

# Business Keyboarding: Grades 6-8

Develop and apply keyboarding skills utilizing current technology. 01.0

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1 Develop and apply keyboarding skills utilizing current technology. 01.0

Develop and apply word processing skills utilizing current technology. 02.0

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2 Develop and apply word processing skills utilizing current technology. 02.0

Develop and apply electronic presentation skills utilizing current technology. 03.0

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3 Develop and apply electronic presentation skills utilizing current technology. 03.0

Identify and understand computer hardware. 04.0

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4 Identify and understand computer hardware. 04.0

Perform activities using the worldwide web. 05.0

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5 Perform activities using the worldwide web. 05.0

Develop and utilize business-related soft skills. 06.0

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6 Develop and utilize business-related soft skills. 06.0

Describe how information technology is used in the Business, Management and Administration career cluster. 07.0

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7 Describe how information technology is used in the Business, Management and Administration career cluster. 07.0

Use information technology tools. 08.0

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8 Use information technology tools. 08.0

**Identify components of network systems.** 09.0

**9 Identify components of network systems.** 09.0

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**Describe and use communication features of information technology.** 10.0

**10 Describe and use communication features of information technology.** 10.0