| Test Design Blueprint | | Date: November 2, 2014 |
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| Course Title | Course Number | Grade(s) |
| Introduction to Information Technology | 8207310 | 9 |

| Main Idea<br>(Big Idea/Domain/Strand/Standard) | Standard Code | Percent of Test Based on Time Devoted to Standard | Number of Test Questions<br>(60 total) |
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| Select and use word processing software and accompanying features to enhance written business communications. | 07.01 | 2% | 1 |
| Share and maintain documents by applying different views and protection to a document and manage document versions.  Share and save a document and apply a template.  (e.g. pdf, html, blog, hyperlinks) | 07.02 | 5% | 3 |
| Format content to a document by applying font, paragraph attributes, indent and tab settings to text and paragraphs.  Navigate and search through a document.  Create and manipulate tables. | 07.03 | 5% | 3 |
| Apply page layout and reusable content by editing and manipulating page setup settings and applying themes.  Create and manipulate page backgrounds, headers and footers. | 07.04 | 5% | 3 |
| Use image design theory to create illustrations, shapes, and graphics and include a selection in a document.  Insert and format pictures, shapes, and clipart.  Apply and manipulate text boxes. | 07.05 | 5% | 3 |
| Proofread documents by validating content through the use of spell and grammar check.  Configure autocorrect settings, insert and modify comments in a document. | 07.06 | 3% | 2 |
| Apply references and hyperlinks, create end and footnotes, and create a table of contents in a document. | 07.07 | 3% | 2 |
| Manage the worksheet environment by navigating through and printing a worksheet. | 09.01 | 3% | 2 |

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| Personalize the environment by manipulating the ribbon tabs, group settings, importing data/database, manipulating properties, files, and folders. | | | |
| Create cell data, apply autofill and hyperlinks. | 09.02 | 5% | 3 |
| Format cells and worksheets by applying cell formats, create row and column titles, hide and unhide column titles, rows and columns. Manipulate page setup options. Create and apply cell styles. | 09.03 | 5% | 3 |
| Manage worksheets and workbooks by creating and formatting worksheets and manipulating views/themes. | 09.04 | 3% | 2 |
| Apply formulas and functions by creating formulas, enforcing precedence and cell formula references.  Apply conditional formula logic, name and cell ranges. | 09.05 | 3% | 2 |
| Demonstrate data visually by creating and modifying charts and images. | 09.06 | 3% | 2 |
| Analyze and organize data through filters, sorting and applying conditional formatting. | 09.08 | 3% | 2 |
| Interpret data on line graphs, pie charts, diagrams and tables commonly used in spreadsheet software applications that incorporate industry data | 09.11 | 2% | 1 |
| Manage and configure the presentation software environment, including:  adjusting views, manipulating window, configuring toolbar and file options. | 08.01 | 3% | 2 |
| Create slide presentations utilizing various project development elements, including:  adding and removing slides, slide layouts, format slide design, insert or format placeholders. | 08.02 | 7% | 4 |
| Locate, create, and incorporate graphical and multimedia elements, including:  shapes, | 08.03 | 7% | 4 |

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| graphics, images, bullets, hyperlinks, video, and audio into a slide presentation appropriate for the project. | | | |
| Demonstrate various business-related elements that can be created, embedded and manipulated in a slide presentation, including: charts, graphs, tables, spreadsheets, flowcharts, and organizational charts. | 08.06 | 3% | 2 |
| Apply slide transitions and create custom animations to slide presentations appropriate for the target audience. | 08.07 | 7% | 4 |
| Demonstrate different delivery methods for slide presentations, including: packaging for CD delivery, video projection — on mouse click, rehearsed timings, printing options — outlines, handouts, slides, and notes. | 08.08 | 2% | 1 |
| Demonstrate ways of accepting constructive criticism on team projects within the workplace. | 12.02 | 2% | 1 |
| Apply appropriate strategies to manage and resolve conflicts in work situations. | 12.03 | 2% | 1 |
| Demonstrate human relations, personal and interpersonal skills appropriate for the workplace, including responsibility, dependability, punctuality, integrity, positive attitude, initiative, respect for self and others, and professional dress. | 12.04 | 2% | 1 |
| Demonstrate how to connect to the Internet and use appropriate Internet protocol. Identify and describe web terminology, addresses, and how browsers work. | 13.01 | 2% | 1 |
| Read and comprehend technical and non-technical reading assignments related to course content, including manuals, books, magazines, and electronic sources. | 17.01 | 2% | 1 |
| Demonstrate an awareness of | 17.04 | 2% | 1 |

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| project management concepts and tools.  (e.g. timelines, deadlines, resource allocation, time management, delegation of tasks, collaboration) | | | |
| Use reference materials (e.g. on-line help, tutorials, manuals, vendor bulletin boards) | 04.04 | 2% | 1 |
| Demonstrate basic computer file management skills and file naming conventions to accurately organize files into hierarchies by labeling file folders for easy accessibility. | 04.05 | 2% | 1 |
| Demonstrate proficiency with file management and structure.  (e.g. folder creation, file creation, backup copy, delete, open, save) | 04.09 | 2% | 1 |
| TOTALS | | 100% | 60 |

List All Common Course Teachers:

Jay Adler_____    _____    _____

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