

CURRICULUM STRANDS

Computer Literacy

I. KEYBOARDING

- a. Speed
- b. Accuracy

II. WORD PROCESSING

- a. Creating
- b. Editing
- c. Formatting
- d. Vocabulary

III. SPREADSHEET

- a. Creating
- b. Modifying
- c. Graphs
- d. Vocabulary

IV. DATABASE

- a. Creating
- b. Modifying
- c. Sorts
- d. Filters
- e. Vocabulary