

Student's Name/Initials

/

Date

Teacher's Initials

Date

**STUDENT PROFILE  
INTEGRATED BUSINESS APPLICATIONS 1  
COURSE CODE: 5020**

**Microsoft Office 2003 Specialist (MOS) Certification Preparation Course  
Microsoft Office 2007 (MCAS) Certification (After completion of IBA 1 & 2)**

**DIRECTIONS:** Evaluate the student using the applicable rating scales below and check the appropriate box to indicate the degree of competency. The ratings 3, 2, 1, and N are not intended to represent the traditional school grading system of A, B, C, and D. The description associated with each of the ratings focuses on the level of student performance or cognition for each of the competencies listed below.

**COURSE DESCRIPTION:** This course is designed to teach students software applications that are necessary to live and work in a technological society. The applications covered include word processing, database, spreadsheet, and presentation. Other content areas may include computer hardware, terminology, and concepts. Given the necessary equipment, supplies, and appropriate software, the student will be able to successfully complete the standards necessary for national credentials. The course is recommended for students in grades 9-12. The recommended prerequisites for this course include Keyboarding 5100 or successful completion of state keyboarding proficiency exam.

**CREDIT:** 1 unit

PERFORMANCE RATING

- 3 - Skilled--can perform task independently with no supervision
- 2 - Moderately skilled--can perform task completely with limited supervision
- 1 - Limitedly skilled--requires instruction and close supervision
- N - No exposure--has no experience or knowledge of this task

COGNITIVE RATING

- 3 - Knowledgeable--can apply the concept to solve problems
- 2 - Moderately knowledgeable--understands the concept
- 1 - Limited knowledge--requires additional instruction
- N - No exposure--has not received instruction in this area

**A. Safety and Ethics**

3 2 1 N

- \_\_\_ \_\_\_ \_\_\_ \_\_\_ 1. Identify major causes of work-related accidents in offices.
- \_\_\_ \_\_\_ \_\_\_ \_\_\_ 2. Describe the threat of viruses to a computer network, methods of avoiding attacks, and options in dealing with virus attacks.
- \_\_\_ \_\_\_ \_\_\_ \_\_\_ 3. Identify potential abuse and unethical uses of computers and networks.
- \_\_\_ \_\_\_ \_\_\_ \_\_\_ 4. Explain the consequences of illegal and unethical uses of information technologies, e.g., privacy; illegal downloading; copyright violations; licensing infringement; and inappropriate uses of software, hardware, and mobile devices.

- \_\_\_ \_\_\_ \_\_\_ \_\_\_ 5. Differentiate between freeware, shareware, and public domain software copyrights.
- \_\_\_ \_\_\_ \_\_\_ \_\_\_ 6. Discuss computer crimes, terms of use, and legal issues such as copyright laws, fair use laws, and ethics pertaining to scanned and downloaded clip art images, photographs, documents, video, recorded sounds and music, trademarks, and other elements for use in Web publications.
- \_\_\_ \_\_\_ \_\_\_ \_\_\_ 7. Identify netiquette including the use of e-mail, social networking, blogs, texting, and chatting.
- \_\_\_ \_\_\_ \_\_\_ \_\_\_ 8. Describe ethical and legal practices in business professions such as safeguarding the confidentiality of business-related information.

**B. Employability Skills**

3 2 1 N

- \_\_\_ \_\_\_ \_\_\_ \_\_\_ 1. Identify positive work attitudes, e.g., appropriate dress code for the workplace, personal grooming, punctuality, time management, organization).
- \_\_\_ \_\_\_ \_\_\_ \_\_\_ 2. Demonstrate positive interpersonal skills, e.g., communication, respect, and teamwork.

**C. Student Organizations**

3 2 1 N

- \_\_\_ \_\_\_ \_\_\_ \_\_\_ 1. Explain how related student organizations are integral parts of career and technology education courses.

- \_\_\_ \_\_\_ \_\_\_ 2. Explain the goals and objectives of related student organizations.
- \_\_\_ \_\_\_ \_\_\_ 3. List opportunities available to students through participation in related student organization conferences / Competitions, community service, philanthropy, and other activities.
- \_\_\_ \_\_\_ \_\_\_ 4. Explain how participation in career and technology education student organizations can promote lifelong responsibility for community service and professional development.

**D: Basic Computer Concepts**

3 2 1 N

- \_\_\_ \_\_\_ \_\_\_ 1. Explain steps in the information processing cycle.
- \_\_\_ \_\_\_ \_\_\_ 2. Identify and explain the components of a computer system.
- \_\_\_ \_\_\_ \_\_\_ 3. Categorize software according to function (system and application).
- \_\_\_ \_\_\_ \_\_\_ 4. Identify functions of input/output devices.
- \_\_\_ \_\_\_ \_\_\_ 5. Categorize storage as primary or secondary.
- \_\_\_ \_\_\_ \_\_\_ 6. Define basic computer terminology (hardware, software, program, pixel, resolution, binary, RAM, ROM, bit, and byte).
- \_\_\_ \_\_\_ \_\_\_ 7. Identify characteristics and limitations of various computers based on size and capabilities.
- \_\_\_ \_\_\_ \_\_\_ 8. List examples of computer use in business, education, government, industry, and the home.
- \_\_\_ \_\_\_ \_\_\_ 9. Identify terms commonly found in personal computer advertisements.
- \_\_\_ \_\_\_ \_\_\_ 10. Describe the steps in purchasing a personal computer.
- \_\_\_ \_\_\_ \_\_\_ 11. Demonstrate both cold and warm boots.
- \_\_\_ \_\_\_ \_\_\_ 12. Define path, prompt, root directory, sub-directory, and wildcard.
- \_\_\_ \_\_\_ \_\_\_ 13. Identify basic functions and terminology associated with operating systems and system software (such as boot, MacIntosh, MS Windows, multitasking, GUI, icon, WYSIWYG, mouse, minimize, and maximize).

- \_\_\_ \_\_\_ \_\_\_ 14. Define characteristics of LANs, WANs, and MANs.
- \_\_\_ \_\_\_ \_\_\_ 15. Identify network hardware components.

**E: Internet Applications**

3 2 1 N

- \_\_\_ \_\_\_ \_\_\_ 1. Explain net addresses.
- \_\_\_ \_\_\_ \_\_\_ 2. Demonstrate ability to use search engines.
- \_\_\_ \_\_\_ \_\_\_ 3. Evaluate Website integrity and usefulness for the user.
- \_\_\_ \_\_\_ \_\_\_ 4. Use E-mail.
- \_\_\_ \_\_\_ \_\_\_ 5. Demonstrate an understanding of basic Web design development and publishing.
- \_\_\_ \_\_\_ \_\_\_ 6. Describe the types of Websites (portal, news, information, business, educational, entertainment, blog, wiki, and personal).
- \_\_\_ \_\_\_ \_\_\_ 7. Identify rules of netiquette
- \_\_\_ \_\_\_ \_\_\_ 8. Discuss issues surrounding information privacy.
- \_\_\_ \_\_\_ \_\_\_ 9. Analyze the pros and cons of Web 2.0 (blogs, wikis, social networking, podcasts, and Google Apps).

**F. Word**

3 2 1 N

- \_\_\_ \_\_\_ \_\_\_ 1. Create a document.
- \_\_\_ \_\_\_ \_\_\_ 2. Discuss shortcut keys/commands.
- \_\_\_ \_\_\_ \_\_\_ 3. Use the Undo, Redo, and Repeat command.
- \_\_\_ \_\_\_ \_\_\_ 4. Apply font formats (bold, italics, and underline).
- \_\_\_ \_\_\_ \_\_\_ 5. Use the SPELLING feature.
- \_\_\_ \_\_\_ \_\_\_ 6. Use the THESAURUS feature.
- \_\_\_ \_\_\_ \_\_\_ 7. Use the GRAMMAR feature.
- \_\_\_ \_\_\_ \_\_\_ 8. Insert page breaks.
- \_\_\_ \_\_\_ \_\_\_ 9. Distinguish between hard and soft page breaks.
- \_\_\_ \_\_\_ \_\_\_ 10. Highlight text in document.
- \_\_\_ \_\_\_ \_\_\_ 11. Insert and move text.
- \_\_\_ \_\_\_ \_\_\_ 12. Cut, copy, paste, and paste special using the clipboard.
- \_\_\_ \_\_\_ \_\_\_ 13. Copy formats using the Format Painter.
- \_\_\_ \_\_\_ \_\_\_ 14. Select and change font and font size.
- \_\_\_ \_\_\_ \_\_\_ 15. Find and replace text.

- \_\_\_ \_\_\_ \_\_\_ 16. Apply character effects (color, superscript, subscript, strikethrough, small caps, and outline).
- \_\_\_ \_\_\_ \_\_\_ 17. Insert date and time.
- \_\_\_ \_\_\_ \_\_\_ 18. Insert symbols and special characters.
- \_\_\_ \_\_\_ \_\_\_ 19. Create and apply frequently used text with AutoCorrect.
- \_\_\_ \_\_\_ \_\_\_ 20. Align text in paragraphs (center, left, right, and justified).
- \_\_\_ \_\_\_ \_\_\_ 21. Add bullets and numbering.
- \_\_\_ \_\_\_ \_\_\_ 22. Set character, line, and paragraph spacing options.
- \_\_\_ \_\_\_ \_\_\_ 23. Apply borders and shading to paragraphs.
- \_\_\_ \_\_\_ \_\_\_ 24. Use indentation options (left, right, first line, and hanging).
- \_\_\_ \_\_\_ \_\_\_ 25. Use TABS command (center, decimal, left, and right).
- \_\_\_ \_\_\_ \_\_\_ 26. Create an outline style numbered list.
- \_\_\_ \_\_\_ \_\_\_ 27. Set tabs with leaders.
- \_\_\_ \_\_\_ \_\_\_ 28. Use the following views: print preview, normal view, page layout view, zoom view, and Web page preview.
- \_\_\_ \_\_\_ \_\_\_ 29. Print a document.
- \_\_\_ \_\_\_ \_\_\_ 30. Navigate through a document.
- \_\_\_ \_\_\_ \_\_\_ 31. Insert page numbers.
- \_\_\_ \_\_\_ \_\_\_ 32. Modify page numbers.
- \_\_\_ \_\_\_ \_\_\_ 33. Set page orientation.
- \_\_\_ \_\_\_ \_\_\_ 34. Set margins.
- \_\_\_ \_\_\_ \_\_\_ 35. Use GoTo to locate specific elements in a document.
- \_\_\_ \_\_\_ \_\_\_ 36. Create headers and footers.
- \_\_\_ \_\_\_ \_\_\_ 37. Modify headers and footers.
- \_\_\_ \_\_\_ \_\_\_ 38. Align text vertically.
- \_\_\_ \_\_\_ \_\_\_ 39. Create and use newspaper columns.
- \_\_\_ \_\_\_ \_\_\_ 40. Revise column structure.
- \_\_\_ \_\_\_ \_\_\_ 41. Create envelopes and labels.
- \_\_\_ \_\_\_ \_\_\_ 42. Print envelopes, labels, and documents.
- \_\_\_ \_\_\_ \_\_\_ 43. Apply styles.
- \_\_\_ \_\_\_ \_\_\_ 44. Create sections with formatting that differs from other sections.
- \_\_\_ \_\_\_ \_\_\_ 45. Use save.
- \_\_\_ \_\_\_ \_\_\_ 46. Discuss file properties.
- \_\_\_ \_\_\_ \_\_\_ 47. Locate and open an existing

- document.
- \_\_\_ \_\_\_ \_\_\_ 48. Use Save As (different name, location, or format).
- \_\_\_ \_\_\_ \_\_\_ 49. Create a folder.
- \_\_\_ \_\_\_ \_\_\_ 50. Create a new document using a Wizard.
- \_\_\_ \_\_\_ \_\_\_ 51. Save a document as a Web page.
- \_\_\_ \_\_\_ \_\_\_ 52. Use templates to create a new document.
- \_\_\_ \_\_\_ \_\_\_ 53. Create hyperlinks.
- \_\_\_ \_\_\_ \_\_\_ 54. Modify hyperlinks.
- \_\_\_ \_\_\_ \_\_\_ 55. Use the Help Menu.
- \_\_\_ \_\_\_ \_\_\_ 56. Send a Word document via e-mail where available.
- \_\_\_ \_\_\_ \_\_\_ 57. Create tables.
- \_\_\_ \_\_\_ \_\_\_ 58. Format tables.
- \_\_\_ \_\_\_ \_\_\_ 59. Add borders and shading to tables.
- \_\_\_ \_\_\_ \_\_\_ 60. Revise tables (insert and delete rows and columns, and change cell formats).
- \_\_\_ \_\_\_ \_\_\_ 61. Modify table structure (merge cells and change height and width).
- \_\_\_ \_\_\_ \_\_\_ 62. Rotate text in a table.
- \_\_\_ \_\_\_ \_\_\_ 63. Use the drawing toolbar.
- \_\_\_ \_\_\_ \_\_\_ 64. Insert graphics into a document (WordArt, clip art, images, diagrams, and charts).
- \_\_\_ \_\_\_ \_\_\_ 65. Position graphics into a document (WordArt, clip art, images, diagrams, and charts).
- \_\_\_ \_\_\_ \_\_\_ 66. Size graphics into a document (WordArt, clip art, images, diagrams, and charts).
- \_\_\_ \_\_\_ \_\_\_ 67. Insert text box into a document (WordArt, clip art, images, diagrams, and charts).
- \_\_\_ \_\_\_ \_\_\_ 68. Position text box into a document (WordArt, clip art, images, diagrams, and charts).
- \_\_\_ \_\_\_ \_\_\_ 69. Size text box into a document (WordArt, clip art, images, diagrams, and charts).
- \_\_\_ \_\_\_ \_\_\_ 70. Create footnotes, endnotes, references, and captions.
- \_\_\_ \_\_\_ \_\_\_ 71. Format footnotes, endnotes, references, and captions.

- \_\_\_ \_\_\_ \_\_\_ 72. Revise footnotes, endnotes, references, and captions.
- \_\_\_ \_\_\_ \_\_\_ 73. Merge documents and data sources.
- \_\_\_ \_\_\_ \_\_\_ 74. Use collaboration features.
- \_\_\_ \_\_\_ \_\_\_ 75. Manage comments by inserting, modifying, deleting, tracking, accepting, and rejecting.
- \_\_\_ \_\_\_ \_\_\_ 76. Structure content by using Quick Parts (Word 2007).

**G. Excel**

3 2 1 N

- \_\_\_ \_\_\_ \_\_\_ 1. Discuss shortcut keys/commands.
- \_\_\_ \_\_\_ \_\_\_ 2. Use Undo and Redo.
- \_\_\_ \_\_\_ \_\_\_ 3. Clear cell content.
- \_\_\_ \_\_\_ \_\_\_ 4. Enter text, dates, and numbers.
- \_\_\_ \_\_\_ \_\_\_ 5. Edit cell content.
- \_\_\_ \_\_\_ \_\_\_ 6. Go to a specific cell.
- \_\_\_ \_\_\_ \_\_\_ 7. Insert and delete selected cells.
- \_\_\_ \_\_\_ \_\_\_ 8. Cut, copy, paste, paste special, and move selected cells; use the Office Clipboard.
- \_\_\_ \_\_\_ \_\_\_ 9. Use Find and Replace.
- \_\_\_ \_\_\_ \_\_\_ 10. Clear cell formats.
- \_\_\_ \_\_\_ \_\_\_ 11. Use AutoFill to work with a series.
- \_\_\_ \_\_\_ \_\_\_ 12. Create hyperlinks.
- \_\_\_ \_\_\_ \_\_\_ 13. Modify hyperlinks.
- \_\_\_ \_\_\_ \_\_\_ 14. Use Save.
- \_\_\_ \_\_\_ \_\_\_ 15. Use Save As (different name, location, and format).
- \_\_\_ \_\_\_ \_\_\_ 16. Locate and open an existing workbook.
- \_\_\_ \_\_\_ \_\_\_ 17. Create a folder.
- \_\_\_ \_\_\_ \_\_\_ 18. Use templates to create a new workbook.
- \_\_\_ \_\_\_ \_\_\_ 19. Save a worksheet/workbook as a Web page.
- \_\_\_ \_\_\_ \_\_\_ 20. Send a workbook via E-mail where available.
- \_\_\_ \_\_\_ \_\_\_ 21. Use Help Menu.
- \_\_\_ \_\_\_ \_\_\_ 22. Apply font styles (typeface, size, color, and styles).
- \_\_\_ \_\_\_ \_\_\_ 23. Apply number formats (currency, percent, dates, and comma).
- \_\_\_ \_\_\_ \_\_\_ 24. Modify size and rows of columns.
- \_\_\_ \_\_\_ \_\_\_ 25. Modify alignment of cell content.
- \_\_\_ \_\_\_ \_\_\_ 26. Increase/Decrease decimal place.

- \_\_\_ \_\_\_ \_\_\_ 27. Apply AutoFormat.
- \_\_\_ \_\_\_ \_\_\_ 28. Use the Format Painter.
- \_\_\_ \_\_\_ \_\_\_ 29. Apply cell borders and shading.
- \_\_\_ \_\_\_ \_\_\_ 30. Merge cells.
- \_\_\_ \_\_\_ \_\_\_ 31. Rotate text and change indents.
- \_\_\_ \_\_\_ \_\_\_ 32. Define, apply, and remove a style.
- \_\_\_ \_\_\_ \_\_\_ 33. Print Preview worksheets and workbooks.
- \_\_\_ \_\_\_ \_\_\_ 34. Print worksheets and workbooks.
- \_\_\_ \_\_\_ \_\_\_ 35. Use Web Page Preview, Formula View, Page Layout View, and Normal View.
- \_\_\_ \_\_\_ \_\_\_ 36. Print a selection.
- \_\_\_ \_\_\_ \_\_\_ 37. Change page orientation and scaling.
- \_\_\_ \_\_\_ \_\_\_ 38. Set page margins and centering.
- \_\_\_ \_\_\_ \_\_\_ 39. Insert and remove a page break.
- \_\_\_ \_\_\_ \_\_\_ 40. Clear a present print area.
- \_\_\_ \_\_\_ \_\_\_ 41. Set up headers and footers.
- \_\_\_ \_\_\_ \_\_\_ 42. Set print titles and options (gridlines, print quality, and row and column headings).
- \_\_\_ \_\_\_ \_\_\_ 43. Insert and delete rows and columns.
- \_\_\_ \_\_\_ \_\_\_ 44. Hide and unhide rows and columns.
- \_\_\_ \_\_\_ \_\_\_ 45. Freeze and unfreeze rows and columns.
- \_\_\_ \_\_\_ \_\_\_ 46. Change the zoom setting.
- \_\_\_ \_\_\_ \_\_\_ 47. Move between worksheets in a workbook.
- \_\_\_ \_\_\_ \_\_\_ 48. Check spelling.
- \_\_\_ \_\_\_ \_\_\_ 49. Rename a workbook.
- \_\_\_ \_\_\_ \_\_\_ 50. Insert and delete worksheets.
- \_\_\_ \_\_\_ \_\_\_ 51. Move and copy worksheets.
- \_\_\_ \_\_\_ \_\_\_ 52. Link worksheets and consolidate data using 3D References.
- \_\_\_ \_\_\_ \_\_\_ 53. Enter a range within a formula by dragging.
- \_\_\_ \_\_\_ \_\_\_ 54. Enter formulas in a cell, and use the formula bar.
- \_\_\_ \_\_\_ \_\_\_ 55. Revise formulas.
- \_\_\_ \_\_\_ \_\_\_ 56. Use references (absolute and relative).
- \_\_\_ \_\_\_ \_\_\_ 57. Use AutoSum.
- \_\_\_ \_\_\_ \_\_\_ 58. Use Paste Function to insert a function.
- \_\_\_ \_\_\_ \_\_\_ 59. Use basic functions (AVERAGE, SUM, COUNT, MIN, and MAX).

- \_\_\_ \_\_\_ \_\_\_ 60. Enter functions using the formula palette.
- \_\_\_ \_\_\_ \_\_\_ 61. Use date functions (NOW and DATE).
- \_\_\_ \_\_\_ \_\_\_ 62. Use financial functions (FV and PMT).
- \_\_\_ \_\_\_ \_\_\_ 63. Use logical functions (IF).
- \_\_\_ \_\_\_ \_\_\_ 64. Preview and print charts.
- \_\_\_ \_\_\_ \_\_\_ 65. Use chart wizard to create a chart.
- \_\_\_ \_\_\_ \_\_\_ 66. Modify charts.
- \_\_\_ \_\_\_ \_\_\_ 67. Illustrate pictures/graphics by inserting, modifying, moving, and deleting an object.
- \_\_\_ \_\_\_ \_\_\_ 68. Create and modify lines and objects.
- \_\_\_ \_\_\_ \_\_\_ 69. Sort lists.
- \_\_\_ \_\_\_ \_\_\_ 70. Filter lists.
- \_\_\_ \_\_\_ \_\_\_ 71. Filter lists using AutoFilter.
- \_\_\_ \_\_\_ \_\_\_ 72. Use Range Finder to validate data integrity.

#### H. PowerPoint

3 2 1 N

- \_\_\_ \_\_\_ \_\_\_ 1. Discuss shortcut keys/commands.
- \_\_\_ \_\_\_ \_\_\_ 2. Create new presentations
  - a. Use templates.
  - b. Create from blank.
  - c. Save a presentation.
  - d. Enter text in Normal and Outline view.
  - e. Insert and delete slides.
  - f. Change the sequence of slides using Normal, Outline, and Slide Sorter view(s).
  - g. Change layout.
  - h. Create a text box.
  - i. Navigate among different views (Normal, Outline, and Slide Sorter).
- \_\_\_ \_\_\_ \_\_\_ 3. Format content
  - a. Change the layout for one or more slides.
  - b. Apply a design template.
  - c. Check spelling.
  - d. Edit text (individual slide and slide Master).
  - e. Copy a slide from one presentation to another.
  - f. Insert headers and footers.
  - g. Rotate and fill an object.
  - h. Add graphical bullets
  - i. Insert tables, charts, and diagrams.

- j. Insert pictures, shapes and graphics.
- k. Insert objects.
- l. Insert hyperlinks.
- m. Modify tables, charts, and diagrams.
- n. Modify pictures, shapes, and graphics.
- o. Modify objects.
- p. Apply animation schemes.
- q. Apply slide transitions.
- r. Customize slide templates.
- \_\_\_ \_\_\_ \_\_\_ 4. Collaborate with peers on a project.
  - a. Track, accept, and reject changes in a presentation.
  - b. Add, edit, and delete comments in a presentation.
  - c. Compare and merge presentations.
- \_\_\_ \_\_\_ \_\_\_ 5. Use "Save As" command to change a presentation file type to "PowerPoint Show" (.PPS file).
- \_\_\_ \_\_\_ \_\_\_ 6. Manage presentations
  - a. Organize content.
  - b. Set up slide show.
  - c. Rehearse timings and delivery.
  - d. Discuss publishing a presentation.
  - e. Send a presentation via E-mail.
- \_\_\_ \_\_\_ \_\_\_ 7. Deliver presentations
  - a. Print slides, outlines, handouts, and speaker notes, including pure black and white, grayscale, and color.
  - b. Start a slide show on a selected slide.
  - c. Use screen navigation tools.
- \_\_\_ \_\_\_ \_\_\_ 8. Use Help feature.

#### I. Access

3 2 1 N

- \_\_\_ \_\_\_ \_\_\_ 1. Discuss shortcut/key commands.
- \_\_\_ \_\_\_ \_\_\_ 2. Structuring databases
  - a. Create and name Access databases.
  - b. Create tables.
  - c. Modify tables.
  - d. Define field names and data types.
  - e. Modify field names and data types.
  - f. Modify field properties.

- g. Set primary keys.
- h. Define table relationships.
- \_\_\_ \_\_\_ \_\_\_ 3. Create database objects
  - a. Create queries, forms, and reports.
  - b. Save queries, forms, and reports.
  - c. Modify the design of forms and reports.
- \_\_\_ \_\_\_ \_\_\_ 4. Format database objects
  - a. Modify queries, forms, and reports.
  - b. Modify the design of forms and reports.
- \_\_\_ \_\_\_ \_\_\_ 5. Enter data
  - a. Enter records.
  - b. Add new records.
- \_\_\_ \_\_\_ \_\_\_ 6. Modify data
  - a. Cut data.
  - b. Copy data.
  - c. Paste data.
  - d. Edit records.
  - e. Delete records.
  - f. Find and replace data.
  - g. Find and replace records.
  - h. Import data to Access.
  - i. Export data from Access.
  - j. Navigate among records.
  - k. Compare a database.
  - l. Repair a database.
- \_\_\_ \_\_\_ \_\_\_ 7. Present data
  - a. Sort records.
  - b. Filter records.
  - c. Create charts.
  - d. Modify charts.
  - e. Export data from Access.
  - f. Save data base objects as file types.
  - g. Back up a database.
  - h. Print database objects.
- \_\_\_ \_\_\_ \_\_\_ 8. Use the Help feature.

#### J. Project/Simulation Learning

3 2 1 N

- \_\_\_ \_\_\_ \_\_\_ 1. Produce documents integrating word processing, spreadsheet, database, and/or presentation files.
- \_\_\_ \_\_\_ \_\_\_ 2. Apply problem solving and critical thinking skills to projects and/or simulations (cross-curricular or team teaching).