

Information Technology Fundamentals: Grade 8

Adopted 2004

Computer Software

1.1 Explain operating system software

1. Cite examples of system software [1.1.1](#)
-

1.2 Explain application software

1. Cite examples of application software [1.2.1](#)
-

1.3 Explain utility software

1. Cite examples of utility software [1.3.1](#)
 2. Describe uses of various types of utility software [1.3.2](#)
-

1.4 Examine file management

1. Create a folder/directory [1.4.1](#)
 2. Move, copy, delete, and rename files and folders [1.4.2](#)
-

1.5 Describe data representation

1. Identify data representation in terms of bits and bytes [1.5.1](#)
 2. Recognize file sizes in terms of kilobytes, megabytes, and gigabytes [1.5.2](#)
-

Word Processing

2.1 Explain word processing software

1. Define word processing [2.1.1](#)
 2. Label parts of word processing window [2.1.2](#)
-

2.2 Explain the purpose, function, and common features of commonly used word processing programs

1. Create and save a document/file [2.2.1](#)
 2. Retrieve, proofread, edit, and print documents [2.2.2](#)
 3. Create a word processing document incorporating a graphic [2.2.3](#)
-

Spreadsheet

3.1 Explain spreadsheets

1. Define spreadsheets [3.1.1](#)
 2. Label the parts of a spreadsheet window [3.1.2](#)
-

3.2 Explain the purpose, function, and common features of commonly used spreadsheets

1. Apply basic spreadsheet features and functions to produce a document [3.2.1](#)
 2. Create/Save a spreadsheet document [3.2.2](#)
 3. Retrieve, edit, format, and print a spreadsheet document [3.2.3](#)
-

Database

4.1 Explain databases

1. Define database [4.1.1](#)
 2. Label parts of a database window [4.1.2](#)
-

4.2 Explain the purpose, function, and features of commonly used databases

1. Apply basic database features to produce simple records [4.2.1](#)
 2. Create/Save a database file [4.2.2](#)
 3. Enter records into a table [4.2.3](#)
-

Internet

5.1 Explain the Internet, World Wide Web, e-mail, networks, and their uses

1. List ways to connect to the Internet [5.1.1](#)
 2. Describe common uses of the Internet [5.1.2](#)
 3. Copy/Save text, Web pages, and images from the Internet [5.1.3](#)
-

5.2 Discuss Internet safety and security issues

1. Identify Internet safety and security concerns [5.2.1](#)
 2. Examine precaution and protection measures regarding the Internet [5.2.2](#)
-

Presentation

6.1 Explain presentation software and elements of an effective presentation

1. List the advantages of using visuals in a presentation [6.1.1](#)
-

6.2 Identify common features of presentation software

1. Create an electronic presentation using available software [6.2.1](#)
 2. Display/Explain presentation to peers [6.2.2](#)
-

Web Design

7.1 Discuss the use and purpose of Web pages

1. Assess and explore available Web pages [7.1.1](#)
2. Research Web page uses [7.1.2](#)

7.2 Explain Web pages

1. Plan a Web page [7.2.1](#)
 2. Create/Save a Web page [7.2.2](#)
 3. Add headings, bold and italicized text, lists, hyperlinks, graphics, and background [7.2.3](#)
 4. Retrieve, edit, format, and print a Web page document [7.2.4](#)
-

Safety and Tools

8.1 Discuss general safety rules that apply to the ITF lab

1. Demonstrate knowledge of general safety rules [8.1.1](#)
-

8.2 Identify hand tools commonly used on PC repair and maintenance

1. Demonstrate knowledge and use of hand tools commonly used in PC repair and maintenance [8.2.1](#)
-

Peripheral Devices

9.1 Identify the input devices

1. Demonstrate knowledge of the appearance of input devices [9.1.1](#)
 2. Create a list of input devices and their functions [9.1.2](#)
-

9.2 Describe the output devices

1. Demonstrate knowledge of the appearance of output devices [9.2.1](#)
 2. Create a list of output devices and their functions [9.2.2](#)
-

9.3 Discuss the storage devices

1. Demonstrate knowledge of the appearance of storage devices [9.3.1](#)
 2. Create a list of storage devices [9.3.2](#)
 3. Compare the advantages of certain storage devices [9.3.3](#)
-

System Components

10.1 Explain system component functions

1. Describe functions of various components [10.1.1](#)
-

10.2 Examine system components

1. Identify and label system components [10.2.1](#)
 2. Identify connections to system components [10.2.2](#)
-

10.3 Discuss removal and replacement of system components

1. Demonstrate removal of one or more system components [10.3.1](#)
2. Demonstrate reassembly of one or more system components [10.3.2](#)
3. Determine reassembly success [10.3.3](#)

10.4 Explain driver software

1. Cite examples of driver software [10.4.1](#)
 2. Locate driver software from appropriate sources, and download [10.4.2](#)
-

10.5 Explain steps to assemble a computer

1. Demonstrate ability to dismantle and assemble a computer [10.5.1](#)
-

Networking**11.1 Identify components for home network**

1. Demonstrate how to set up Internet access through dial-up, cable, and DSL [11.1.1](#)
 2. List the items necessary to install wireless Internet access [11.1.2](#)
-

11.2 Discuss methods to share files and printers

1. Explain the process to enable file and printer sharing [N11.2.1](#)