



# “I Can’s” for Computer Technology 1

- I can understand and use computer hardware and software effectively. (Standards 1 & 3)
- I can effectively create and format documents using a word processing program. (Standard 2, Objective 2)
- I can effectively modify, organize, and manage worksheet and chart data using a spreadsheet program. (Standard 2, Objective 3)
- I can design, manage, modify, and deliver an electronic presentation using presentation software. (Standard 2, Objective 4)
- I can understand and will practice ethical behavior in computer use. (Standard 4, Objective 2, Item 4; Standard 5, Objective 1)
- I can appropriately and effectively use online resources to access and send information. (Standards 3, 4 & 5)
- I can complete a slide show, spreadsheet, or document for a teacher outside the business department. (Standard 6)