

## Bemidji Area School Business Education Objectives

Keyboarding II		Grades 9 -12
Students will continue to develop speed and accuracy in keyboarding while preparing more-advanced documents using word processing software to help transfer and reinforce keyboarding skills already developed.		
Standard	Benchmarks	
1. Builds keyboarding skills.	<ul style="list-style-type: none"> <li>• Demonstrates proper keyboarding techniques.</li> </ul>	
2. Improves memo and letter formatting skills.	<ul style="list-style-type: none"> <li>• Produces properly formatted memos, personal-business letters, and envelopes, formal business letters, and letters with special parts.</li> </ul>	
3. Enhances e-mail and personal information management skills.	<ul style="list-style-type: none"> <li>• Produces properly formatted e-mails and e-mails with special features</li> </ul>	
4. Improves report formatting skills.	<ul style="list-style-type: none"> <li>• Produces reports with textual citations, footnotes, endnotes, cover page, and table of contents.</li> </ul>	
5. Improves table formatting skills.	<ul style="list-style-type: none"> <li>• Produces tables applying special features.</li> </ul>	
6. Enhances electronic presentation skills.	<ul style="list-style-type: none"> <li>• Creates electronic presentations with graphics, animation/transitions, and sound.</li> </ul>	
7. Enhances correspondence skills.	<ul style="list-style-type: none"> <li>• Demonstrates how to "Track Changes"</li> </ul>	
8. Learns MLA report format.	<ul style="list-style-type: none"> <li>• Demonstrates MLA-style reports, outlines, and tables.</li> </ul>	
9. Learns special documents and templates.	<ul style="list-style-type: none"> <li>• Demonstrates how to produce agendas, meeting minutes, news releases, itineraries, and templates.</li> </ul>	
10. Learns spreadsheet essentials.	<ul style="list-style-type: none"> <li>• Demonstrates how to create, edit, and format a worksheet.</li> <li>• Demonstrates how to use formulas, functions, and charts within a worksheet.</li> </ul>	
11. Learns basic desktop publishing skills.	<ul style="list-style-type: none"> <li>• Produces documents with graphics, flyers, advertisements, and organizational charts.</li> </ul>	
12. Develops database skills.	<ul style="list-style-type: none"> <li>• Demonstrates how to add records to an existing database, create a database and table, to update a database, add new fields, edit records, and create a data sort.</li> </ul>	