

6151 and 6153

TITLE: **LBD - Word 2013**

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| # | Standard | Text Correlation | Correlation Narrative |
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| | <i>Keyboarding (Secondary) 6151</i> | | |
| 37 | <i>Boot, access, reboot, and shut down an operating system and start and exit software programs.</i> | Lessons: 1.1-1.5, 2.1-2.4, 3.1-3.9, 4.1-4.6, 5.1-5.4, 6.1-6.2, 7.1-7.2, 8.1-8.5, 9.1-9.2 | Students are required to launch, exit and reboot if necessary, an application. |
| 39 | <i>Input data and commands using peripherals (e.g., keyboard, light pen, mouse, scanner, audio/voice input, voice recognition).</i> | Lessons: 1.1-1.5, 2.1-2.4, 3.1-3.9, 4.1-4.6, 5.1-5.4, 6.1-6.2, 7.1-7.2, 8.1-8.5, 9.1-9.2 | Students input data from lessons using a keyboard and a mouse. |
| 40 | <i>Key alphabetic, numeric, and symbol information, using a touch system and correct techniques.</i> | Lessons: 1.1-1.5, 2.1-2.4, 3.1-3.9, 4.1-4.6, 5.1-5.4, 6.1-6.2, 7.1-7.2, 8.1-8.5, 9.1-9.2 | Students use proper keyboarding technique to efficiently create documents as assigned |
| 41 | <i>Manipulate data/software/operating system using ribbons, launchers, icons, pull-down menus, mouse, and function keys.</i> | Lessons: 1.1-1.5, 2.1-2.4, 3.1-3.9, 4.1-4.6, 5.1-5.4, 6.1-6.2, 7.1-7.2, 8.1-8.5, 9.1-9.2 | Students input and edit data. Using word processing software students use menu and tool bars to manipulate data. |
| 42 | <i>Use file external storage device (i.e., Universal Serial Bus [USB], and online (e.g., Google Docs, Web pages, e-mail) management techniques, such as copy, clear cache, move, store, rename, retrieve, save, delete, and create/manipulate directories.</i> | Lessons: 1.1-1.5, 2.1-2.4, 3.1-3.9, 4.1-4.6, 5.1-5.4, 6.1-6.2, 7.1-7.2, 8.1-8.5, 9.1-9.2 | Students create documents, edit them and save them in a student folder as instructed. |
| 43 | <i>Improve keyboarding techniques</i> | Lessons: 1.1-1.5, 2.1-2.4, 3.1-3.9, 4.1-4.6, 5.1-5.4, 6.1-6.2, 7.1-7.2, 8.1-8.5, 9.1-9.2 | Students improve keyboarding techniques through practice. |
| 44 | <i>Increase keyboarding speed and accuracy</i> | Lessons: 1.1-1.5, 2.1-2.4, 3.1-3.9, 4.1-4.6, 5.1-5.4, 6.1-6.2, 7.1-7.2, 8.1-8.5, 9.1-9.2 | Students improve keyboarding speed and accuracy through practice. |
| 47 | <i>Key and format letters, memos, e-mails, reports, outlines, columns, and tables.</i> | Lessons: 1.1-1.5, 2.1-2.4, 3.1-3.9, 4.1-4.6, 5.1-5.4, 6.1-6.2, 7.1-7.2, 8.1-8.5, 9.1-9.2 | Students follow step-by-step instructions to create various business documents such as: memo, block style letter, letterhead, flyer, newsletter, invitation, and formatted tables. |
| 48 | <i>Edit copy.</i> | Lessons: 1.1-1.5, 2.1-2.4, 3.1-3.9, 4.1-4.6, 5.1-5.4, 6.1-6.2, 7.1-7.2, 8.1-8.5, 9.1-9.2 | Students proofread and edit documents |
| 49 | <i>Key, format, and merges addresses on labels and envelopes</i> | N/A | |
| 50 | <i>Produce documents incorporating graphic elements, including tables and graphs.</i> | Lessons: 4.1-4.6, 5.1-5.4, 6.1-6.2, 7.1-7.2, 8.1-8.5, 9.1-9.2 | Students incorporate graphic images into a document. |
| 51 | <i>Obtain assistance for preparing documents from electronic and hard-copy references and documentation (e.g., help screen, spell check, user's manual, dictionary, grammar check, thesaurus, Internet search.</i> | Lessons: 1.1-1.5, 2.1-2.4, 3.1-3.9, 4.1-4.6, 5.1-5.4, 6.1-6.2, 7.1-7.2, 8.1-8.5, 9.1-9.2 | Students use spell check, grammar check and help screens for lesson completion. |
| 54 | <i>Develop or update a resume and an electronic resume</i> | N/A | |
| 56 | <i>Create an electronic and/or hard-copy portfolio containing representative samples of student work</i> | Lessons: 1.1-1.5, 2.1-2.4, 3.1-3.9, 4.1-4.6, 5.1-5.4, 6.1-6.2, 7.1-7.2, 8.1-8.5, 9.1-9.2 | Students keep a folder of their work throughout the completion of the lessons. |

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| | <i>Keyboarding Applications 6153</i> | | |
| 38 | <i>Boot, access, reboot, and shut down an operating system and start and exit software programs.</i> | Lessons: 1.1-1.5, 2.1-2.4, 3.1-3.9, 4.1-4.6, 5.1-5.4, 6.1-6.2, 7.1-7.2, 8.1-8.5, 9.1-9.2 | Students are required to launch, exit and reboot if necessary a word processing program |
| 40 | <i>Input data and commands using peripherals (e.g., keyboard, light pen, mouse, scanner, audio/voice input, voice recognition).</i> | Lessons: 1.1-1.5, 2.1-2.4, 3.1-3.9, 4.1-4.6, 5.1-5.4, 6.1-6.2, 7.1-7.2, 8.1-8.5, 9.1-9.2 | Students input data from lessons using a keyboard and a mouse. |
| 41 | <i>Key alphabetic, numeric, and symbol information, using a touch system and correct techniques.</i> | Lessons: 1.1-1.5, 2.1-2.4, 3.1-3.9, 4.1-4.6, 5.1-5.4, 6.1-6.2, 7.1-7.2, 8.1-8.5, 9.1-9.2 | Students use proper keyboarding technique to efficiently create documents as assigned |
| 41 | <i>Manipulate data/software/operating system using ribbons, launchers, icons, pull-down menus, mouse, and function keys.</i> | Lessons: 1.1-1.5, 2.1-2.4, 3.1-3.9, 4.1-4.6, 5.1-5.4, 6.1-6.2, 7.1-7.2, 8.1-8.5, 9.1-9.2 | Students input and edit data. Using word processing software students use menu and tool bars to manipulate data. |
| 43 | <i>Use file external storage device (i.e., Universal Serial Bus [USB], and online (e.g., Google Docs, Web pages, e-mail) management techniques, such as copy, clear cache, move, store, rename, retrieve, save, delete, and create/manipulate directories.</i> | Lessons: 1.1-1.5, 2.1-2.4, 3.1-3.9, 4.1-4.6, 5.1-5.4, 6.1-6.2, 7.1-7.2, 8.1-8.5, 9.1-9.2 | Students create documents, edit them and save them in a student folder as instructed. |
| 44 | <i>Improve keyboarding techniques</i> | Lessons: 1.1-1.5, 2.1-2.4, 3.1-3.9, 4.1-4.6, 5.1-5.4, 6.1-6.2, 7.1-7.2, 8.1-8.5, 9.1-9.2 | Students improve keyboarding techniques through practice. |
| 48 | <i>Key and format letters, memos, e-mails, reports, outlines, columns, and tables.</i> | Lessons: 1.1-1.5, 2.1-2.4, 3.1-3.9, 4.1-4.6, 5.1-5.4, 6.1-6.2, 7.1-7.2, 8.1-8.5, 9.1-9.2 | Students follow step-by-step instructions to create various business documents such as: memo, block style letter, letterhead, flyer, newsletter, invitation, and formatted tables. |
| 49 | <i>Edit copy.</i> | Lessons: 1.1-1.5, 2.1-2.4, 3.1-3.9, 4.1-4.6, 5.1-5.4, 6.1-6.2, 7.1-7.2, 8.1-8.5, 9.1-9.2 | Students proofread and edit documents |
| 50 | <i>Key, format, and merges addresses on labels and envelopes</i> | N/A | |
| 51 | <i>Produce documents incorporating graphic elements, including tables and graphs.</i> | Lessons: 4.1-4.6, 5.1-5.4, 6.1-6.2, 7.1-7.2, 8.1-8.5, 9.1-9.2 | Students incorporate graphic images into a document. |
| 52 | <i>Obtain assistance for preparing documents from electronic and hard-copy references and documentation (e.g., help screen, spell check, user's manual, dictionary, grammar check, thesaurus, Internet search.</i> | Lessons: 1.1-1.5, 2.1-2.4, 3.1-3.9, 4.1-4.6, 5.1-5.4, 6.1-6.2, 7.1-7.2, 8.1-8.5, 9.1-9.2 | Students use spell check, grammar check and help screens for lesson completion. |
| 60 | <i>Develop or update a resume and an electronic resume</i> | N/A | |
| 62 | <i>Create an electronic and/or hard-copy portfolio containing representative samples of student work</i> | Lessons: 1.1-1.5, 2.1-2.4, 3.1-3.9, 4.1-4.6, 5.1-5.4, 6.1-6.2, 7.1-7.2, 8.1-8.5, 9.1-9.2 | Students keep a folder of their work throughout the completion of the lessons. |