IT Fundamentals Pro: Chapter 4.5 Application Software

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Grade	**11/12**
Unit of Study	**Information Technology Fundamentals**
Length of Unit	**90 Min**

Missouri Learning Standards	
15.1202-E2: Analyze and modify system configuration files	15.1202-E4: Support special needs access (e.g., install software and operating systems
15.1202-E9: Install applications software and suites successfully (e.g., office productivity and industry spacific)	15.1202-E10: Troubleshoot software integration problems

Unit 4.5: Learning Targets

I can:
- Identify application software that increases personal productivity.
- Identify application software that facilitates collaboration.
- Identify some common business application software.
- Run Windows applications.
- Pin applications to the Start menu and the taskbar.
- Unpin applications from the Start menu and the taskbar.
- Create application shortcuts on the Windows desktop.
- Explain how app stores are used to distribute application software.
- Open, modify, and save a Microsoft Word document.
- Open, modify, and run a Microsoft PowerPoint slide show.

Intervention and Enrichment

Assessments

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MLS (Learning Goal)	Description or Location
• 15.1202-E2 • 15.1202-E4 • 15.1202-E9 • 15.1202-E10	Ch. 4 Exam
	ITF+ (FC0-U61) Exam

Vocabulary			
Productivity Software	Collaboration Software	Business Software	Netiquette
Windows Application	Windows 10 App	App Store	

Instructional Materials

Video/Demo
4.5.1 Productivity Software
4.5.3 Collaboration Software
4.5.5 Business Software
4.5.8 Managing Desktop Applications
4.5.10 Use Desktop Applications
4.5.12 Use Microsoft Word
4.5.14 Use Microsoft PowerPoint

Lab/Activity
4.5.11 Use Desktop Applications
4.5.13 Use Microsoft Word
4.5.15 Use Microsoft PowerPoint

Additional Instructional Resources

4.5.2 Productivity Software Facts
4.5.4 Collaboration Software Facts
4.5.6 Business Software Facts
4.5.7 App Stores
4.5.9 Desktop Application Facts

Reflections for Future Revisions