

TEKNIMEDIA'S COMPUTER LITERACY SERIES (CLS)
Correlation to
West Virginia Computer Literacy Course Objectives

FFL	Introduction to the Personal Computer	Teknimedia's Computer Literacy Series
Optional	1. Recognize why it is important to be computer literate.	No CLS lessons are currently available.
1	2. Properly insert, handle, and play / run a CD-ROM disc (i.e. music , software).	No CLS lessons are currently available.
2	3. Identify and describe the function of hardware components on a typical microcomputer system [i.e. System Unit (CPU / Processor), Monitor, Keyboard, Mouse, Printer, CD-ROM].	<i>PC101-Computer Basics</i> , Sec. 2.1, 2.2, 2.4, 2.6, 2.7, 2.8,
	4. Define the three primary operations of a computer (input, processing, output).	<i>PC101-Computer Basics</i> , Sec. 2.1, 2.2, 2.3, 2.4, 2.7
	5. Differentiate between hardware and software.	<i>PC101-Computer Basics</i> , Sec. 2.2-2.7, 3.1-3.5
	6. Differentiate between application software and operating software.	<i>PC101-Computer Basics</i> , Sec. 3.1-3.3
2	7. Follow the correct procedures to "turn on" a computer.	No CLS lessons are currently available.
3	8. Follow the correct procedures to "shut down" Windows (shutting down a computer).	<i>PC100XP-Basic Skills</i> , Sec. 22
Optional	9. Define "boot process."	No CLS lessons are currently available.
	10. Identify and define the elements of the Windows Desktop (i.e. Start Button, Icons, Desktop, Taskbar).	<i>PC100-Basic Skills</i> , Sec. 2, 4, 5, 6, 7, 19
Optional	11. Identify the purpose and features of the Start Menu - bottom, middle, and top sections.	<i>PC100-Basic Skills</i> , Sec. 2, 19 <i>PC110-Files & Folders</i> , Sec. 29, 31
3	12. Use a mouse (i.e. move, click, double-click, click & drag) and recognize common mouse pointer shapes (i.e. arrow, insertion point, hourglass, hand, double-sided arrow).	<i>CLS Mouse Tutorial</i> <i>PC100-Basic Skills</i> , Sec. 6, 11, 12 <i>PC140-Basic Word Processing</i> , Sec. 3, 5, 6, 7

3	13. Identify parts of and demonstrate ability to use the keyboard – not necessarily with the proper typing skills (i.e. Escape, Caps / Shift Lock, Ctrl, Alt, Spacebar, Enter, Arrow Keys, Status Lights, Delete, Insert, Backspace, Function Keys).	<i>PC100-Basic Skills, Sec. 7, 11, 12, 13</i> <i>PC110-Files & Folders, Sec. 18, 22</i> <i>PC140-Basic Word Processing, Sec. 3, 5</i>
3	14. Physically adjust the monitor to eye level.	No CLS lessons are currently available.
3	15. Utilize an educational software program when given a sequence of steps to follow.	No CLS lessons are currently available.
3	16. Move and resize windows.	<i>PC100-Basic Skills, Sec. 6, 7</i>
	17. Maximize, minimize, restore, and close windows.	<i>PC100-Basic Skills, Sec. 3, 6, 7</i>
3	18. Utilize menus, toolbars, and scroll bars to maximize computer performance and performance time.	<i>PC100-Basic Skills, Sec. 6, 7, 8, 9, 13</i> <i>PC140-Basic Word Processing, Sec. 2, 7, 14, 15, 30</i>
4	19. Utilize tutorials and / or educational software with minimal assistance.	No CLS lessons are currently available.
4	20. Identify the difference between a program and a document.	<i>PC110-Files & Folders, Sec. 7</i>
4	21. Start a program by double-clicking an icon.	<i>PC110-Files & Folders, Sec. 11</i>
4	22. Start a program from the Program Manager / Start Menu.	<i>PC100-Basic Skills, Sec. 20</i>
	23. Use dialog boxes (i.e. check box, radio button).	<i>PC100-Basic Skills, Sec. 3, 15, 16, 17</i>
	24. Access “Windows Help” [i.e. Start menu, program menu bar, context-sensitive help, help tabs (contents, index, search)].	<i>PC140-Basic Word Processing, Sec. 2, 33</i>
	25. Properly insert a floppy disk into a diskette drive.	No CLS lessons are currently available.
Optional	26. Define formatted disk and demonstrate the ability to format a disk.	No CLS lessons are currently available.
4	27. Open a document from the hard drive and / or floppy drive using WordPad.	Related instruction using MS-Word: <i>PC110-Files & Folders, Sec. 9, 10, 11</i> <i>PC140-Basic Word Processing, Sec. 10</i>
4	28. Save a document using WordPad.	Related instruction using MS-Word: <i>PC110-Files & Folders, Sec. 8</i> <i>PC140-Basic Word Processing, Sec. 8, 11</i>

4	29. Close a document using WordPad.	Related instruction using MS-Word: <i>PC110-Files & Folders, Sec. 8</i> <i>PC140-Basic Word Processing, Sec. 8</i>
4	30. Create a document using WordPad.	Related instruction using MS-Word: <i>PC110-Files & Folders, Sec. 8</i> <i>PC140-Basic Word Processing, Sec. 2-4, 9</i>
4	31. Format text within WordPad document (i.e. bold, underline, italic, font size).	Related instruction using MS-Word: <i>PC140-Basic Word Processing, Sec. 14-20</i>
4	32. Edit text within a WordPad document.	Related instruction using MS-Word: <i>PC140-Basic Word Processing, Sec. 5-7</i>
4	33. Print a WordPad document.	Related instruction using MS-Word: <i>PC110-Files & Folders, Sec. 13</i> <i>PC140-Basic Word Processing, Sec. 28-29</i>
5	34. Open and view the contents of “My Computer.”	<i>PC110-Files & Folders, Sec. 3-4</i>
5	35. Change the desktop background and screen settings.	No CLS lessons are currently available.
5	36. Change the date and time properties.	No CLS lessons are currently available.
Optional	37. Identify and define various types of filename extensions.	<i>PC110-Files & Folders, Sec. 7, 9, 11</i>
5	38. View folders and files on the hard drive and / or from a floppy disk.	<i>PC110-Files & Folders, Sec. 4-6, 9-11</i>
5	39. Can create a folder on the hard drive and / or floppy disk.	<i>PC110-Files & Folders, Sec. 18, 19, 21, 22, 23, 25</i>
5	40. Move folders and files.	<i>PC110-Files & Folders, Sec. 18, 19, 21, 22, 23, 25</i>
5	41. Delete and restore folders and files.	<i>PC110-Files & Folders, Sec. 20-21, 24-25</i>
5	42. Rename folders and files.	<i>PC110-Files & Folders, Sec. 20-21, 24-25</i>
5	43. Create a shortcut to a file on the desktop.	<i>PC110-Files & Folders, Sec. 28</i>
5	44. Find a file.	<i>PC110-Files & Folders, Sec. 31-33</i>
5	45. Describe the function of peripheral devices. (i.e. scanner, printer, mouse, digital camera).	<i>PC101-Computer Basics, Sec. 2.1, 2.7, 2.8</i>
5	46. Define copyright laws as they apply to software and the web.	No CLS lessons are currently available.
5	47. Install a printer.	No CLS lessons are currently available.
5	48. Install a program to the hard drive.	No CLS lessons are currently available.

5	49. Remove a program from the hard drive.	No CLS lessons are currently available.
5	50. Develop and utilize a backup strategy.	<i>PC110-Files & Folders, Sec. 34</i>
5	51. Open a spreadsheet.	No CLS lessons are currently available.
5	52. Save a spreadsheet to the hard drive and /or floppy drive.	No CLS lessons are currently available.
5	53. Close a spreadsheet.	No CLS lessons are currently available.
5	54. Create a simple spreadsheet (i.e. personal budget, timesheet).	No CLS lessons are currently available.
5	55. Print a spreadsheet.	No CLS lessons are currently available.
5	56. Enter data into a database (i.e. address book).	No CLS lessons are currently available.
5	57. Explain the difference between data and information.	No CLS lessons are currently available.
5	58. Select the correct productivity software for a given task.	No CLS lessons are currently available.
6 Optional	59. Create a “Docucentric Desktop.”	No CLS lessons are currently available.
Optional	60. Identify resources to use that correspond to various learning styles (i.e. reference manuals, support line, online help, computer-based tutorials, video tutorials).	No CLS lessons are currently available.
Optional	61. Define “computer virus” and explain how viruses can be avoided (i.e. up-to-date virus protection software, backups).	No CLS lessons are currently available.
Optional	62. Identify the most popular types of application software (i.e. word processing, desktop publishing, web authorizing, spreadsheet, database, e-mail, presentation, finance) commonly packaged with a new computer.	<i>PC101-Computer Basics, Sec. 3.3-3.4</i> <i>PC120-The Internet (Netscape), Sec. 6</i> <i>PC125-The Internet (IE/Outlook Express), Sec. 6</i> <i>PC140-Basic Word Processing, Sec. 2</i>
Optional	63. Define “storage capacity” and be able to use data representation terms (i.e. bit, byte, KB, MB, GB).	<i>PC101-Computer Basics, Sec. 2.6, 4.1 - 4.4, 5.1, 5.4</i>
	64. Identify the factors that influence the purchase of a system unit [i.e. processor model / speed, RAM, CD-ROM, DVD, Floppy Drives (i.e. 3 ½, Zip, Jazz), Modem, Sound Card].	<i>PC101-Computer Basics, Sec. 2.5, 2.6, 2.8, 4.2, 4.3, 5.1, 5.3, 5.4</i>
Optional	65. Identify the types of expansion cards and the importance of planning for expansion slots (i.e. scanner).	<i>PC101-Computer Basics, Sec. 2.3</i>

Optional	66. Identify commonly used ports and their uses (i.e. parallel, serial, game).	No CLS lessons are currently available.
	67. Identify the factors that influence the quality / purchase of a monitor (i.e. size, dot pitch, resolution, tilt-and-swivel base).	No CLS lessons are currently available.
	68. Identify the differences between printer types (i.e. dot-matrix, ink jet, laser).	No CLS lessons are currently available.
Optional	69. Identify various types of service and support considerations (i.e. guarantee, telephone support, on-site support).	No CLS lessons are currently available.
5	70. Purchase a computer to meet individual needs.	No CLS lessons are currently available.
FFL	Internet for the Absolute Beginner	Teknimedia's Computer Literacy Series
5	1. Can start a web browser (i.e. Netscape Navigator, Internet Explorer).	<i>PC120-The Internet (Netscape)</i> , Sec. 9-14 <i>PC125-The Internet (IE/Outlook Express)</i> , Sec. 9-14
5	2. Can open a web page when given a web address (Universal Resource Locator or URL).	<i>PC120-The Internet (Netscape)</i> , Sec. 10-14 <i>PC125-The Internet (IE/Outlook Express)</i> , Sec. 10-14
5	3. Can set up a free Internet e-mail account.	No CLS lessons are currently available.
5	4. Can compose and send e-mail.	<i>PC120-The Internet (Netscape)</i> , Sec. 28-30 <i>PC125-The Internet (IE/Outlook Express)</i> , Sec. 27-29
5	5. Can retrieve, read, and respond / reply to e-mail.	<i>PC120-The Internet (Netscape)</i> , Sec. 23-30, 32-33 <i>PC125-The Internet (IE/Outlook Express)</i> , 22-29, 31-32
5	6. Can attach a file to an e-mail message.	<i>PC120-The Internet (Netscape)</i> , Sec. 31, 33 <i>PC125-The Internet (IE/Outlook Express)</i> , Sec. 30, 32
5	7. Can receive and open an attached file.	<i>PC120-The Internet (Netscape)</i> , Sec. 31, 33 <i>PC125-The Internet (IE/Outlook Express)</i> , Sec. 30, 32
5	8. Can open a web page and follow hypertext links.	<i>PC120-The Internet (Netscape)</i> , Sec. 9-12 <i>PC125-The Internet (IE/Outlook Express)</i> , Sec. 9-12
5	9. Can add a web page to the "Favorites" or "Bookmarks" list.	<i>PC120-The Internet (Netscape)</i> , Sec. 13 <i>PC125-The Internet (IE/Outlook Express)</i> , Sec. 13
5	10. Can access a web page from the "Favorites" or "Bookmarks" list.	<i>PC120-The Internet (Netscape)</i> , Sec. 13 <i>PC125-The Internet (IE/Outlook Express)</i> , Sec. 13

5	11. Can print a web page.	<i>PC120-The Internet (Netscape), Sec. 17</i> <i>PC125-The Internet (IE/Outlook Express), Sec. 27</i>
5	12. Can use an Internet search engine.	<i>PC120-The Internet (Netscape), Sec. 15-16</i> <i>PC125-The Internet (IE/Outlook Express), Sec. 15-16</i>
5	13. Can set up a “dial-up” Internet connection.	No CLS lessons currently available
6	14. Can manage e-mail messages (i.e. creating folders, creating rules).	<i>PC120-The Internet (Netscape), Sec. 34-35</i> <i>PC125-The Internet (IE/Outlook Express), Sec. 33-34</i>
FFL	Keyboarding	Teknimedia’s Computer Literacy Series
	1. Determine keyboarding skill level and determine the need for, and type of practice sessions needed, to meet an individual (personal) keyboarding goal.	No CLS lessons are currently available.
	2. Key (type) straight-copy alphanumeric material using correct touch techniques.	No CLS lessons are currently available.
	3. Key numeric material using correct touch techniques.	No CLS lessons are currently available.
	Introduction to Windows 95/98/2000	Teknimedia’s Computer Literacy Series
*	1. Define boot process.	No CLS lessons are currently available.
Optional*	2. Identify elements and purposes of the Windows desktop (i.e. start button, task bar, my computer, icon, recycle bin, icons, settings, control panel, menu, submenu).	<i>PC100-Basic Skills, Sec. 2, 4, 5, 6, 7, 8-9, 19</i> <i>PC110-Files & Folders, Sec. 3, 20, 24, 28-30</i>
Optional*	3. Identify the purpose and features of the Start Menu – bottom, middle, and top sections.	<i>PC100-Basic Skills, Sec. 2, 19</i> <i>PC110-Files & Folders, Sec. 29, 31</i>
	4. Use and identify menu items (i.e. submenus, checkmark, keyboard shortcut) and toolbars (i.e. list arrow, submenus, ScreenTip).	<i>PC100-Basic Skills, Sec. 3, 8-9, 15-16</i> <i>PC110-Files & Folders, Sec. 27, 29</i>
Optional*	5. Use dialog boxes (i.e. check box, command button, list box, text box).	<i>PC100-Basic Skills, Sec. 3, 11-13, 15-17,</i>
Optional*	6. Access “Windows Help” [i.e. Start menu, program menu bar, context-sensitive help, help tabs (contents, index, search)].	<i>PC140-Basic Word Processing, Sec. 33</i>

	7. Use Paint.	No CLS lessons are currently available.
4 Optional*	8. Use WordPad to open, save, close, create, and print a document.	Related instruction using MS-Word: <i>PC110-Files & Folders</i> , Sec. 8-11 <i>PC140-Basic Word Processing</i> , Sec. 2-4, 8-10, 11, 28-29
4 Optional*	9. Use WordPad to format and edit text.	Related instruction using MS-Word: <i>PC140-Basic Word Processing</i> , Sec. 14-20
	10. Copy data between programs (i.e. WordPad and Paint).	No CLS lessons currently available
	11. Comprehend file management (i.e. file hierarchy, organization, folders, quick view).	<i>PC110-Files & Folders</i>
5 Optional*	12. Open, view, and identify the elements of "My Computer" (i.e. toolbar buttons, drives, list of folders, address bar).	<i>PC110-Files & Folders</i> , Sec. 3-4
5 Optional*	13. View folders and files on the hard drive and / or floppy disk (i.e. large icon view, details view, move between folders).	<i>PC110-Files & Folders</i> , Sec. 4-6, 9-11
5 Optional*	14. Create a folder on the hard drive and / or floppy disk.	<i>PC110-Files & Folders</i> , Sec. 18-19, 21-23, 25
5 Optional*	15. Move folders and files.	<i>PC110-Files & Folders</i> , Sec. 18-19, 21-23, 25
5 Optional*	16. Rename folders and files.	<i>PC110-Files & Folders</i> , Sec. 20-21, 24-25
5 Optional*	17. Delete and restore folders and files.	<i>PC110-Files & Folders</i> , Sec. 20-21, 24-25
5 Optional*	18. Create a shortcut to a file on the desktop.	<i>PC110-Files & Folders</i> , Sec. 28
	19. View and identify the components of the Windows Explorer window (i.e. toolbar, address bar, explorer bar, right panel).	<i>PC110-Files & Folders</i> , Sec. 5-6
	20. Open and view folders in Windows Explorer.	<i>PC110-Files & Folders</i> , Sec. 5-6
	21. Change the Windows Explorer (view) window.	<i>PC110-Files & Folders</i> , Sec. 5-6
	22. Create and rename folders in Windows Explorer.	<i>PC110-Files & Folders</i> , Sec. 24-25
5 Optional*	23. Find a file.	<i>PC110-Files & Folders</i> , Sec. 31-33

	24. Identify the components of the Find dialog box and explain the purposes of the tab options (i.e. Name & Location, Date, Advanced).	<i>PC110-Files & Folders, Sec. 31-33</i>
	25. Copy and move a file from one folder to another using Windows Explorer.	<i>PC110-Files & Folders, Sec. 22-23, 25</i>
	26. Restore a deleted file in Windows Explorer.	<i>PC110-Files & Folders, Sec. 24-25</i>
5 Optional*	27. Change the desktop background and screen settings.	No CLS lessons are currently available.
5 Optional*	28. Change the date and time properties.	No CLS lessons are currently available.
5 Optional*	29. Install a printer (connecting it to the parallel port and installing the necessary drivers).	No CLS lessons are currently available.
Optional	30. Load paper into a printer (i.e. Dot Matrix, Ink Jet, Laser, etc.).	No CLS lessons are currently available.
Optional	31. Install a new ribbon, ink cartridge, etc. into a printer.	No CLS lessons are currently available.
5 Optional*	32. Install a program to the hard drive.	No CLS lessons are currently available.
5 Optional*	33. Remove a program from the hard drive.	No CLS lessons are currently available.
5 Optional*	34. Develop and utilize a backup strategy.	<i>PC110-Files & Folders, Sec. 34</i>
6 Optional	35. Add an item to the “Start Menu.”	No CLS lessons are currently available.
6 Optional	36. Customize the “Taskbar.”	No CLS lessons are currently available.
6 Optional	37. Create a “Docucentric Desktop.”	No CLS lessons are currently available.
FFL	Introduction to Word Processing	Teknimedia’s Computer Literacy Series
	1. Start a Word Processing program and identify the elements of the window [i.e. document name, menu bar, toolbars (format, standard, etc.) ruler, work area, status bar, insertion point, page number indicator, view button, navigation buttons].	<i>PC140-Basic Word Processing, Sec. 2, 3, 5-8, 12, 14, 30,</i>
Optional	2. Create a new document using the Wizard.	No CLS lessons currently available
4	3. Open a Word Processing document from the hard drive and floppy drive.	<i>PC140-Basic Word Processing, Sec. 10-11</i>

4	4. Close a document using Word Processing.	<i>PC140-Basic Word Processing, Sec. 8, 11</i>
Optional	5. Plan a Word Processing document.	<i>PC140-Basic Word Processing PC141-Intermediate Word Processing</i>
4	6. Create a document using Word Processing.	<i>PC140-Basic Word Processing PC141-Intermediate Word Processing</i>
4	7. Save a Word Processing document using “Save” and “Save As.”	<i>PC140-Basic Word Processing, Sec. 8, 11</i>
Optional	8. Define and use the “paragraph / formatting marks” option.	<i>PC141-Intermediate Word Processing, Sec. 4-5</i>
4	9. Edit text within a Word Processing document (i.e. backspace, cut, delete).	<i>PC140-Basic Word Processing, Sec. 5-7</i>
	10. Use “Undo” (i.e. most recent action and history).	<i>PC140-Basic Word Processing, Sec. 19-20</i>
	11. Move the insertion point around a document using a variety of keyboard strokes (i.e. backspace, arrow keys, Ctrl + Arrow keys, Home, End, Ctrl + Home, Ctrl + End).	<i>PC140-Basic Word Processing, Sec. 3, 5-7</i>
	12. Select text a character, word, and paragraph at a time.	<i>PC140-Basic Word Processing, Sec. 6, 7</i>
	13. Move text using “cut” and “paste.”	<i>PC140-Basic Word Processing, Sec. 6, 7, 31</i>
	14. Copy text using “copy” and “paste.”	<i>PC140-Basic Word Processing, Sec. 6, 7, 31</i>
	15. Define and utilize the clipboard.	No CLS lessons are currently available
	16. Check the spelling of a document by using “Spell Check.”	<i>PC140-Basic Word Processing, Sec. 24-25</i>
	17. Identify the purposes of the buttons in the spelling dialog box (i.e. ignore, ignore all, add, change, change all, Auto Correct / Replace).	<i>PC140-Basic Word Processing, Sec. 24-25</i>
	18. Change the on-screen views of a document (i.e. Zoom, Page Width, 75%, multiple pages, etc.).	<i>PC140-Basic Word Processing, Sec. 12</i>
4	19. Print a Word Processing document and identify the elements of the “print dialog box” [i.e. preview, printer information, print range, copies, setup options (paper size, source, orientation, margins)].	<i>PC110-Files & Folders, Sec. 13 PC140-Basic Word Processing, Sec. 28-29</i>
4	20. Format text within a Word Processing document (i.e. font size, type, and style; bold; italic; underline).	<i>PC140-Basic Word Processing, Sec. 14-20</i>

	21. Change the alignment of selected text within a document (i.e. left, center, right, full).	<i>PC141-Intermediate Word Processing, Sec. 2-3</i>
	22. Change the line spacing of a document.	<i>PC141-Intermediate Word Processing, Sec. 2-3</i>
	23. Change the line spacing of selected text.	<i>PC141-Intermediate Word Processing, Sec. 2-3</i>
	24. Change the margin settings of a document.	<i>PC140-Basic Word Processing, Sec. 26-27</i>
	25. Change the margin settings of selected text.	<i>PC140-Basic Word Processing, Sec. 26-27</i>
	26. Set the paper size and orientation (i.e. portrait and landscape) of a document.	No CLS lessons are currently available
	27. Change the paper size and orientation (i.e. portrait and landscape) of selected text.	No CLS lessons are currently available
Optional	28. Set tab stops and indents.	<i>PC141-Intermediate Word Processing, Sec. 8-9</i>
	29. Identify the elements of a “ruler” [i.e. positioning marks, indent marks (left, right, line, hanging)].	<i>PC140-Basic Word Processing, Sec. 2</i> <i>PC141-Intermediate Word Processing, Sec. 4-5</i>
	30. Insert manual Page Breaks.	<i>PC141-Intermediate Word Processing, Sec. 11-12</i>
Optional	31. Identify the elements of and replace text using the “Find and Replace dialog box.”	<i>PC140-Basic Word Processing, Sec. 22-23</i>
Optional	32. Create a table.	No CLS lessons are currently available
Optional	33. Insert and delete columns and rows within a table.	No CLS lessons are currently available
Optional	34. Format a table (i.e. borders, shading, styles).	No CLS lessons are currently available
Optional	35. Insert Word Art into a document.	No CLS lessons are currently available
Optional	36. Insert Footnotes into a document.	<i>PC141-Intermediate Word Processing, Sec. 16-17</i>
	37. Insert clip art (graphics) to a document.	<i>PC141-Intermediate Word Processing, Sec. 19-20</i>
Optional	38. Insert “Headers” and “Footers” into a document.	<i>PC141-Intermediate Word Processing, Sec. 13, 15</i>

	<p>Introduction to Spreadsheets</p>	<p>Teknimedia's Computer Literacy Series</p> <p>Prerequisite Skills: <i>PC100-Basic Skills</i> <i>PC110-Files and Folders</i></p> <p><i>PC150-Basic Spreadsheets</i> and <i>PC151-Intermediate Spreadsheets</i> are scheduled for release during 2003 and will provide instruction for these objectives.</p>
	<p>Introduction to Database Applications</p>	<p>Teknimedia's Computer Literacy Series</p> <p>Prerequisite Skills: <i>PC100-Basic Skills</i> <i>PC110-Files and Folders</i></p> <p>CLS does not currently contain specific instruction on database applications.</p>