

MANHATTAN PUBLIC SCHOOLS
SCOPE AND SEQUENCE-TECHNOLOGY

| Content Area | State Standards | K | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | Comp | Adv Comp | Desk Pub | Auto Cad | |
|-----------------------------|-----------------|---|---|----|----|----|----|----|----|----|------|----------|----------|----------|--|
| WORD PROCESSING | | | | | | | | | | | | | | | |
| File creation | 4.1 | N | N | N | N | NP | NP | P | P | P | A | A | A | | |
| Saving files | 4.1 | N | N | N | N | NP | P | P | P | A | A | A | A | | |
| Opening existing files | 4.1 | N | N | N | N | NP | NP | P | A | A | A | A | A | | |
| Basic document Format | 4.1,4.2,4.3 | N | N | N | N | NP | NP | NP | P | P | P | A | A | | |
| Printing documents | 4.1 | N | N | NP | NP | P | P | P | P | P | A | A | A | | |
| Mail Merge | 4.1,4.2,4.3 | | | | | | | | | | P | A | A | | |
| Editing Skills | 4.1 | N | N | N | NP | NP | P | P | P | P | A | A | A | | |
| Spell Check | 4.1 | N | N | N | NP | P | P | P | A | A | A | A | A | | |
| Grammar Check | 4.1 | N | N | N | NP | P | P | P | A | A | A | A | A | | |
| Importing Graphics | 4.1 | N | N | N | N | NP | NP | NP | P | P | P | A | A | | |
| Fonts | 4.1 | N | N | N | NP | NP | P | P | A | A | A | A | A | | |
| SPREADSHEET | | | | | | | | | | | | | | | |
| Terminology | 4.1,4.2 | | | | N | NP | NP | NP | NP | P | P | A | | | |
| Spreadsheet design | 2.4,3.3 | | | | N | N | NP | NP | NP | P | A | A | | | |
| Formulas | 2.3,3.3 | | | | N | N | N | NP | NP | P | A | A | | | |
| Functions | 2.3,3.3 | | | | N | N | N | NP | NP | P | A | A | | | |
| Conditional Statements | 2.3,3.3 | | | | | | | | N | NP | P | A | | | |
| Charts | 2.4,3.3 | | | | N | N | N | NP | NP | P | A | A | | | |
| What if Analysis | 2.4,3.3 | | | | | | | | NP | P | P | A | | | |
| Printing Reports | 4.1 | | | | N | P | P | P | A | A | A | A | | | |
| DATABASE | | | | | | | | | | | | | | | |
| Database Design | 4.1,4.2 | | | | | | | | N | N | | A | | | |
| Data input | 4.1 | | | | | | | | N | N | | A | | | |
| Terminology | 4.1,4.2 | | | | | | | | N | N | | P | | | |
| Data Manipulation | 3.5 | | | | | | | | N | N | | P | | | |
| Data Reports | 1.5 | | | | | | | | N | N | | P | | | |
| PUBLICATION SOFTWARE | | | | | | | | | | | | | | | |
| Design of publication | 4.1,4.2 | | | | | | | NP | NP | NP | | P | A | | |
| Use of Templates | 4.1 | | | | | | | P | P | P | | P | A | | |
| Graphics | 4.1 | | | | | | | P | P | P | | A | A | | |
| Fonts | 4.1 | | | | | | | P | P | P | | A | A | | |

