RASD Business & Info. Technology Articulation of WI Standards Information Processing I

Content Area: IT/IT Foundations

Grade:	Standard:	Student Learning Targets:
Standard: BIT.IT1: Students will use an appropriate digital tool to meet personal and business needs.		
Learning Priority: IT1.b: Select and use appropriate features of a word processor to organize and effectively communicate information.		
IT1.b.5.m:	Produce functional letters, memos and reports.	● I can produce functional letters, memos and reports
IT1.b.6.m:	Organize information using the automatic table features of a word processor.	● I can organize information using the automatic table features of a word processor.
IT1.b.7.m:	Customize documents using formatting such as alignment, spacing, themes, borders and ordered and unordered lists.	● I can customize documents using formatting
IT1.b. 8.m:	Create and manipulate graphics to enhance the appearance of documents.	● I can create and manipulate graphics to enhance the appearance of documents
IT1.b.9.h:	Automate tasks using mail merge and macro options.	● I can automate tasks using mail merge and macro options.
IT1.b.10.h:	Enhance usability of documents using advanced tools such as bookmarks, section breaks, headers and footers.	● I can enhance usability of documents using advanced tools such as bookmarks, section breaks, headers and footers
IT1.b.11.h:	Develop and apply templates to expedite document creation.	● I can develop and apply templates to expedite document creation
IT1.b.12.h:	Create forms and protected documents for multiple-user situations.	● I can create forms and protected documents for multiple-user situations
IT1.b.13.h:	Collaborate on documents using multi-user features such as tracking changes, merging documents and online collaboration.	● I can collaborate on documents using multi-user features
Learning Priority: IT1.c: Select and use appropriate features of a spreadsheet program to organize and effectively communicate information.		
IT1.c.3.m:	Enhance a spreadsheet visually using fonts, colors and graphics.	● I can enhance a spreadsheet visually using fonts, colors and graphics

IT1.c.4.m:	Generate formulas to perform calculations.	● I can eenerate formulas to perform calculations
IT1.c.5.m:	Analyze numerical and graphic data in a spreadsheet.	● I can analyze numerical and graphic data in a spreadsheet
IT1.c.6.h:	Generate advanced formulas and functions to perform calculations.	● I can generate advanced formulas and functions to perform calculations
IT1.c.8.h:	Analyze data using various scenarios and goal-seeking to make business decisions.	● I can analyze data using various scenarios and goal-seeking to make business decisions
IT1.c.9.h:	Enhance user-friendliness of spreadsheets using conditional formatting, data validation and comments.	● I can enhance user-friendliness of spreadsheets using conditional formatting, data validation and comments.
IT1.c.10.h:	Analyze data relevant to a specific business problem by utilizing sorts and filters.	● I can analyze data relevant to a specific business problem by utilizing sorts and filters
Learning Priority: IT1.f: Select and use the most appropriate tool to solve digital problems.		
IT1.f.3.m:	Use help features and reference materials to learn software and tools to solve problems.	● I can use help features and reference materials to learn software and tools to solve problems