

**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 IT.II.1-2.3 IT.II.1-2.5 IT.II.3-4.5 IT.II.3-4.6 IT.III.1.1 IT.III.1.2 IT.III.2.1 IT.III.2.2 IT.III.3-4.7 IT.V.1.3 IT.VI.1.1 IT.VI.1.4 IT.XV.1-2.3
1.1. Employ appropriate startup and shut down procedures, including standby, restart, and hibernate	CA3, CA5	1.5, 1.10	IT.III.1.1
1.2. Use correct keying technique	HPE5, HPE6	2.1, 4.7	IT.VI.1.1 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>			
1.2.3.2. <i>Place feet flat on the floor</i>			
1.2.3.3. <i>Use proper chair height</i>			

Show-Me Standards Key

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ACC = Accounting ENT = Entrepreneurship
BL = Business Law INT = International
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1.2.3.4. Use proper distance from the keyboard			
1.2.3.5. Place hands slightly off of the keyboard with wrists flat			
1.2.3.6. Keep elbows close to your sides			
1.2.3.7. Keep fingers slightly curved			
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			
1.3. Use mouse correctly	CA3, HPE6	1.10, 4.7	IT.VI.1.1 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)			
1.4. Practice proper care with all computer components	CA3, HPE6	1.10, 4.7	IT.II.1-2.3
1.4.1. Exhibit good hygiene when operating the computer			
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)			

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	Knowledge (Content)	Performance (Goals)	
1.5. Use and identify operating system functions	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>			
1.6. Setup and prepare the workstation	CA3, HPE6	1.10	IT.II.1-2.5 IT.XV.1-2.3
1.7. Explain computer processes (i.e., input, process, output, storage)	CA6	2.1, 2.7	IT.III.1.1
1.8. Identify basic hardware devices	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>			

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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. Use basic hardware	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. Choose an appropriate device for a given task (i.e., input, output, storage)	CA3, CA5	1.10, 4.1	IT.II.1-2.1 IT.II.3-4.6
1.11. Multitask by opening and using two or more applications at once	CA3, CA5	1.4, 1.10	IT.III.1.1 IT.V.1.3
1.12. Identify different file extensions (i.e., .doc, .xls)	CA3, CA5	1.4, 1.10	IT.III.1.2
1.13. Recognize desktop icons and their functions	CA3, CA5	1.5, 1.10	IT.III.1.1 IT.III.2.1
1.14. Use the help and support features	CA3, CA5	1.7, 1.10	IT.II.3-4.5 IT.III.3-4.7
1.15. Differentiate between system and application software programs	CA3, CA5	1.4, 1.10	IT.III.2.1 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			

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	Knowledge (Content)	Performance (Goals)	
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 CO.III.3.8 IT.I.1.6 IT.XIV.1.1 IT.XV.1-2.1 IT.XV.1-2.3 IT.XVI.1.3 IT.XVI.1.4 IT.XVI.2.2
2.1. Work cooperatively with others as a team	CA6, SS6	2.3, 4.6	CO.II.B.1.4 IT.XIV.1.1
2.2. Demonstrate ethical behavior when using computers	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. Follow district Acceptable Use Policy	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. Advocate for legal and ethical behaviors regarding the use of technology and information	CA6, SS6	4.2, 4.4	IT.XVI.2.2 CO.III.3.8

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2.5. Protect personal information	CA6, SS6	4.2, 4.3	IT.XVI.1.3 IT.XVI.1.4
2.6. Discuss health and ergonomic issues related to the use of technology	HPE6	4.7	IT.I.1.6 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 CO.I.A.2.7 CO.I.A.3.6 CO.I.A.3.7 CO.I.C.2.1 CO.I.C.2.4 CO.I.C.2.6 CO.I.C.3.4 CO.I.C.3.14 CO.I.C.4.7 CO.III.1.2 CO.III.1.4 CO.III.2.5 CO.III.2.6 CO.III.3.1 CO.IV.2.1 CO.V.D.4.2 CP.I.1.1 CP.I.1.2 CP.I.1.8 CP.III.1.1 CP.III.1.3 CP.V.2.1 CP.V.2.2 IT.III.1.2 IT.V.1.2 IT.V.1.3

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			IT.V.2.2 IT.V.3.1 IT.V.3.2 IT.V.3.3 IT.V.4.3 IT.V.4.7 IT.VI.1.1 IT.VI.2-4.1 IT.VI.2-4.2 IT.VII.2.1 IT.VII.2.3 IT.VIII.4.6 IT.VIII.3.1 IT.VIII.3.3 IT.VIII.3.5 IT.VIII.4.1 IT.VIII.4.2 IT.VIII.4.8 IT.XII.1.2 IT.XII.2.2
Keyboarding * (See Section 1 - Basic Operations and Concepts for details on proper keying technique)			
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 IT.VI.1.1
3.3. Key at a predetermined level of accuracy	CA1, CA4	1.4, 1.10	IT.VI.2-4.1

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3.4. Use and interpret proofreader's marks	CA1, CA4	2.2	CO.I.C.2.6 CO.I.C.3.4
3.5. Zoom a document	CA3, CA5	1.4, 1.10	CO.III.1.2 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 IT.V.1.3
Word Processing			
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 IT.V.2.2
3.10. Open, modify, and save an existing document	CA3, CA5	1.4, 2.2	CO.III.1.4 IT.III.1.2,
3.11. Switch between views	CA3, CA5	1.4, 1.10	CO.III.1.2 IT.V.1.3
Format and Edit Text			
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 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
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)			

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	Knowledge (Content)	Performance (Goals)	
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 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
3.35. Apply, create, modify, and clear styles for characters and paragraphs	CA3, CA5	1.8, 1.10	IT.V.3.3

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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 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 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 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 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 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
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

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3.50. Create and modify footnotes and endnotes to cite sources	CA4, CA5	1.10, 2.1	CO.I.C.2.4 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 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 IT.V.1.3
<i>3.54.1. Insert and delete rows and columns; split and merge cells</i>			
<i>3.54.2. Add borders and shading to cells</i>			
<i>3.54.3. Apply auto formats to a table</i>			
<i>3.54.4. Sort text in tables</i>			
<i>3.54.5. Change text direction</i>			
<i>3.54.6. Modify table formats and properties</i>			
<i>3.54.7. Perform calculations in tables</i>			
<i>3.54.8. 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
<i>3.55.1. 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
3.58. Sort information alphabetically or by other means	CA4, CA5	1.4, 1.8	CO.III.1.4 IT.V.3.3
3.59. Create and use forms	CA4, CA5	1.4, 1.8	IT.V.3.3

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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 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 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. Manipulate clip art and pictures (i.e., washout, grayscale, black/white, resize, rotate, change size, change color, move)			
3.65. Create a word/text art object	CA3, CA5	1.4, 2.1	CO.III.1.2 IT.V.3.3
3.66. Draw, size, format, and move shapes and lines	CA3, CA5	1.4, 2.1	CO.III.1.2 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 IT.V.3.3
3.70. Control image brightness and contrast	CA3, CA5	1.4, 2.1	IT.V.3.3
Create Documents			
3.71. Create correspondence	CA1, CA4	1.8, 2.5	CO.I.C.3.14 IT.V.3.3

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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)	
3.72. Create reports (i.e., single page, multi-paragraph, multi-page)	CA1, CA4	1.8, 2.5	CO.I.C.3.14 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 IT.V.3.3
3.74. Create and format web pages	CA4, CA5	1.10, 2.1	CO.I.C.3.14 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 IT.VI.2-4.2
<i>3.75.1. Create infographics (i.e., newsletters, flyers, handouts)</i>			
<i>3.75.2. Create envelopes and labels</i>			
<i>3.75.3. Create and modify organizational charts and diagrams</i>			
<i>3.75.4. Create documents using mail merge</i>			
<i>3.75.5. Create master documents and sub-documents</i>			
3.76. Print a document	CA3, CA5	1.8, 2.1	CO.III.1.4 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 IT.V.3.2
3.78. Track, accept, and reject proposed changes	CA3, CA4	1.10, 2.7	CO.I.C.3.4 IT.V.3.2
<i>3.78.1. Modify track changes options</i>			
<i>3.78.2. Print document with markup</i>			
3.79. Circulate documents for review	CA3, CA4	1.10, 2.7	CO.I.C.3.4 IT.V.3.2

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Keyboarding and Computer Applications**

Scope and Sequence Statements	Show-Me Standards		National Standards for Business Education
	Knowledge (Content)	Performance (Goals)	
3.80. Compare and merge document versions	CA3, CA4	1.10, 2.7	CO.I.C.3.4 IT.V.3.2
<i>3.80.1. Manage document versions</i>			
Presentation and Multimedia			
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 IT.V.2.2
3.82. Organize a presentation plan	CA4, CA5	1.8, 2.1	CO.I.A.2.7 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 IT.V.1.3
<i>3.83.1. Use a design template</i>			
<i>3.83.2. Insert automatic slide content</i>			
3.84. Insert slides using different slide layouts	CA3, CA5	1.8, 2.2	CO.III.1.4 IT.V.1.3
3.85. Open, modify, and save an existing presentation	CA3, CA5	1.4, 2.2	CO.III.1.4 IT.III.1.2
3.86. Switch between slide views	CA3, CA5	1.4, 1.10	CO.III.1.2 IT.V.1.3
Format and Edit			
3.87. Move and copy slide objects	CA3, CA5	1.4, 1.8	CO.III.1.4 IT.V.1.3
3.88. Revise the sequence of slides	CA3, CA5	1.8, 2.2	CO.III.1.4 IT.V.1.3

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Scope and Sequence Statements	Show-Me Standards		National Standards for Business Education
	Knowledge (Content)	Performance (Goals)	
3.89. Change the slide background	CA3, CA5	1.4, 2.2	CO.III.1.4 IT.V.1.3
3.90. Change the slide layout	CA3, CA5	1.4, 2.2	CO.III.1.4 IT.V.1.3
3.91. Apply transitions and timings	CA3, CA5	1.8, 2.1	CO.III.1.4 IT.V.1.3
3.92. Insert slides from file	CA3, CA5	1.4, 2.1	CO.III.1.4 IT.V.3.3
3.93. Apply animation to text and create custom animations	CA3, CA5	1.8, 2.1	CO.III.1.4 IT.V.3.3
3.94. Change the slide design color scheme	CA3, CA5	1.4, 2.2	CO.III.1.4 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 IT.V.3.3
3.97. Insert headers and footers	CA4, CA5	1.10, 2.1	IT.V.3.3
Graphics, Audio, and Video			
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 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 IT.V.3.3
3.103. Insert diagrams and graphs	CA3, MA4	1.8, 2.1	CP.V.2.1 IT.V.3.3
Presentation Delivery			
3.104. Run a slide show	CA3, CA5	1.8, 2.1	CO.III.1.4 IT.V.1.3
3.105. Preview and print slides and audience handouts	CA3, CA5	1.8, 2.1	CO.III.1.4 IT.V.1.3
3.106. Deliver an oral presentation with a slideshow	CA1, CA6	1.8, 2.1	CO.I.A.3.6 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 CO.V.D.4.2
3.109. Save a presentation as a web page	CA3, CA5	1.8, 2.1	IT.V.3.3 IT.XII.2.2
Spreadsheets			
3.110. Describe how worksheets are used to analyze data and solve problems	CA1, CA6	1.6, 4.1	CP.I.1.2 IT.V.2.2
Work with Spreadsheets			
3.111. Open, modify, and save an existing spreadsheet	CA3, CA5	1.4, 2.2	CO.III.2.5 IT.III.1.2
3.112. Identify cells, columns, rows, and ranges	CA3, MA1	1.4, 1.10	CO.III.2.5 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 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 IT.V.1.3
3.115. Insert and delete cells, columns, and rows	CA3, CA5	1.4, 2.2	CO.III.2.5 IT.V.1.3
3.116. Interpret spreadsheet data	MA1, MA3	1.7, 1.10	CP.I.1.8 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 CP.V.2.1
3.118. Delete, add, copy, cut, paste, and rename worksheets	CA3, CA5	1.8, 2.2	CO.III.2.5 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 IT.V.3.3
3.120. Insert, position, and size graphics	CA3, CA5	1.4, 1.8	CO.III.2.5 IT.V.1.2
3.121. Zoom a spreadsheet	CA3, CA5	1.4, 1.10	CO.III.2.5 IT.V.3.3
3.122. Hide and unhide columns and rows	CA3, CA5	1.4, 1.8	CO.III.2.5 IT.V.3.3
3.123. Create spreadsheets from templates	CA3, CA5	1.8, 2.7	CO.III.2.5 IT.V.4.3
3.124. Create formulas	MA1	1.8, 1.6	CO.III.2.5 CP.I.1.1

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Scope and Sequence Statements	Show-Me Standards		National Standards for Business Education
	Knowledge (Content)	Performance (Goals)	
3.124.1. Use function formulas (i.e., mathematical, financial, statistical, logical)			
3.124.2. Use relative, absolute, and mixed cell references in formulas			
3.124.3. Trace formula precedents, dependents, and errors			
3.124.4. Add subtotals to worksheet data			
3.124.5. Watch and evaluate formulas			
3.125. Preview and print spreadsheets	CA3, CA5	1.8, 2.1	CO.III.2.5, IT.V.1.3
3.125.1. Size to fit			
3.125.2. Set print area to print a specified area of a worksheet			
3.125.3. Print a workbook containing multiple worksheets			
3.125.4. Print column and row titles on multiple pages			
3.125.5. Print gridlines and column headings			
3.125.6. Print formulas			
3.125.7. Adjust alignment to center a worksheet horizontally and vertically			
3.126. Copy and move a worksheet to another spreadsheet	CA3, CA5	1.4, 1.8	CO.III.2.5 IT.V.3.3
3.127. Present spreadsheet data orally to a group	CA6	1.8, 2.1	CO.I.A.3.7 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 IT.V.4.3
3.129. Split a worksheet into windows and freeze and unfreeze panes	CA3, CA5	1.8, 1.10	CO.III.2.5 IT.V.3.3

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Scope and Sequence Statements	Show-Me Standards		National Standards for Business Education
	Knowledge (Content)	Performance (Goals)	
3.130. Consolidate data from two or more worksheets	CA3, MA1	1.8, 1.10	CO.III.2.5 IT.V.3.3
3.131. Import data into a spreadsheet	CA3, MA1	1.8, 2.7	CO.III.2.5 IT.V.4.7
3.131.1. Link spreadsheet data			
3.131.2. Embed objects in spreadsheets			
3.132. Export spreadsheet data	CA3, MA1	1.8, 2.7	CO.III.2.5 IT.V.4.7
3.133. Create and edit templates	CA4, MA1	1.8, 2.7	CO.III.2.5 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 IT.V.3.3
3.136. Center cell contents across a range	CA3, CA5	1.8, 2.1	CO.III.2.5 IT.V.1.3
3.137. Align text horizontally in cells	CA3, CA5	1.8, 2.1	CO.III.2.5 IT.V.1.3
3.138. Align text vertically in cells	CA3, CA5	1.8, 2.1	CO.III.2.5 IT.V.3.3
3.139. Change column width	CA4, CA5	1.8, 2.1	CO.III.2.5 IT.V.1.3
3.140. Change row height	CA4, CA5	1.8, 2.1	CO.III.2.5 IT.V.1.3

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Scope and Sequence Statements	Show-Me Standards		National Standards for Business Education
	Knowledge (Content)	Performance (Goals)	
3.141. Change page orientation	CA3, CA5	1.8, 2.1	CO.III.2.5 IT.V.1.3
3.142. Set margins	CA5, MA1	1.10, 2.1	CO.III.2.5 IT.V.3.3
3.143. Change number formats	CA3, CA5	1.8, 2.1	CO.III.2.5 IT.V.3.3
3.144. Add borders and shading to cells	CA3, CA5	1.8, 2.1	CO.III.2.5 IT.V.3.3
3.145. Customize worksheet tabs	CA3, CA5	1.8, 2.2	CO.III.2.5 IT.V.3.3
3.146. Align, indent, and rotate cell contents	CA3, CA5	1.8, 1.10	CO.III.2.5 IT.V.3.3
3.147. Apply and modify cell styles	CA3, CA5	1.8, 1.10	CO.III.2.5 IT.V.3.3
3.148. Arrange worksheets	CA3, CA5	1.8, 2.2	CO.III.2.5 IT.V.3.3
3.149. Format multiple worksheets in one spreadsheet simultaneously	CA3, CA5	1.8, 1.10	CO.III.2.5 IT.V.3.3
3.150. Add a background image to a worksheet	CA3, CA5	1.8, 1.10	CO.III.2.5 IT.V.3.3
3.151. Use conditional formatting	CA3, MA4	1.6, 1.8	CO.III.2.5 IT.V.3.3
Tools			
3.152. Use undo/redo commands	CA3, CA5	1.4, 1.8	CO.III.2.5 IT.V.1.3

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Scope and Sequence Statements	Show-Me Standards		National Standards for Business Education
	Knowledge (Content)	Performance (Goals)	
3.153. Check spelling	CA1, CA3	1.4, 1.8	CO.III.2.6 IT.V.1.3
3.154. Use automatic content tools	CA3, CA5	1.8, 1.10	CO.III.2.5 IT.V.3.3
3.155. Insert headers and footers	CA4, CA5	1.10, 2.1	CO.III.2.5 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 CP.V.2.1
3.157. Sort data	CA4, MA1	1.4, 1.8	CO.III.2.5 IT.V.3.3
3.158. Perform what-if analyses	MA1, MA3	1.8, 1.10	CO.III.2.5 CP.III.1.3
3.159. Add and remove buttons from the toolbar	CA3, CA5	1.8, 1.10	CO.III.2.5 IT.V.3.3
3.160. Search for and replace text	CA3, CA5	1.8, 1.10	CO.III.2.5 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 IT.V.1.3
3.162. Filter data	CA3, MA3	1.4, 1.8	CO.III.2.5 IT.V.3.3
<i>3.162.1. Create and apply advanced filters</i>			
3.163. Group and outline data	CA3, MA4	1.4, 1.8	CO.III.2.5 IT.VII.2.3
3.164. Add data validation criteria to cells	CA3, MA3	1.4, 1.8	CO.III.2.5 IT.VII.2.1

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Scope and Sequence Statements	Show-Me Standards		National Standards for Business Education
	Knowledge (Content)	Performance (Goals)	
3.165. Customize toolbars and menus	CA3, CA5	1.8, 1.10	CO.III.2.5 IT.V.3.3
3.166. Create macros	CA4, CA5	1.4, 1.10	CO.III.2.5 IT.V.4.3
3.167. Aggregate and group data into reports and charts	MA3, MA4	1.8, 2.7	CO.III.2.5 IT.VII.2.3
3.168. Structure workbooks using XML	CA3, CA5	2.1, 2.7	CO.III.2.5 IT.V.3.3
3.169. Project values using analysis tools	MA3	1.8, 2.7	CO.III.2.5 CP.III.1.1
3.170. Use digital signatures to authenticate workbooks	CA3, CA5	1.8, 1.10	CO.III.3.1 IT.V.3.2
Use Collaboration/Integration Tools			
3.171. Insert, view, and edit comments	CA3, CA4	1.10, 2.7	CO.I.C.3.4 IT.V.3.2
3.172. Add protection for cells, worksheets, and workbooks	CA3, CA5	1.8, 1.10	CO.III.3.1 IT.V.3.2
3.173. Create and modify shared workbooks	CA3, CA4	1.10, 2.7	CO.I.C.3.4 IT.V.3.2
3.173.1. Edit macros using the Visual Basic Editor			
3.173.2. Set macro settings			
3.174. Set passwords	CA3, CA5	1.8, 1.10	CO.III.3.1 IT.V.3.2
3.175. Merge multiple versions of the same workbook	CA3, CA4	1.10, 2.7	CO.III.2.5 IT.V.3.2

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Scope and Sequence Statements	Show-Me Standards		National Standards for Business Education
	Knowledge (Content)	Performance (Goals)	
3.176. Track, accept, and reject proposed changes	CA3, CA4	1.10, 2.7	CO.I.C.3.4 IT.V.3.2
<i>3.176.1. Accept and reject changes</i>			
Database			
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 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 IT.V.2.2
3.179. Open, modify, and save an existing database	CA3, CA5	1.4, 2.2	CO.III.2.5 IT.III.1.2
Work with Databases			
3.180. Create a new database	CA3, CA5	1.8, 2.1	CO.III.2.5 IT.VIII.3.1
3.181. Open and edit an existing database	CA3, CA5	1.8, 2.2	CO.III.2.5 IT.VIII.3.1
3.182. Navigate between two database objects	CA3, CA5	1.4, 1.10	CO.III.2.5 IT.VIII.3.3
3.183. Use tables (i.e., review, summarize information)	CA3, CA5	1.8, 1.10	CO.III.2.5 IT.VIII.3.3
<i>3.183.1. Create a table (i.e., wizard, design view, template)</i>			
<i>3.183.2. Define the primary key and apply to a table</i>			
<i>3.183.3. Modify a table in the design view</i>			
<i>3.183.4. Modify a table in the database view</i>			
<i>3.183.5. Insert, modify, and delete data, fields, and records</i>			
<i>3.183.6. Preview and print a datasheet</i>			

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	Knowledge (Content)	Performance (Goals)	
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 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>			
3.184.6. <i>Run a query</i>			
3.185. Use forms	CA3, CA5	1.8, 1.10	CO.III.2.5 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>			

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Scope and Sequence Statements	Show-Me Standards		National Standards for Business Education
	Knowledge (Content)	Performance (Goals)	
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 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>			
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 IT.VIII.4.1
3.188. Print table relationships	CA3, CA5	1.8, 1.10	CO.III.2.5 IT. V.3.3
Tools			
3.189. Set relationship properties	CA3, CA5	1.8, 1.10	CO.III.2.5 IT.VIII.4.2

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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)	
3.190. Create and edit single-field and multiple-field indexes	CA3, CA5	1.8, 1.10	CO.III.2.5 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 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 IT.V.3.2
3.193. Set startup options	CA3, CA5	1.4, 1.10	CO.III.2.5 IT.V.3.3
3.194. Replicate a database	CA3, CA5	1.8, 1.10	CO.III.2.5 IT.V.3.3
3.195. Create a command button	CA3, CA5	1.8, 1.10	CO.III.2.5 IT.V.3.3
3.196. Portray database information in a chart	CA3, MA3	1.8, 2.7	CO.III.2.5 CP.V.2.1
3.197. Create and modify a data access page	CA3, CA4	1.8, 2.7	CO.III.2.5 IT.VIII.4.8
3.198. Group and sort a data access page	CA3, CA4	1.8, 2.7	CO.III.1.4 IT.VIII.4.8
3.199. Use pivot tables	CA3, CA5	1.8, 1.10	CO.III.2.5 IT.V.3.3
3.200. Create and edit a macro	CA4, CA5	1.4, 1.10	CO.III.2.5 IT.V.4.3
Use Collaboration/Integration Tools			
3.201. Use database information for mail merge documents	CA3, CA4	1.10, 2.7	CO.III.2.5 IT.V.3.2

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Keyboarding and Computer Applications**

Scope and Sequence Statements	Show-Me Standards		National Standards for Business Education
	Knowledge (Content)	Performance (Goals)	
3.202. Export records in a table to a spreadsheet	CA3, MA1	1.8, 2.7	CO.III.2.5 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 IT.V.4.7
3.204. Use XML to share data (import/export)	CA3, CA5	2.1, 2.7	CO.III.2.5, IT.V.4.7

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Keyboarding and Computer Applications**

Scope and Sequence Statements	Show-Me Standards		National Standards for Business Education
	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 CO.III.2.4 CO.III.3.1 IT.V.1.3 IT.V.2.4 IT.XV.4.1
4.1. Select appropriate technology tools for the task and audience	CA3, CA5	3.7, 4.1	IT.V.1.3 IT.V.2.4
4.2. Identify examples of programs that can harm your computer (i.e., viruses, worms, Trojan Horses, adware and spyware)	CA3, CA5	3.1, 4.1	CO.III.3.1 IT.XV.4.1
4.3. Use a web browser	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. Use email	CA1, CA4	2.1, 2.7	CO.III.1.3 CO.III.2.4
4.4.1. Adjust advanced email settings (i.e., font, margins, color,			

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

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Scope and Sequence Statements	Show-Me Standards		National Standards for Business Education
	Knowledge (Content)	Performance (Goals)	
5.6. Conduct an advanced and/or limited search	CA3, CA5	1.2, 1.4	CO.III.2.8 IT.VII.1.1
5.7. Utilize research results	CA3, CA4	1.2, 1.8	CO.I.B.3.5 IT.VII.2.3
5.8. Acquire information (i.e., text, audio, graphics)	CA3, CA5	1.2, 1.4	IT.V.1.2 IT.VII.1.1
5.9. Use web directory links	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 CO.I.B.4.4 CO.I.C.3.2 CO.I.C.4.5 CO.II.B.1.4 IT.V.1.3 IT.V.2.2 IT.V.3.1 IT.V.3.2 IT.V.3.5 IT.VII.2.1 IT.VII.2.3 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 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 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 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 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 CO.II.B.1.4

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

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