

TEKNIMEDIA'S COMPUTER LITERACY SERIES
Correlation to
Technology Skills for Kansas Employment IEP

Level A	Teknimedia's Computer Literacy Series
Turn on a computer.	No Teknimedia Computer Literacy Series courses are currently available.
Correctly turn off a computer.	No Teknimedia Computer Literacy Series courses are currently available.
Use a mouse for controlling the cursor and the status line.	Teknimedia Mouse Tutorial PC100 - Basic Skills, Sec. 11-12
Use a keyboard for controlling the cursor and status line.	PC100-Basic Skills, Sec. 11-12
Adjust monitor.	No Teknimedia Computer Literacy Series courses are currently available.
Start a program by double-clicking an icon.	Teknimedia Mouse Tutorial PC100 - Basic Skills, Sec. 19-20 PC110 - Files and Folders, Sec. 11
Start a program from program list or Windows display.	PC100 - Basic Skills, Sec. 19-20
Use educational software.	Pre-requisite Skills: PC100 - Basic Skills PC110-Files and Folders
Find and respond to screen prompts.	Pre-requisite Skills: PC100 - Basic Skills
Level B	Teknimedia's Computer Literacy Series
Format a floppy disk.	No Teknimedia Computer Literacy Series lessons are currently available.
Explain the difference between a program and a document.	PC110-Files and Folders, Sec. 7
Create a simple text document	Prerequisite Skills: PC100 - Basic Skills PC110 - Files and Folders, Sec. 7-8 PC140 – Basic Word Processing
Open a document	Prerequisite Skills: PC100 - Basic Skills PC110 - Files and Folders, Sec. 9, 11 PC140 – Basic Word Processing, Sec. 10-11
Save document in a new and in an existing file.	PC110 - Files and Folders, Sec. 8-10 PC140 – Basic Word Processing, Sec. 10-11

Level B Continued	Teknimedia's Computer Literacy Series
Close a document.	PC110 - Files and Folders, Sec. 8-10 PC140 – Basic Word Processing, Sec. 10-11
Print a document from the list files options.	PC110 - Files and Folders, Sec. 12
Print a document using print menu.	PC110 - Files and Folders, Sec. 12 PC140 – Basic Word Processing, Sec. 28-29
Use the view document option before printing.	PC110 - Files and Folders, Sec. 12 PC140 – Basic Word Processing, Sec. 12
Distinguish between the SAVE and EXIT functions.	PC110 - Files and Folders, Sec. 8-10
Retrieve an existing document, edit and save in a new file.	PC110 - Files and Folders, Sec. 8-10
Use RENAME to change the name of a file.	PC110-Files and Folders, Sec. 20 & 24
Level C	Teknimedia's Computer Literacy Series
Set and change the margins.	Pre-requisite Skills: PC100 - Basic Skills PC140 – Basic Word Processing, Sec. 26-27
Underline, bold and italicize text.	Pre-requisite Skills: PC100 - Basic Skills PC140 – Basic Word Processing, Sec. 14
Use the blockage function.	Pre-requisite Skills: PC100 - Basic Skills
Move and copy text to other parts of document.	Pre-requisite Skills: PC100 - Basic Skills PC140 – Basic Word Processing, Sec. 5-7
Delete text from document.	Pre-requisite Skills: PC100 - Basic Skills PC140 – Basic Word Processing, Sec. 5-7
Use SPELLCHECK and correct errors.	Pre-requisite Skills: PC100 - Basic Skills PC140 – Basic Word Processing, Sec. 24-25
Select and alter font style and size.	Pre-requisite Skills: PC100 - Basic Skills PC140 – Basic Word Processing, Sec. 15, 17
Save block of text as separate document.	Pre-requisite Skills: PC100 - Basic Skills
Send FAX document using Fax machine.	No Teknimedia Computer Literacy Series Courses are currently available.
Duplicate documents using photocopier.	No Teknimedia Computer Literacy Series Courses are currently available.

Level C Continued	Teknimedia's Computer Literacy Series
Compose and send e-mail message.	PC120 - The Internet Using Netscape, Sec. 28-33 PC125 - The Internet Using IE/Outlook Express, Sec. 27-32
Read an e-mail message.	PC120 - The Internet Using Netscape, Sec. 24-27 PC125 - The Internet Using IE/Outlook Express, Sec. 23-26
Level D	Teknimedia's Computer Literacy Series
Create a business letter using a word processing program.	Prerequisite Skills: PC100 - Basic Skills PC140 – Basic Word Processing PC141 – Intermediate Word Processing
Reformat margins, spacing, justification, and tabs within documents.	Prerequisite Skills: PC100 - Basic Skills PC140 – Basic Word Processing, Sec. 16-17, 26-27 PC141 – Intermediate Word Processing, Sec. 2-3, 8-9
Select and use the appropriate document template for different types of documents.	Prerequisite Skills: PC100 - Basic Skills PC140 – Basic Word Processing
Create supporting visual aids for a simple presentation.	Pre-requisite Skills: PC100 - Basic Skills PC110 – Files & Folders
Create simple tables.	Pre-requisite Skills: PC100 - Basic Skills
Copy tables to a separate document.	Pre-requisite Skills: PC100 - Basic Skills
Troubleshoot computer problems by checking electrical connections and using computer support materials.	No Teknimedia Computer Literacy Series Courses are currently available.