |                     |   |
| 3.76. Print a document  | CA3, CA5            | 1.8, 2.1            | CO.III.1.4<br>IT.V.1.3                    |
| Use Collaboration/Integration Tools                                       |                     |                     |   |
| 3.77. Insert, view, and edit comments                                     | CA3, CA4            | 1.10, 2.7           | CO.I.C.3.4<br>IT.V.3.2                    |
| 3.78. Track, accept, and reject proposed changes                          | CA3, CA4            | 1.10, 2.7           | CO.I.C.3.4<br>IT.V.3.2                    |
| 3.78.1. <i>Modify track changes options</i>                               |                     |                     |   |
| 3.78.2. <i>Print document with markup</i>                                 |                     |                     |   |

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| Scope and Sequence Statements   | Show-Me Standards   |                     | National Standards for Business Education |
|---|---------------------|---------------------|---|
|   | Knowledge (Content) | Performance (Goals) |   |
| 3.79. Circulate documents for review  | CA3, CA4            | 1.10, 2.7           | CO.I.C.3.4<br>IT.V.3.2                    |
| 3.80. Compare and merge document versions   | CA3, CA4            | 1.10, 2.7           | CO.I.C.3.4<br>IT.V.3.2                    |
| 3.80.1. <i>Manage document versions</i>   |                     |                     |   |
| <b>Presentation and Multimedia</b>  |                     |                     |   |
| 3.81. Describe how slide shows assist in the presentation of ideas and facts to an audience | CA1, CA6            | 1.5, 1.10           | CO.I.A.2.2<br>IT.V.2.2                    |
| 3.82. Organize a presentation plan  | CA4, CA5            | 1.8, 2.1            | CO.I.A.2.7<br>CO.I.C.2.1                  |
| Work with Presentations   |                     |                     |   |
| 3.83. Create a slide show   | CA3, CA5            | 1.8, 2.1            | CO.I.A.3.7<br>IT.V.1.3                    |
| 3.83.1. <i>Use a design template</i>  |                     |                     |   |
| 3.83.2. <i>Insert automatic slide content</i>   |                     |                     |   |
| 3.84. Insert slides using different slide layouts   | CA3, CA5            | 1.8, 2.2            | CO.III.1.4<br>IT.V.1.3                    |
| 3.85. Open, modify, and save an existing presentation                                       | CA3, CA5            | 1.4, 2.2            | CO.III.1.4<br>IT.III.1.2                  |
| 3.86. Switch between slide views  | CA3, CA5            | 1.4, 1.10           | CO.III.1.2<br>IT.V.1.3                    |
| Format and Edit   |                     |                     |   |
| 3.87. Move and copy slide objects   | CA3, CA5            | 1.4, 1.8            | CO.III.1.4<br>IT.V.1.3                    |

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| Scope and Sequence Statements                              | Show-Me Standards   |                     | National Standards for Business Education |
|--|---------------------|---------------------|---|
|  | Knowledge (Content) | Performance (Goals) |   |
| 3.88. Revise the sequence of slides                        | CA3, CA5            | 1.8, 2.2            | CO.III.1.4<br>IT.V.1.3                    |
| 3.89. Change the slide background                          | CA3, CA5            | 1.4, 2.2            | CO.III.1.4<br>IT.V.1.3                    |
| 3.90. Change the slide layout                              | CA3, CA5            | 1.4, 2.2            | CO.III.1.4<br>IT.V.1.3                    |
| 3.91. Apply transitions and timings                        | CA3, CA5            | 1.8, 2.1            | CO.III.1.4<br>IT.V.1.3                    |
| 3.92. Insert slides from file                              | CA3, CA5            | 1.4, 2.1            | CO.III.1.4<br>IT.V.3.3                    |
| 3.93. Apply animation to text and create custom animations | CA3, CA5            | 1.8, 2.1            | CO.III.1.4<br>IT.V.3.3                    |
| 3.94. Change the slide design color scheme                 | CA3, CA5            | 1.4, 2.2            | CO.III.1.4<br>IT.V.3.3                    |
| 3.95. Insert and modify hyperlinks within a presentation   | CA3, CA5            | 1.10, 2.7           | IT.V.3.3                                  |
| 3.96. Work with slide masters                              | CA3, CA5            | 1.4, 2.1            | CO.III.1.4<br>IT.V.3.3                    |
| 3.97. Insert headers and footers                           | CA4, CA5            | 1.10, 2.1           | IT.V.3.3                                  |
| <b>Graphics, Audio, and Video</b>                          |                     |                     |   |
| 3.98. Use the drawing tools                                | CA3, CA5            | 1.4, 1.8            | IT.V.3.3                                  |
| 3.99. Manipulate clip art, drawing objects, and pictures   | CA3, CA5            | 1.4, 2.1            | IT.V.1.2 IT.V.3.1                         |
| 3.100. Work with gridlines and page guides                 | CA3, CA5            | 1.4, 2.1            | IT.V.1.2 IT.V.3.3                         |
| 3.101. Insert audio and video clips                        | CA3, CA5            | 1.8, 2.1            | IT.V.1.2<br>IT.V.3.3                      |

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| Scope and Sequence Statements  | Show-Me Standards   |                     | National Standards for Business Education |
|--|---------------------|---------------------|---|
|  | Knowledge (Content) | Performance (Goals) |   |
| 3.102. Apply animation to graphics and create custom animations            | CA3, CA5            | 1.8, 2.1            | CO.III.1.4<br>IT.V.3.3                    |
| 3.103. Insert diagrams and graphs  | CA3, MA4            | 1.8, 2.1            | CP.V.2.1<br>IT.V.3.3                      |
| <b>Presentation Delivery</b>   |                     |                     |   |
| 3.104. Run a slide show  | CA3, CA5            | 1.8, 2.1            | CO.III.1.4<br>IT.V.1.3                    |
| 3.105. Preview and print slides and audience handouts                      | CA3, CA5            | 1.8, 2.1            | CO.III.1.4<br>IT.V.1.3                    |
| 3.106. Deliver an oral presentation with a slideshow                       | CA1, CA6            | 1.8, 2.1            | CO.I.A.3.6<br>CO.I.A.3.7                  |
| 3.107. Develop a presentation with sources cited                           | CA3, CA6            | 1.8, 2.1            | CO.I.C.2.4                                |
| 3.108. Critique presentations  | CA3, CA5            | 1.5, 2.3            | CO.I.C.4.7<br>CO.V.D.4.2                  |
| 3.109. Save a presentation as a web page                                   | CA3, CA5            | 1.8, 2.1            | IT.V.3.3<br>IT.XII.2.2                    |
| <b>Spreadsheets</b>  |                     |                     |   |
| 3.110. Describe how worksheets are used to analyze data and solve problems | CA1, CA6            | 1.6, 4.1            | CP.I.1.2<br>IT.V.2.2                      |
| <b>Work with Spreadsheets</b>  |                     |                     |   |
| 3.111. Open, modify, and save an existing spreadsheet                      | CA3, CA5            | 1.4, 2.2            | CO.III.2.5<br>IT.III.1.2                  |
| 3.112. Identify cells, columns, rows, and ranges                           | CA3, MA1            | 1.4, 1.10           | CO.III.2.5<br>IT.V.1.3                    |

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| Scope and Sequence Statements   | Show-Me Standards   |                     | National Standards for Business Education |
|---|---------------------|---------------------|---|
|   | Knowledge (Content) | Performance (Goals) |   |
| 3.113. Insert and delete data in cells  | CA3, MA1            | 1.8, 2.2            | CO.III.2.5<br>IT.V.1.3                    |
| 3.114. Select cells, columns, rows, ranges, and the entire worksheet          | CA3, MA1            | 1.4, 1.10           | CO.III.2.5<br>IT.V.1.3                    |
| 3.115. Insert and delete cells, columns, and rows                             | CA3, CA5            | 1.4, 2.2            | CO.III.2.5<br>IT.V.1.3                    |
| 3.116. Interpret spreadsheet data   | MA1, MA3            | 1.7, 1.10           | CP.I.1.8<br>CP.V.2.2                      |
| 3.117. Select the appropriate chart type to best represent given data         | MA3                 | 1.8, 2.7            | CO.III.2.5<br>CP.V.2.1                    |
| 3.118. Delete, add, copy, cut, paste, and rename worksheets                   | CA3, CA5            | 1.8, 2.2            | CO.III.2.5<br>IT.V.1.3                    |
| 3.119. Use cut, copy, paste, and paste special to manipulate spreadsheet data | CA3, MA1            | 1.8, 1.10           | CO.III.2.5<br>IT.V.3.3                    |
| 3.120. Insert, position, and size graphics                                    | CA3, CA5            | 1.4, 1.8            | CO.III.2.5<br>IT.V.1.2                    |
| 3.121. Zoom a spreadsheet   | CA3, CA5            | 1.4, 1.10           | CO.III.2.5<br>IT.V.3.3                    |
| 3.122. Hide and unhide columns and rows                                       | CA3, CA5            | 1.4, 1.8            | CO.III.2.5<br>IT.V.3.3                    |
| 3.123. Create spreadsheets from templates                                     | CA3, CA5            | 1.8, 2.7            | CO.III.2.5<br>IT.V.4.3                    |
| 3.124. Create formulas  | MA1                 | 1.8, 1.6            | CO.III.2.5<br>CP.I.1.1                    |

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|---|---------------------|---------------------|---|
|   | Knowledge (Content) | Performance (Goals) |   |
| 3.124.1. <i>Use function formulas (i.e., mathematical, financial, statistical, logical)</i> |                     |                     |   |
| 3.124.2. <i>Use relative, absolute, and mixed cell references in formulas</i>               |                     |                     |   |
| 3.124.3. <i>Trace formula precedents, dependents, and errors</i>                            |                     |                     |   |
| 3.124.4. <i>Add subtotals to worksheet data</i>   |                     |                     |   |
| 3.124.5. <i>Watch and evaluate formulas</i>   |                     |                     |   |
| 3.125. Preview and print spreadsheets   | CA3, CA5            | 1.8, 2.1            | CO.III.2.5, IT.V.1.3                      |
| 3.125.1. <i>Size to fit</i>   |                     |                     |   |
| 3.125.2. <i>Set print area to print a specified area of a worksheet</i>                     |                     |                     |   |
| 3.125.3. <i>Print a workbook containing multiple worksheets</i>                             |                     |                     |   |
| 3.125.4. <i>Print column and row titles on multiple pages</i>                               |                     |                     |   |
| 3.125.5. <i>Print gridlines and column headings</i>   |                     |                     |   |
| 3.125.6. <i>Print formulas</i>  |                     |                     |   |
| 3.125.7. <i>Adjust alignment to center a worksheet horizontally and vertically</i>          |                     |                     |   |
| 3.126. Copy and move a worksheet to another spreadsheet                                     | CA3, CA5            | 1.4, 1.8            | CO.III.2.5<br>IT.V.3.3                    |
| 3.127. Present spreadsheet data orally to a group   | CA6                 | 1.8, 2.1            | CO.I.A.3.7<br>CO.III.2.5                  |
| 3.128. Save spreadsheets in a variety of formats (i.e., template, webpage, XML)             | CA3, CA5            | 2.1, 2.7            | IT.III.1.2<br>IT.V.4.3                    |

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|---|---------------------|---------------------|---|
|   | Knowledge (Content) | Performance (Goals) |   |
| 3.129. Split a worksheet into windows and freeze and unfreeze panes | CA3, CA5            | 1.8, 1.10           | CO.III.2.5<br>IT.V.3.3                    |
| 3.130. Consolidate data from two or more worksheets                 | CA3, MA1            | 1.8, 1.10           | CO.III.2.5<br>IT.V.3.3                    |
| 3.131. Import data into a spreadsheet                               | CA3, MA1            | 1.8, 2.7            | CO.III.2.5<br>IT.V.4.7                    |
| 3.131.1. <i>Link spreadsheet data</i>                               |                     |                     |   |
| 3.131.2. <i>Embed objects in spreadsheets</i>                       |                     |                     |   |
| 3.132. Export spreadsheet data                                      | CA3, MA1            | 1.8, 2.7            | CO.III.2.5<br>IT.V.4.7                    |
| 3.133. Create and edit templates                                    | CA4, MA1            | 1.8, 2.7            | CO.III.2.5<br>IT.V.4.3                    |
| 3.134. Insert and modify hyperlinks within a spreadsheet            | CA3, CA5            | 1.10, 2.7           | IT.V.3.3                                  |
| Format a Spreadsheet  |                     |                     |   |
| 3.135. Change fonts and apply font styles                           | CA3, CA5            | 1.8, 2.1            | CO.III.2.5<br>IT.V.3.3                    |
| 3.136. Center cell contents across a range                          | CA3, CA5            | 1.8, 2.1            | CO.III.2.5<br>IT.V.1.3                    |
| 3.137. Align text horizontally in cells                             | CA3, CA5            | 1.8, 2.1            | CO.III.2.5<br>IT.V.1.3                    |
| 3.138. Align text vertically in cells                               | CA3, CA5            | 1.8, 2.1            | CO.III.2.5<br>IT.V.3.3                    |
| 3.139. Change column width  | CA4, CA5            | 1.8, 2.1            | CO.III.2.5<br>IT.V.1.3                    |

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**Crosswalk for K-14 Scope and Sequence  
Keyboarding and Computer Applications**

| Scope and Sequence Statements                                       | Show-Me Standards   |                     | National Standards for Business Education |
|---|---------------------|---------------------|---|
|   | Knowledge (Content) | Performance (Goals) |   |
| 3.140. Change row height  | CA4, CA5            | 1.8, 2.1            | CO.III.2.5<br>IT.V.1.3                    |
| 3.141. Change page orientation                                      | CA3, CA5            | 1.8, 2.1            | CO.III.2.5<br>IT.V.1.3                    |
| 3.142. Set margins  | CA5, MA1            | 1.10, 2.1           | CO.III.2.5<br>IT.V.3.3                    |
| 3.143. Change number formats  | CA3, CA5            | 1.8, 2.1            | CO.III.2.5<br>IT.V.3.3                    |
| 3.144. Add borders and shading to cells                             | CA3, CA5            | 1.8, 2.1            | CO.III.2.5<br>IT.V.3.3                    |
| 3.145. Customize worksheet tabs                                     | CA3, CA5            | 1.8, 2.2            | CO.III.2.5<br>IT.V.3.3                    |
| 3.146. Align, indent, and rotate cell contents                      | CA3, CA5            | 1.8, 1.10           | CO.III.2.5<br>IT.V.3.3                    |
| 3.147. Apply and modify cell styles                                 | CA3, CA5            | 1.8, 1.10           | CO.III.2.5<br>IT.V.3.3                    |
| 3.148. Arrange worksheets   | CA3, CA5            | 1.8, 2.2            | CO.III.2.5<br>IT.V.3.3                    |
| 3.149. Format multiple worksheets in one spreadsheet simultaneously | CA3, CA5            | 1.8, 1.10           | CO.III.2.5<br>IT.V.3.3                    |
| 3.150. Add a background image to a worksheet                        | CA3, CA5            | 1.8, 1.10           | CO.III.2.5<br>IT.V.3.3                    |
| 3.151. Use conditional formatting                                   | CA3, MA4            | 1.6, 1.8            | CO.III.2.5<br>IT.V.3.3                    |

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| Scope and Sequence Statements                                      | Show-Me Standards   |                     | National Standards for Business Education |
|--|---------------------|---------------------|---|
|  | Knowledge (Content) | Performance (Goals) |   |
| Tools  |                     |                     |   |
| 3.152. Use undo/redo commands                                      | CA3, CA5            | 1.4, 1.8            | CO.III.2.5<br>IT.V.1.3                    |
| 3.153. Check spelling  | CA1, CA3            | 1.4, 1.8            | CO.III.2.6<br>IT.V.1.3                    |
| 3.154. Use automatic content tools                                 | CA3, CA5            | 1.8, 1.10           | CO.III.2.5<br>IT.V.3.3                    |
| 3.155. Insert headers and footers                                  | CA4, CA5            | 1.10, 2.1           | CO.III.2.5<br>IT.V.3.3                    |
| 3.156. Create, modify, and position charts based on worksheet data | CA3, MA3            | 1.8, 2.1            | CO.III.2.5<br>CP.V.2.1                    |
| 3.157. Sort data   | CA4, MA1            | 1.4, 1.8            | CO.III.2.5<br>IT.V.3.3                    |
| 3.158. Perform what-if analyses                                    | MA1, MA3            | 1.8, 1.10           | CO.III.2.5<br>CP.III.1.3                  |
| 3.159. Add and remove buttons from the toolbar                     | CA3, CA5            | 1.8, 1.10           | CO.III.2.5<br>IT.V.3.3                    |
| 3.160. Search for and replace text                                 | CA3, CA5            | 1.8, 1.10           | CO.III.2.5<br>IT.V.3.3                    |
| 3.161. Name a range and use a range in a formula                   | CA3, MA1            | 1.4, 1.8            | CO.III.2.5<br>IT.V.1.3                    |
| 3.162. Filter data   | CA3, MA3            | 1.4, 1.8            | CO.III.2.5<br>IT.V.3.3                    |
| 3.162.1. <i>Create and apply advanced filters</i>                  |                     |                     |   |

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|--|---------------------|---------------------|---|
|  | Knowledge (Content) | Performance (Goals) |   |
| 3.163. Group and outline data                              | CA3, MA4            | 1.4, 1.8            | CO.III.2.5<br>IT.VII.2.3                  |
| 3.164. Add data validation criteria to cells               | CA3, MA3            | 1.4, 1.8            | CO.III.2.5<br>IT.VII.2.1                  |
| 3.165. Customize toolbars and menus                        | CA3, CA5            | 1.8, 1.10           | CO.III.2.5<br>IT.V.3.3                    |
| 3.166. Create macros                                       | CA4, CA5            | 1.4, 1.10           | CO.III.2.5<br>IT.V.4.3                    |
| 3.167. Aggregate and group data into reports and charts    | MA3, MA4            | 1.8, 2.7            | CO.III.2.5<br>IT.VII.2.3                  |
| 3.168. Structure workbooks using XML                       | CA3, CA5            | 2.1, 2.7            | CO.III.2.5<br>IT.V.3.3                    |
| 3.169. Project values using analysis tools                 | MA3                 | 1.8, 2.7            | CO.III.2.5<br>CP.III.1.1                  |
| 3.170. Use digital signatures to authenticate workbooks    | CA3, CA5            | 1.8, 1.10           | CO.III.3.1<br>IT.V.3.2                    |
| <b>Use Collaboration/Integration Tools</b>                 |                     |                     |   |
| 3.171. Insert, view, and edit comments                     | CA3, CA4            | 1.10, 2.7           | CO.I.C.3.4<br>IT.V.3.2                    |
| 3.172. Add protection for cells, worksheets, and workbooks | CA3, CA5            | 1.8, 1.10           | CO.III.3.1<br>IT.V.3.2                    |
| 3.173. Create and modify shared workbooks                  | CA3, CA4            | 1.10, 2.7           | CO.I.C.3.4<br>IT.V.3.2                    |
| 3.173.1. <i>Edit macros using the Visual Basic Editor</i>  |                     |                     |   |

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|---|---------------------|---------------------|---|
|   | Knowledge (Content) | Performance (Goals) |   |
| 3.173.2. <i>Set macro settings</i>  |                     |                     |   |
| 3.174. Set passwords  | CA3, CA5            | 1.8, 1.10           | CO.III.3.1<br>IT.V.3.2                    |
| 3.175. Merge multiple versions of the same workbook                                       | CA3, CA4            | 1.10, 2.7           | CO.III.2.5<br>IT.V.3.2                    |
| 3.176. Track, accept, and reject proposed changes   | CA3, CA4            | 1.10, 2.7           | CO.I.C.3.4<br>IT.V.3.2                    |
| 3.176.1. <i>Accept and reject changes</i>   |                     |                     |   |
| <b>Database</b>   |                     |                     |   |
| 3.177. Describe the purpose of a database (relative to other types of software/documents) | CA1, CA6            | 1.6, 4.1            | CO.I.A.2.2<br>IT.V.2.2                    |
| 3.178. Explain how a database is used to store, manipulate, and report data               | CA1, CA6            | 1.6, 4.1            | CO.I.A.2.2<br>IT.V.2.2                    |
| 3.179. Open, modify, and save an existing database  | CA3, CA5            | 1.4, 2.2            | CO.III.2.5<br>IT.III.1.2                  |
| <b>Work with Databases</b>  |                     |                     |   |
| 3.180. Create a new database  | CA3, CA5            | 1.8, 2.1            | CO.III.2.5<br>IT.VIII.3.1                 |
| 3.181. Open and edit an existing database   | CA3, CA5            | 1.8, 2.2            | CO.III.2.5<br>IT.VIII.3.1                 |
| 3.182. Navigate between two database objects  | CA3, CA5            | 1.4, 1.10           | CO.III.2.5<br>IT.VIII.3.3                 |
| 3.183. Use tables (i.e., review, summarize information)                                   | CA3, CA5            | 1.8, 1.10           | CO.III.2.5<br>IT.VIII.3.3                 |

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|---|---------------------|---------------------|---|
|   | Knowledge (Content) | Performance (Goals) |   |
| 3.183.1. <i>Create a table (i.e., wizard, design view, template)</i>                                    |                     |                     |   |
| 3.183.2. <i>Define the primary key and apply to a table</i>   |                     |                     |   |
| 3.183.3. <i>Modify a table in the design view</i>   |                     |                     |   |
| 3.183.4. <i>Modify a table in the database view</i>   |                     |                     |   |
| 3.183.5. <i>Insert, modify, and delete data, fields, and records</i>                                    |                     |                     |   |
| 3.183.6. <i>Preview and print a datasheet</i>   |                     |                     |   |
| 3.183.7. <i>Switch between datasheet and design view</i>  |                     |                     |   |
| 3.183.8. <i>Insert, modify, and delete a field in design view</i>                                       |                     |                     |   |
| 3.183.9. <i>Find and replace data</i>   |                     |                     |   |
| 3.183.10. <i>Sort records in a table</i>  |                     |                     |   |
| 3.183.11. <i>Filter by selection</i>  |                     |                     |   |
| 3.183.12. <i>Filter by form</i>   |                     |                     |   |
| 3.183.13. <i>Create and apply an advanced filter</i>  |                     |                     |   |
| 3.183.14. <i>Create and modify Lookup fields in a table</i>   |                     |                     |   |
| 3.183.15. <i>Create and modify an input mask for a field</i>  |                     |                     |   |
| 3.183.16. <i>Create sub-tables</i>  |                     |                     |   |
| 3.184. Use queries  | CA3, CA5            | 1.8, 1.10           | CO.III.2.5<br>IT.VIII.3.3                 |
| 3.184.1. <i>Create a query (i.e., wizard, design view, auto report)</i>                                 |                     |                     |   |
| 3.184.2. <i>Sort fields in a query</i>  |                     |                     |   |
| 3.184.3. <i>Refine a query using the filter options</i>   |                     |                     |   |
| 3.184.4. <i>Create advanced queries (i.e., totals, compound criteria, calculated, update, crosstab)</i> |                     |                     |   |
| 3.184.5. <i>Modify the properties of fields used in queries</i>   |                     |                     |   |

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|--|---------------------|---------------------|---|
|  | Knowledge (Content) | Performance (Goals) |   |
| 3.184.6. <i>Run a query</i>  |                     |                     |   |
| 3.185. Use forms   | CA3, CA5            | 1.8, 1.10           | CO.III.2.5<br>IT.VIII.3.3                 |
| 3.185.1. <i>Create and format a form (i.e., autoform, wizard)</i>  |                     |                     |   |
| 3.185.2. <i>Create and format a form in design view</i>  |                     |                     |   |
| 3.185.3. <i>Enter data using a form</i>  |                     |                     |   |
| 3.185.4. <i>Use error checking in forms</i>  |                     |                     |   |
| 3.185.5. <i>Modify form properties (i.e., control objects, footer, header, graphics)</i>                   |                     |                     |   |
| 3.185.6. <i>Create and modify sub-forms</i>  |                     |                     |   |
| 3.185.7. <i>Insert calculated fields in a form</i>   |                     |                     |   |
| 3.186. Use reports   | CA3, CA5            | 1.8, 1.10           | CO.III.2.5<br>IT.VIII.3.5                 |
| 3.186.1. <i>Create and modify a report (i.e., wizard, auto report)</i>                                     |                     |                     |   |
| 3.186.2. <i>Create and modify a report in design view</i>  |                     |                     |   |
| 3.186.3. <i>Preview and print a report</i>   |                     |                     |   |
| 3.186.4. <i>Sort records in a report</i>   |                     |                     |   |
| 3.186.5. <i>Create a report with related database tables</i>   |                     |                     |   |
| 3.186.6. <i>Use error checking in reports</i>  |                     |                     |   |
| 3.186.7. <i>Add and modify report control properties (i.e., control objects, footer, header, graphics)</i> |                     |                     |   |
| 3.186.8. <i>Calculate subtotals, totals, or averages in a report</i>                                       |                     |                     |   |
| 3.186.9. <i>Utilize grouping and sub-grouping</i>  |                     |                     |   |
| 3.186.10. <i>Embed a sub-report in a main report</i>   |                     |                     |   |

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|--|---------------------|---------------------|---|
|  | Knowledge (Content) | Performance (Goals) |   |
| 3.187. Create table relationships (i.e., join types, one-to-many, many-to-many)      | CA3, CA5            | 1.8, 1.10           | CO.III.2.5<br>IT.VIII.4.1                 |
| 3.188. Print table relationships   | CA3, CA5            | 1.8, 1.10           | CO.III.2.5<br>IT.V.3.3                    |
| Tools  |                     |                     |   |
| 3.189. Set relationship properties   | CA3, CA5            | 1.8, 1.10           | CO.III.2.5<br>IT.VIII.4.2                 |
| 3.190. Create and edit single-field and multiple-field indexes                       | CA3, CA5            | 1.8, 1.10           | CO.III.2.5<br>IT.VIII.4.2                 |
| 3.191. Use database utilities (i.e., back up, compact, repair)                       | CA3, CA5            | 1.8, 1.10           | CO.III.2.5<br>IT.VIII.4.6                 |
| 3.192. Employ security measures (i.e., set passwords, add permission, encode/decode) | CA3, CA5            | 1.8, 1.10           | CO.III.2.5<br>IT.V.3.2                    |
| 3.193. Set startup options   | CA3, CA5            | 1.4, 1.10           | CO.III.2.5<br>IT.V.3.3                    |
| 3.194. Replicate a database  | CA3, CA5            | 1.8, 1.10           | CO.III.2.5<br>IT.V.3.3                    |
| 3.195. Create a command button   | CA3, CA5            | 1.8, 1.10           | CO.III.2.5<br>IT.V.3.3                    |
| 3.196. Portray database information in a chart                                       | CA3, MA3            | 1.8, 2.7            | CO.III.2.5<br>CP.V.2.1                    |
| 3.197. Create and modify a data access page  | CA3, CA4            | 1.8, 2.7            | CO.III.2.5<br>IT.VIII.4.8                 |

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|---|---------------------|---------------------|---|
|   | Knowledge (Content) | Performance (Goals) |   |
| 3.198. Group and sort a data access page                          | CA3, CA4            | 1.8, 2.7            | CO.III.1.4<br>IT.VIII.4.8                 |
| 3.199. Use pivot tables   | CA3, CA5            | 1.8, 1.10           | CO.III.2.5<br>IT.V.3.3                    |
| 3.200. Create and edit a macro                                    | CA4, CA5            | 1.4, 1.10           | CO.III.2.5<br>IT.V.4.3                    |
| <b>Use Collaboration/Integration Tools</b>                        |                     |                     |   |
| 3.201. Use database information for mail merge documents          | CA3, CA4            | 1.10, 2.7           | CO.III.2.5<br>IT.V.3.2                    |
| 3.202. Export records in a table to a spreadsheet                 | CA3, MA1            | 1.8, 2.7            | CO.III.2.5<br>IT.V.4.7                    |
| 3.203. Link data from a spreadsheet to a table in a database file | CA3, CA5            | 1.8, 2.7            | CO.III.2.5<br>IT.V.4.7                    |
| 3.204. Use XML to share data (import/export)                      | CA3, CA5            | 2.1, 2.7            | CO.III.2.5,<br>IT.V.4.7                   |

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|---|---------------------|-------------------------|---|
|   | Knowledge (Content) | Performance (Goals)     |   |
| 4. Technology Communications Tools  | CA1, CA3, CA4, CA5  | 1.4, 2.1, 2.7, 4.1, 4.4 | CO.III.1.3<br>CO.III.2.4<br>CO.III.3.1<br>IT.V.1.3<br>IT.V.2.4<br>IT.XV.4.1 |
| 4.1. <b>Select appropriate technology tools for the task and audience</b>   | CA3, CA5            | 3.7, 4.1                | IT.V.1.3<br>IT.V.2.4  |
| 4.2. <b>Identify examples of programs that can harm your computer (i.e., viruses, worms, Trojan Horses, adware and spyware)</b> | CA3, CA5            | 3.1, 4.1                | CO.III.3.1<br>IT.XV.4.1   |
| 4.3. <b>Use a web browser</b>   | CA3, CA5            | 1.4                     | IT.V.1.3  |
| 4.3.1. Explain website extensions (i.e., .org, .com, .edu, .gov)  |                     |                         |   |
| 4.3.2. Navigate teacher-approved websites   |                     |                         |   |
| 4.3.3. Identify navigation bar buttons and their purpose  |                     |                         |   |
| 4.3.4. Identify the purpose of search engines   |                     |                         |   |
| 4.3.5. Create and use Favorites and Bookmarks   |                     |                         |   |
| 4.3.6. Copy and paste a picture from the Internet   |                     |                         |   |
| 4.3.7. Define URL   |                     |                         |   |
| 4.3.8. Identify a home page   |                     |                         |   |
| 4.3.9. Identify a hyperlink   |                     |                         |   |
| 4.4. <b>Use email</b>   | CA1, CA4            | 2.1, 2.7                | CO.III.1.3<br>CO.III.2.4  |

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|   | Knowledge (Content) | Performance (Goals) |   |
| 4.4.1. Adjust advanced email settings (i.e., font, margins, color, signature block) |                     |                     |   |
| 4.4.2. Explain the purpose and intent of email                                      |                     |                     |   |
| 4.4.3. Identify the parts of an email message                                       |                     |                     |   |
| 4.4.4. Send and receive email   |                     |                     |   |
| 4.4.5. Demonstrate proper netiquette  |                     |                     |   |
| 4.4.6. Create an email message from inside an application                           |                     |                     |   |
| 4.4.7. Manage email messages  |                     |                     |   |
| 4.4.8. Send an email with an attachment   |                     |                     |   |
| 4.4.9. Explain Spam   |                     |                     |   |

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|--|---------------------|---------------------|---|
|  | Knowledge (Content) | Performance (Goals) |   |
| 5. Technology Research Tools   | CA1, CA3, CA4, CA5  | 1.2, 1.4, 1.8, 2.1  | CO.I.B.3.5<br>CO.I.C.3.9<br>CO.III.1.5<br>CO.III.2.8<br>IT.V.1.1<br>IT.V.1.2<br>IT.V.2.2<br>IT.V.3.4<br>IT.VII.1.1<br>IT.VII.1.1<br>IT.VII.2.3<br>IT.XI.3-4.1 |
| 5.1. <b>Demonstrate correct usage of Internet terminology and vocabulary</b>                             | CA1                 | 1.2                 | IT.V.1.1<br>IT.XI.3-4.1   |
| 5.2. <b>Discuss the principal uses of the Internet, including its history</b>                            | CA3, CA5            | 1.2, 2.1            | IT.V.2.2  |
| 5.3. <b>Identify various electronic research resources and reference tools</b>                           | CA3, CA5            | 1.2, 1.4            | CO.I.C.3.9<br>IT.VII.1.1  |
| 5.4. <b>Conduct research using appropriate electronic sources and tools (i.e., CD-ROMS and Internet)</b> | CA3, CA5            | 1.2, 1.4            | CO.III.1.5<br>IT.V.3.4  |
| 5.4.1. Appropriately cite sources when using information from the Internet                               |                     |                     |   |
| 5.5. <b>Conduct a simple search (i.e., keyword, subject)</b>   | CA3, CA5            | 1.2, 1.4            | CO.III.2.8<br>IT.VII.1.1  |

Show-Me Standards Key

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HP = Health/Physical Education      FA = Fine Arts

National Standards for Business Education Key

ACC = Accounting                      ENT = Entrepreneurship  
BL = Business Law                      INT = International  
CD = Career Development              IT = Information Technology  
CO = Communication                      MGT = Management  
CP = Computation                        MKT = Marketing  
ECO = Economics                        PF = Personal Finance



**Crosswalk for K-14 Scope and Sequence  
Keyboarding and Computer Applications**

| Scope and Sequence Statements                                 | Show-Me Standards   |                     | National Standards for Business Education |
|---|---------------------|---------------------|---|
|   | Knowledge (Content) | Performance (Goals) |   |
| 5.6. <b>Conduct an advanced and/or limited search</b>         | CA3, CA5            | 1.2, 1.4            | CO.III.2.8<br>IT.VII.1.1                  |
| 5.7. <b>Utilize research results</b>                          | CA3, CA4            | 1.2, 1.8            | CO.I.B.3.5<br>IT.VII.2.3                  |
| 5.8. <b>Acquire information (i.e., text, audio, graphics)</b> | CA3, CA5            | 1.2, 1.4            | IT.V.1.2<br>IT.VII.1.1                    |
| 5.9. <b>Use web directory links</b>                           | CA3, CA5            | 1.4                 | CO.III.2.8                                |

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Keyboarding and Computer Applications**

| Scope and Sequence Statements  | Show-Me Standards       |  | National Standards for Business Education   |
|--|-------------------------|--|---|
|  | Knowledge (Content)     | Performance (Goals)  |   |
| 6. Technology Problem-Solving and Decision-Making Tools                                    | CA3, CA4, CA5, CA6, SS6 | 1.2, 1.4, 1.5, 1.7, 1.10, 2.1, 2.5, 2.7, 3.1, 3.4, 3.6, 4.1, 4.6 | CD.III.B.1.1<br>CO.I.B.4.4<br>CO.I.C.3.2<br>CO.I.C.4.5<br>CO.II.B.1.4<br>IT.V.1.3<br>IT.V.2.2<br>IT.V.3.1<br>IT.V.3.2<br>IT.V.3.5<br>IT.VII.2.1<br>IT.VII.2.3<br>MGT.VIII.B.3.2 |
| 6.1. Determine the appropriate software application for a given task                       | CA3, CA5                | 2.7, 4.1   | IT.V.1.3<br>IT.V.2.2  |
| 6.2. Use technology to compare, contrast, evaluate, and validate information               | CA3, CA4                | 1.7, 2.7   | IT.VII.2.1<br>IT.VII.2.3  |
| 6.3. Consider the quality, quantity, and relevance of information                          | CA3, CA5                | 1.5, 1.7   | CO.I.B.4.4<br>IT.VII.2.1  |
| 6.4. Use technology to compile, organize, synthesize, produce, and disseminate information | CA6                     | 1.10, 2.7  | CO.I.C.4.5<br>IT.VII.2.3  |
| 6.5. Collaborate with others in problem solving and decision making                        | CA6, SS6                | 3.6, 4.6   | CD.III.B.1.1<br>CO.II.B.1.4   |

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Keyboarding and Computer Applications**

| Scope and Sequence Statements  | Show-Me Standards   |                     | National Standards for Business Education |
|--|---------------------|---------------------|---|
|  | Knowledge (Content) | Performance (Goals) |   |
| 6.6. <b>Present, in an oral or written report, the problem, the chosen solution, and the rationale for the related decisions</b> | CA5, CA6            | 2.1, 3.1, 4.1       | CO.I.C.3.2<br>MGT.VIII.B.3.2              |
| 6.7. <b>Troubleshoot basic information technology problems using help screens and reference materials</b>                        | CA3, CA5            | 1.2, 1.4            | IT.II.3-4.5<br>IT.V.3.1                   |
| 6.8. <b>Integrate software applications to maximize the potential of available functions</b>                                     | CA3, CA5            | 2.5, 2.7            | IT.V.3.2                                  |
| 6.9. <b>Develop criteria to determine the effectiveness of the process used for a given task or problem</b>                      | CA3, CA5            | 3.1, 3.4            | IT.V.3.5<br>MGT.VIII.B.3.2                |

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