



# Computer Applications Assessment

**Developed by:**

**Illinois Business Education Association  
Computer Applications Task Force**

**November 2011**

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# Computer Applications Assessment

## **Internet & Email Assessment**

# INTERNET AND E-MAIL ASSESSMENT DIRECTIONS

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**Directions:** Complete the items listed below. Use a word processing application to create an answer document for any questions which ask you to explain your answer, make a list, provide definitions, etc.

1. Launch the browser on your computer and connect to Google.com. Search for information about a corporation that was started in Illinois. Make a list of the key points that describe the formation and expansion of that corporation.
2. Launch the browser on your computer and connect to Google.com. Use Google Maps to find your high school location on the map. Switch to the Satellite image and zoom in as close as you can to your school. Next, locate your house and print the image of your house with the image being zoomed in as far as it can go. Create a Hybrid of the map. How is that Hybrid view different from the Satellite image?
3. Launch the browser on your computer and connect to WhitePages.com. Use the reverse phone tab and put your phone number in the selection box. Can the webpage find out to whom the number belongs? Print the results of your search.
4. What does URL stand for when using the internet?
5. List three popular search engines that can be used to find information on the internet.
6. Different web sites can be identified by the domain name and the suffix. The three letter suffix is known as a generic top-level domain. Explain what each of the following suffix are used for:
  - a. .com
  - b. .edu
  - c. .org
  - d. .mil
  - e. .net
  - f. .gov
7. Use Google and locate your favorite website. Create a bookmark for that website so that it is easy to return to that site again and again.
8. Save the contents of a webpage to your computer so that you can use that information without having access to the internet.
9. You really like the design of a certain webpage and you want to see how the webmaster created the page. How do you view the source code of a web page? Find a page that you really like and print the source code from that page.
10. Change the home page default on your computer so that it always opens to Oprah.com.
11. Clear the history on your computer so that the address bar does not show any of the sites that you visited today.

# INTERNET AND E-MAIL ASSESSMENT DIRECTIONS

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12. Send an email to your instructor showing that you can attach a file to the email.
13. Send an email to 3 different email addresses at the same time.
14. Send an email that contains a cc to your instructor.
15. Create a group so that it is easy to send an email to everyone in the group.
16. Forward an email message to your instructor
17. Your instructor will send you an email that has multiple recipients. Reply to all the recipients with one email back.
18. Send an email with a high priority to your instructor.
19. Use the search feature in your email account and find the email your instructor sent you last week about the Accounting Seminar that is next week.
20. Create three new folders in your email account and save the appropriate emails to those folders.
21. Describe three elements of a professional email.
  - a.
  - b.
  - c.



# Computer Applications Assessment

## **Internet & Email Assessment Key**

# INTERNET AND E-MAIL ASSESSMENT ANSWERS

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1. Answers vary by what corporation the student selected.
2. Answers vary depending on the school location and students' home addresses.
3. Answers vary depending on the phone number used.
4. URL stands for Universal Resource Locator.
5. Answers will vary. Some possible answers would be Google.com, MSN.com, Yahoo.com, Ask.com and Dogpile.com
6. The following suffix are used for:
  - a. .com – business or commercial
  - b. .edu – educational organization
  - c. .org – non-profit organization
  - d. .mil – military
  - e. .net – network provider
  - f. .gov – government
7. The bookmark will have to be checked on the individual student computer. Look under the student's bookmarks.
8. To save a web page on your computer, click **File** on the menu bar and select **Save As**, select the folder where you want to save the page, pick the file type that you will be using and select **Save**. Each student's computer will have to be checked to see that they saved the file.
9. Answers will vary. To view the source code, go to page and select view source.
10. Each student computer will need to be check to see that the browser points to the desired default page.
11. Each computer will have to be checked to see that the history has been cleared.
12. Each instructor should receive an email with an attachment from their student.
13. Each instructor will have to check to see if the email is sent to multiple recipients.
14. Each instructor will have to check to see if the email contains a cc.
15. The student will have to show the instructor that they created a group in their email account.
16. Each instructor will have to check their email account for a forwarded message from the student.
17. Each instructor will have to check that all members of the group received the email from the student.
18. Each instructor will have to check their email for high priority emails from their students.
19. Students will have to demonstrate for their instructors that they can find the email from the previous week.

# INTERNET AND E-MAIL ASSESSMENT ANSWERS

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- 20.** Students will have to show the instructor their email account folders and explain their file structure.
- 21.** Answers vary. Some possible answers are:
- a. Have a descriptive subject line
  - b. Keep the email brief and direct
  - c. Do not type in all caps that is shouting
  - d. Proofread carefully before sending and always use spell check



# Computer Applications Assessment

## **Word Processing Assessment**

# WORD PROCESSING ASSESSMENT DIRECTIONS

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Follow these steps to create a newsletter:

1. Set all margins at 0.75 inch, clear all tabs, and set one tab at 0.25 inch from the left margin.
2. Create an open table with 2 columns and 2 rows; drag the middle column border to the left so that the first column is about 1.75 inches wide.
3. Change alignment in Column B to right.
4. In Column B, Row 1, change to Times New Roman, Bold, 36 point, and type **Health Connection**.
5. Press Enter twice, change to Arial, Regular, 16 point, type **A Newsletter From Office Temporaries**, and then press Enter once.
6. Move to Column A, Row 2. Change to Arial, Regular, 12 point, and type **Vol. XX, Issue No. 7**. (Do not key the period.) Move to Column B, and type **January 2007** in Arial, Regular, 12 point.
7. Change the line styles in the table to those shown. Set the bottom of Row 1 for a thick line style ( 4 ½ point) and the bottom of Row 2 for a single line style (3/4 point).
8. In Column A, Row 1, insert a decorative image such as the one shown. Size and position the image as shown.
9. Move outside the table below Column A, press Enter twice, change to Times New Roman, Bold, 12 point, and type **From the President:**
10. Press Enter once, change to Times New Roman, Bold, 24 point, type **Stress Reduction Seminar**, and press Enter twice.
11. Move to the end of the document and define 3 columns to apply from this point forward. Use the default settings.
12. Type the information as shown using Times New Roman, Regular, 14 point, in Columns 1 and 2.
13. Press Tab to indent the paragraphs as shown, and force a column break at the end of each column as shown.
14. At the top of Column 3, create a text box about the size of the one shown, and drag it into position as shown.
15. If necessary, format the top and bottom borders using a thick line style (4 ½ point), and apply a 10% fill.
16. Inside the box, change to Arial, Bold, 12 point, and center and type the lines as shown. Adjust the box size, if necessary, so that all text is visible.
17. Move outside the text box, and position the insertion point below the text box to type the rest of the column as shown.
18. Change to Times New Roman, Regular, 24 point, and type the heading **Did you know that . . . .**

# WORD PROCESSING ASSESSMENT DIRECTIONS

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19. Press Enter once. Change to Times New Roman, Regular, 14 point, and type the bulleted list as shown using any bullet style. (You may need to decrease indent for the bullets to make everything align.)
20. If the bulleted list extends to a new page, drag the text box in Column 3 up until all of the Column 3 text fits on the first page.
21. Under “Did You Know……” move “Watching too Much TV……” before “Chewing Gum……”
22. Below the first two columns, insert a clipart image of a relaxing setting or a decoration.
23. Size and drag the image under the first two columns as shown in the illustration.
24. Create Footer with date and time inserted on the far right column.
25. Insert Header with student name on the left, Page number in the center, and assignment number on the right.
26. Save as Newsletter1 and then save again as Newsletter2.
27. Run spell check.
28. Print



# Health Connection

A Newsletter From Office Temporaries

Vol. XX, Issue No. 7

April 2007

From the President:

## Stress Reduction Seminar

Do you want to learn about five proven ways to reduce the stress in your life? Have you noticed that lately you just can't seem to relax no matter what you try?

If you answered yes to either of these questions, then you need to learn how to manage the stress in your life instead of letting the stress manage you.

A stress reduction seminar will be held at The Water's Edge Inn, April 3 through April 5.

Office Temporaries will pay for all registration fees as part of a new, innovative employee health plan.

The Water's Edge Inn was chosen for its unique ambience. The setting offers visitors a quaint peaceful retreat—a place to unwind and reap the greatest benefit from the techniques you will be learning.

I am extending my personal invitation to you to join us. You will be glad you did!

April 3-5

The Water's Edge Inn  
2635 Lakeview Drive  
Montecito, CA 93150

For Reservations  
Call 800-555-1205

## Did you know that . . .

- ∴ Chewing sugarless gum is almost as good as brushing to remove loose food particles from your teeth?
- ∴ Watching too much TV can contribute to feelings of hostility and depression and can lead to obesity?
- ∴ Carbonated drinks can leach calcium from bones?



# Computer Applications Assessment

## **Word Processing Answer Key**



# Health Connection

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## Did you know that . . .

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- ∴ Carbonated drinks can leach calcium from bones?



# Computer Applications Assessment

## **Presentation Assessment**

# PRESENTATION ASSESSMENT DIRECTIONS

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1. Create an 11-slide presentation
2. Choose a Slide Design
3. On Slide No. 1
  - a. Change background to white
  - b. Change text box font colors to white
4. Title Slides remaining slides with the following:
  - a. Bulleted List
  - b. Hyperlinks
  - c. Notes Page
  - d. Imported Pictures
  - e. Movie
  - f. Diagram
  - g. Movie
  - h. Printouts
  - i. Animations and Sounds and other Requirements
  - j. Slide No. 11 will be a hidden slide
5. Alter Slide No. 2 and create a bulleted list for Table of Contents
  - a. Hyperlink slide titles in bulleted list to appropriate slides
  - b. Change color of hyperlinks
  - c. Include a WordArt to be linked to Hidden Slide
  - d. Create a footer on slide that includes title of presentation and slide number
6. Alter Slide No. 3 for bulleted list with at least two levels
  - a. Change font, font size, and font color
  - b. Change bullets for each level
  - c. Include an action button that will be hyperlinked back to Table of Contents  
*Copy action button to remaining slides*
  - d. Use Autofit on bulleted list to fill slide appropriately
7. Alter Side No. 4 demonstrating ways to hyperlink
  - a. Change background with a picture fill
  - b. Insert a WordArt and hyperlink to a search engine
  - c. Insert a ClipArt and hyperlink to relevant site  
*Insert a text box under ClipArt to indicate hyperlinked site*
  - d. Insert a text box and hyperlink to school site

# PRESENTATION ASSESSMENT DIRECTIONS

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8. Alter Slide No. 5 and include a Notes Page
  - a. Change background to a gradient fill  
*Omit background graphics from master*
  - b. Change font color for readability
  - c. Create a Notes Page for this slide including at least three sentences
    - i. List the sound that is inserted to last through three slides
    - ii. Name of Student
    - iii. Other information
  - d. Insert sound to last three slides
    - i. Hide sound while playing
    - ii. Start with previous
    - iii. In animation order, start first
  - e. Animate Text boxes with title being animated last
9. Alter Slide No. 6 to include an imported picture with text indicating source
10. Alter Slide No. 7 to include diagrams and/or charts
  - a. Change fill of objects
  - b. Change font size, font color, and font of included text
  - c. Add or subtract times from diagrams and/or charts
  - d. Animate diagrams and/or charts
11. Alter Slide No. 8 to include a movie
  - a. Include a text box to help introduce movie
  - b. Animate movie after previous
12. Alter Slide No. 9 by inserting a text box to include another list with animation, sound, and objects of student's choosing
13. Alter Slide No. 10 by inserting a text box to include another list with animation, sound, and objects of student's choosing
14. Alter Slide No. 11 by inserting a text box to include another list with animation, sound, and objects of student's choosing
  - a. Hide slide with only link from Table of Contents and WordArt on Slide No. 10
  - b. Include an animation of a WordArt to indicate completion of presentation
15. Use slide transitions on all slides with appropriate length for slide
16. Print presentation in a 3, 6, and 9 slide handout with a header on handout to include student's name and footer to include date of presentation
17. Print Slide No. 5 only as a Notes Page

# PRESENTATION ASSESSMENT DIRECTIONS

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18. Package presentation to CD or a folder
19. Include animations and slide transitions for a smooth non-clicking show except for hyperlinks
20. Demonstrate how to loop presentation as if presented for a kiosk.



# Computer Applications Assessment

## **Presentation Answer Key**

The answer key for this assessment is provided as a separate file. Please download the

### **Presentation\_Assessment key 1108**

file from the IBEA website to get the key for this assessment. It is provided in PowerPoint 2003 format.



# Computer Applications Assessment

## **Database Assessment**

# DATABASE ASSESSMENT DIRECTIONS

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Open the file named ***Student Test Copy of Access 2002 Faculty***.

1. Using Faculty table, what is the average weekly salary of Office Technology instructors? Save query as **yourlastnameSalary**. Tasks 26 & 36
2. Using Faculty table, how many Office Careers instructors are on the list? Save query as **yourlastnameCareers**. Tasks 26 & 36
3. Using Faculty table, what is the highest weekly salary? Save query as **yourlastnameHigh**. Tasks 26 & 36
4. Using Faculty table, when was the first faculty member hired? Save query as **yourlastnameEarly**. Tasks 26 & 36
5. Using Faculty table, what is the total salary paid to all community college faculty? Save query as **yourlastnameTotal**. Tasks 26 & 36
6. Copy the Faculty2 table to **yourlastnameFaculty2**. Sort yourlastnameFaculty2 on Last name in ascending order. Print the table. Tasks 15, 16 & 41
7. Using a query. Sort Faculty on School and then within school on Last name in descending order. Display the First Name, Last Name and School fields in the listed order. Save the query as **yourlastnameSchoolLast**. Print the sorted results. Tasks 17 & 37
8. Using Faculty table, create a select query that will display First Name, Last Name, and School for Office Technology instructors. Save the query as **yourlastnameOT**. Tasks 19 & 36
9. Using Faculty table, create a select query that will display First Name, Last Name, and Weekly Salary of the highest five paid faculty. Save the query as **yourlastnameHighSalary**. Tasks 20 & 36
10. Using Faculty table, create a Select query that will display First Name, Last Name, and Weekly Salary of the lowest fifteen percent of paid faculty. Save the query as **yourlastnameLowSalary**. Tasks 21 & 36
11. Using Faculty table, create an update query that will change all the records with the school name of Richland College to Richland Community College. Save the query as **yourlastnameRCC**. Tasks 22 & 36
12. Using Faculty table, create a Select query that will contain all fields for the records from Lincoln Trail College. Save the query as **yourlastnameLincoln**. Do not close the query. If you have closed the query, reopen it in design view. Switch the query to a Make-Table query that will create a new table in the current database. The new table should contain all the fields for the records from Lincoln Trail College. Save the Make-Table query as **yourlastnameLincolnTrail**. Save the table as **yourlastnamedeletedFacultyrecords**. Tasks 19, 23 & 36
13. Do not close the yourlastnameLincolnTrail query. If you have closed the query, reopen it in design view. Switch the query to a Delete query. Save the query as **yourlastnamedeletedLincolnrecords**. Run the Delete query. Tasks 25 & 36
14. Using Faculty table, create a Select query that will contain all fields for the records from Parkland College. Save the query as **yourlastnameParkland**. Do not close the query. If you

# DATABASE ASSESSMENT DIRECTIONS

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have closed the query, reopen it in design view. Switch to an Append query that will add all the fields for the records from Parkland College to the yourlastnamedeletedFacultyrecords table in the current database. Save the query as **yourlastnameParklandCollege**. Tasks 19, 24, & 36

15. Do not close the yourlastnameParklandCollege query. If you have closed the query, reopen it in design view. Switch the query to a Delete query. Save the query as **yourlastnamedeletedParklandrecords**. Run the Delete query. Tasks 25 & 36
16. Using Faculty2 table, create a Select query that will list the first name and last name fields for all records and then calculate how long each faculty member has been employed. Save the query as **yourlastnameTenure**. Tasks 27 & 36
17. Using Faculty2 table, create a Select query that will list the first name and last name fields for all records and then calculates a salary decrease for each faculty member of 5% and the new weekly salary if the 5% salary decrease is carried out. Format the salary decrease as Currency with two decimal places. Save the query as **yourlastnamesalarydecrease**. Tasks 5, 28 & 36
18. Using Faculty2 table, create a Select query that will list the first name and last name fields for all records and then calculates a salary increase for each faculty member of 3% and the new weekly salary if the 3% salary increase is granted. Format the salary increase as Currency with two decimal places. Save the query as **yourlastnamesalaryincrease**. Tasks 5, 29 & 36
19. Using Faculty2 table, create a Select query that will combine the first and last name in one field titled Name for all records and then include the Phone number field. Save the query as **yourlastnameFirstLast**. Tasks 30 & 36
20. Using Faculty2 table, create a Select query that will select the first name and last name for all faculty that teach in the Office Technology area at Lake Land College. Save the query as **yourlastnameLakeLand**. Tasks 31 & 36
21. Using Faculty2 table, create a Select query that will select the first name and last name for all faculty that teach at schools located in Belleville, Elgin, or Canton. Save the query as **yourlastnameLocation**. Tasks 31 & 36
22. Using Faculty2 table, create a Select query that will select the first name and last name for all faculty that do not teach in the Office Careers area. Save the query as **yourlastnamenOfficeCareers**. Tasks 31 & 36
23. Using Faculty2 table, create a Select query that will select the first name and last name for all faculty that earn more than \$5,000.00 weekly. Save the query as **yourlastnameEarn**. Tasks 32 & 36
24. Using Faculty2 table, create a Select query that will select the first name and last name for all faculty hired before January 1, 1960. Save the query as **yourlastnameHired**. Tasks 32 & 36
25. Using Faculty2 table, create a Select query that will list for all faculty the first name, last name, and a 6% salary increase if the weekly salary is less than \$1000. Save the query as **yourlastnameIncrease**. Tasks 33 & 36

# DATABASE ASSESSMENT DIRECTIONS

26. Using Faculty2 table, create a parameter query that will allow the user to select the first name and last name when the city criteria is entered when the query is run. Save the query as **yourlastnameCity**. Tasks 34 & 36
27. Using the yourlastnameFaculty2 table, filter the data to show only records of Faculty teaching in the Office Technology area. Print the filtered data. Remove the filter. Task 18
28. Using the yourlastnameFaculty2 table, filter the data to show only the records of faculty positions of Office Systems or Dean. Print the filtered data. Remove the filter. Task 18
29. Using the yourlastnameFaculty2 table, create a form similar to the one shown below. Save the form as **yourlastnameFaculty Form**. Task 38

The screenshot shows a Microsoft Access window titled "Microsoft Access - [MackeyFaculty Form]". The window displays a form titled "Faculty Information" with the following data:

First Name	Last Name	School
Linda	Harper	Richland College

Street	City	State	Zip	Phone
One College Park	Decatur	IL	62521	(217) 875-7200

Teaching area	Date Hired	Weekly Salary
Computer Information Systems	3/18/1977	\$2,916.00

Record: 1 of 36  
Form View

30. Using the query named report1query, create a report formatted as shown. Include your name in the page footer area. Task 39

# DATABASE ASSESSMENT DIRECTIONS

*Community College Directory*

<u>LastName</u>	<u>FirstName</u>	<u>School and Address</u>	<u>Telephone</u>
Stacy	Glenn	South Valley Community College 172 Illinois Route 2 Oswan IL 61021	(815) 235-5511
Seibe	Sharon	Richard Community College One College Park Decatur IL 62521	(217) 875-7200
Stach	Kathy	Lake Land College 501 Lake Land Boulevard Maitland FL 32751	(217) 224-5245
Caruthers	Cathy	Lewis & Clark Community College 5507 Godfrey Road Godfrey IL 62035	(618) 467-3411
Duckstein-Lippold	Carol	Walton Community College 8147 41st Street Road Sugar Grove IL 60154	(820) 455-7500
Hadden	Judy	Danville Area Community College 2000 East Main Street Danville IL 61822	(217) 443-5520
Harper	Linda	Richard Community College One College Park Decatur IL 62521	(217) 875-7200
Huffman	Linda	Sign Community College 1100 Spelman Drive Sign IL 60132	(708) 897-1000
Henry	Jane	Lake Land College 501 Lake Land Boulevard Maitland FL 32751	(217) 224-5245

Friday, October 26, 2007 Page 1 of 3  
Your Name

31. Using the query named **report2query**, create a report grouped on school and formatted as shown. Include your name in the page footer area. Task 40

# DATABASE ASSESSMENT DIRECTIONS

*Community College Salaries*

<i>School</i>	<i>Last Name</i>	<i>First Name</i>	<i>Weekly Salary</i>
<i>Black Hawk College--East Campus</i>			
	Lutz	Paula	\$6,874.00
		<b>Total</b>	\$6,874.00
<i>College of Dupage</i>			
	Wass	Patricia	\$109.00
		<b>Total</b>	\$109.00
<i>Danville Area Community College</i>			
	Hadden	Judy	\$487.00
	Satterthite	Marilyn	\$265.00
	Shepherd	Marilyn	\$7,892.00
		<b>Total</b>	\$8,307.00
<i>Elgin Community College</i>			
	Hoffman	Linda	\$7,488.00
		<b>Total</b>	\$7,488.00
<i>Highland Community College</i>			
	Ryan	Donna	\$912.00
		<b>Total</b>	\$912.00
<i>Illinois Central College</i>			
	Waltz	Sharon	\$824.00
		<b>Total</b>	\$824.00
<i>John Wood Community College</i>			
	Schmidt	Nancy	\$7,331.00
		<b>Total</b>	\$7,331.00
<i>Kankakee Community College</i>			
	Kunze	Rochelle	\$4,893.00
		<b>Total</b>	\$4,893.00

Friday, October 26, 2007 Page 1 of 1  
Year Name

32. Publish the Deleted Records report on your disk to Microsoft Word. Add your name to the footer in Word. Also in Word, capitalize the first a in Area. Save the report in Word as a Word file with the .doc extension. Name the report **Accessreport**. Task 42
33. Analyze the Community College Faculty Salaries report on your disk to Microsoft Excel. Add **Community College Faculty Salaries** as the centered header and your name as the footer in Excel. Also in Excel, sum the Salary column. Save the report in Excel as **Accessreport**. Task 43
34. Using labelquery, create mailing labels for the Office Technology faculty. Sort the labels on last name. Task 44
35. Create a new database named Natural Modeling Agency. Tasks 1 & 2
36. Applying principles of good database design, create a table to hold the data shown in the form provided. Assign field names, data types, and field size. Format the fields as needed. Set a default value and create input masks where appropriate. Assign a primary key field. Save the table as **Clients**. Tasks 3, 4, 5, 6, 7, 8, & 11

# DATABASE ASSESSMENT DIRECTIONS

The screenshot shows a database form titled "Natural Modeling Agency" with four records. Each record contains the following information:

ID No.	Name	Gender	Date of Birth	Height	Weight	Telephone	Street	City	State	Zip	Pay Rate
1	Jeff Anderson	<input type="checkbox"/> F <input checked="" type="checkbox"/> M	4/8/1925	5'10.2 in	190 lbs	(217) 321-3225	124 Water Street	Champaign	IL	61822-1240	A
2	Nancy Finley	<input checked="" type="checkbox"/> F <input type="checkbox"/> M	2/12/1927	5'10.5 in	120 lbs	(217) 512-5250	85 Benton Drive	Decatur	IL	62526-5200	C
3	Barbara Taylor	<input checked="" type="checkbox"/> F <input type="checkbox"/> M	10/18/1929	5'11.5 in	110 lbs	(217) 732-5519	7745 Keele Road	Argenta	IL	62521-7745	C
4	Tom James	<input type="checkbox"/> F <input checked="" type="checkbox"/> M	9/8/1920	5'10.0 in	180 lbs	(217) 577-7524	4474 North Raymont Drive	Decatur	IL	62521-4574	B

37. Enter the four records shown in the form above into the Client table. Proofread carefully and edit as needed to make sure the data is accurate. Tasks 12 & 13
  38. Create a second table in the Natural Modeling Agency database. This table defines the dollar amount associated with the A, B, and C pay rate in the Client table. Save the new table as **Pay Rate**. The two fields and three records for this table are shown below. Assign field names, data types, and field size. Assign a primary key field. Tasks 3, 4, 5, 8, & 11
- | Pay Rate | Hourly Rate |
|----------|-------------|
| A        | \$ 7.35     |
| B        | 9.15        |
| C        | 12.40       |
39. Using the Clients table and the Pay Rate table, create a query that will display the model's first name, last name, and hourly rate of pay. Save the query as **yourlastnamePayRate**. Tasks 9, 10, & 35
  40. Import data from the Hourly Rates Excel worksheet into the Access Pay Rate table. Task 14



# Computer Applications Assessment

## **Database Assessment Key**

The answer keys for this assessment are also provided as two files. Please download the

### **Key Access 2002 Faculty *and* Key Natural Modeling Agency**

files from the IBEA website to get the key for this assessment. The files are in Access 2003 format.

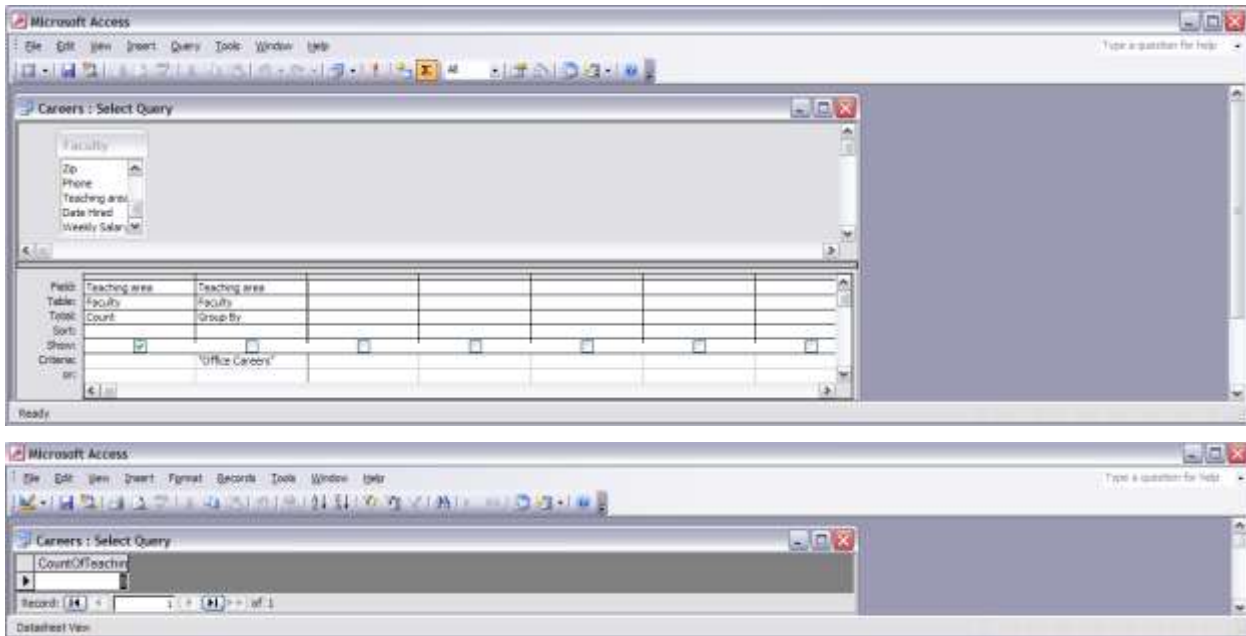
# DATABASE ASSESSMENT KEY

Open the file named Student Test Copy of Access 2002 Faculty.

1. What is the average weekly salary of Office Technology instructors? Save query as **yourlastnameSalary**. Task 26 & 36

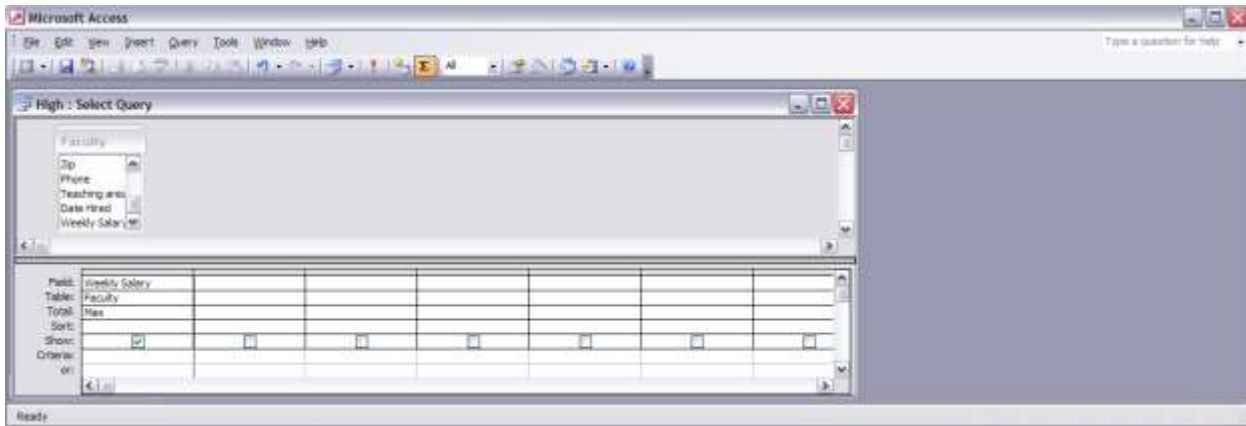


2. How many Office Careers instructors are on the list? Save query as **yourlastnameCareers**. Task 26 & 36

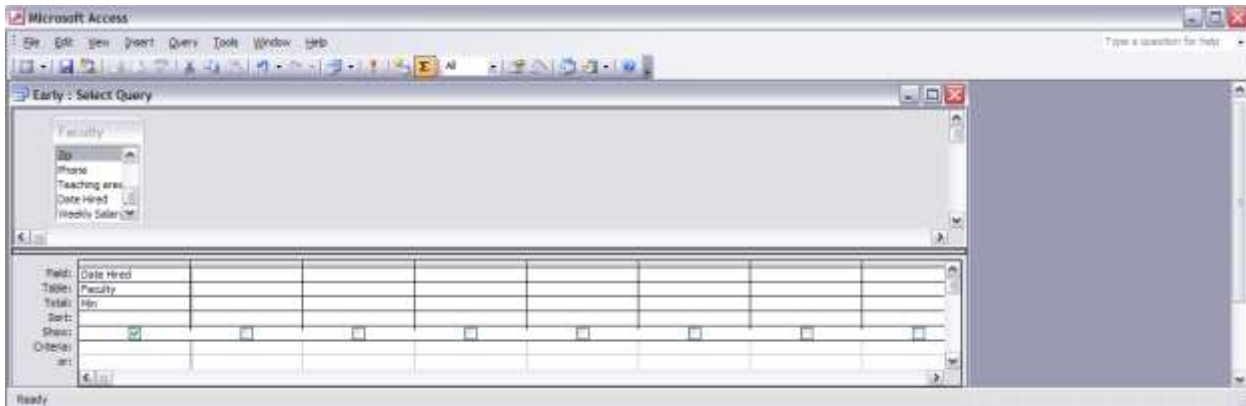


3. What is the highest weekly salary? Save query as **yourlastnameHigh**. Task 26 & 36

# DATABASE ASSESSMENT KEY

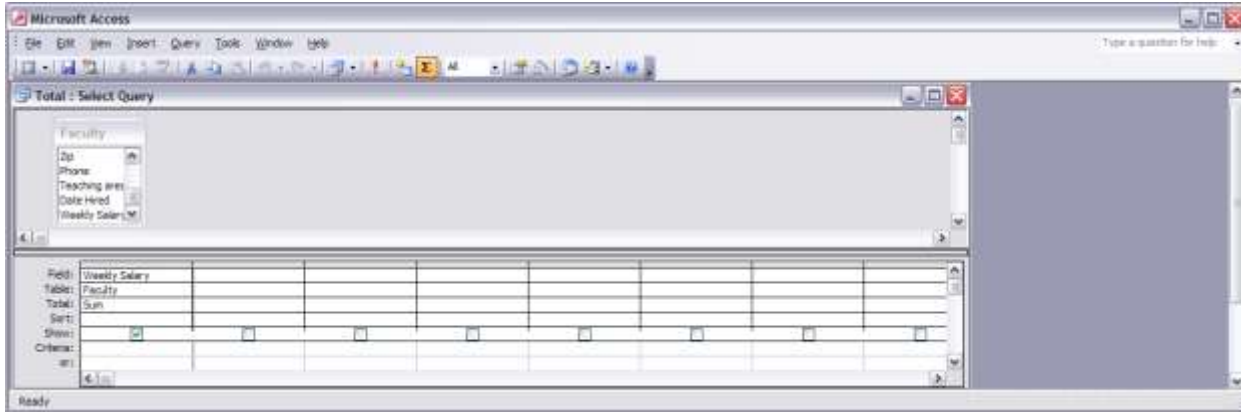


4. When was the first faculty member hired? Save query as **yourlastnameEarly**. Task 26 & 36

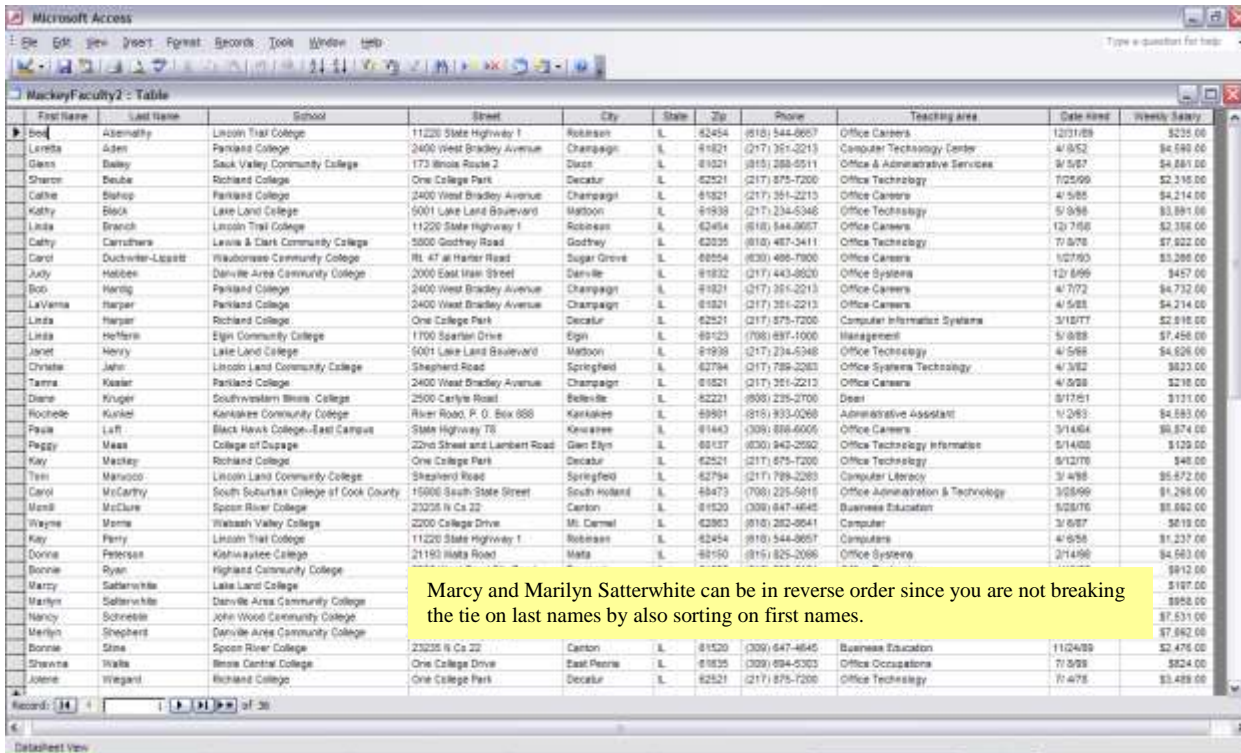


5. What is the total salary paid to all community college faculty? Save query as **yourlastnameTotal**. Task 26 & 36

# DATABASE ASSESSMENT KEY

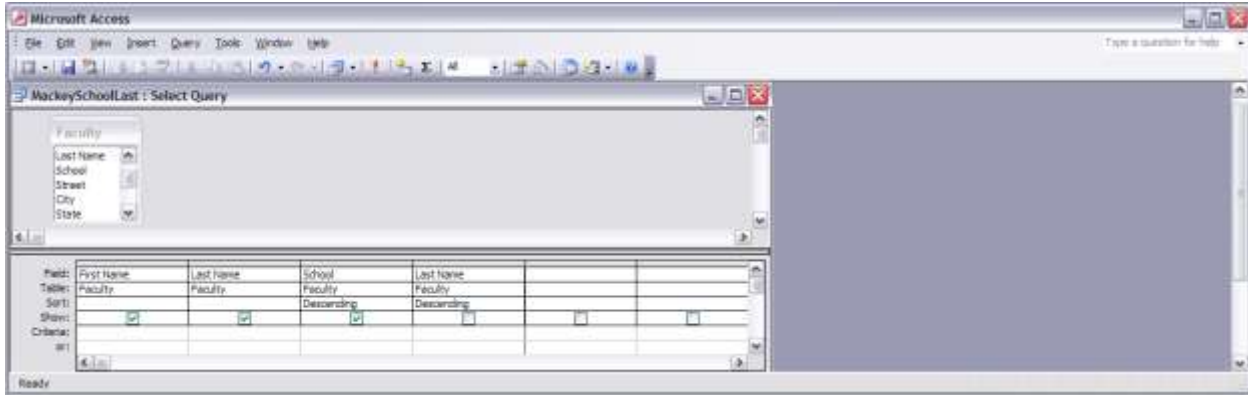


6. Rename the Faculty2 table to **yourlastnameFaculty2**. Sort yourlastnameFaculty2 on Last name in ascending order. Print the table. Task 15, 16 & 41

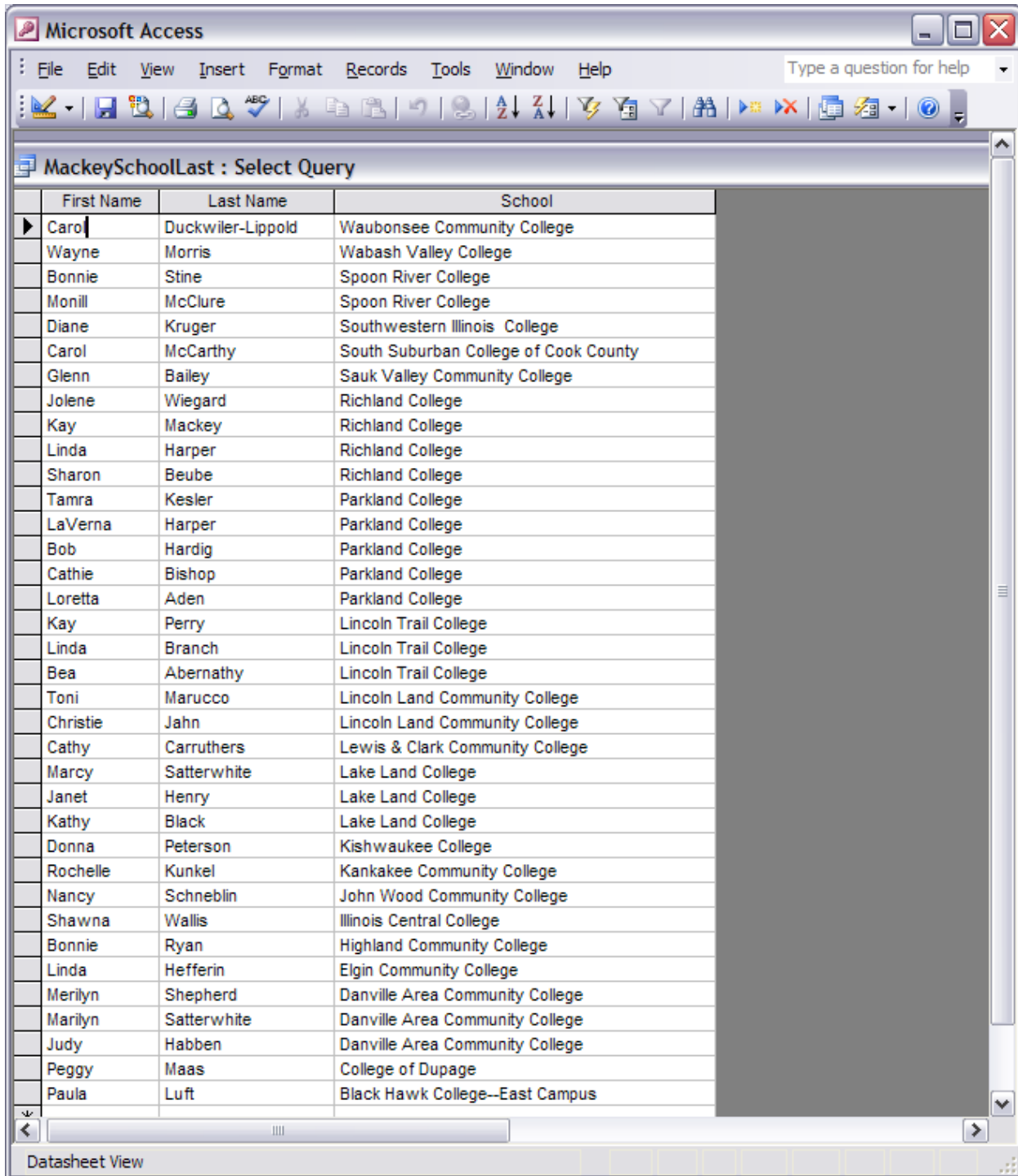


7. Using a query. Sort Faculty on School and then within school on Last name in descending order. Display the First Name, Last Name and School fields in the listed order. Save the query as **yourlastnameSchoolLast**. Print the sorted results. Task 17 & 37

# DATABASE ASSESSMENT KEY



# DATABASE ASSESSMENT KEY

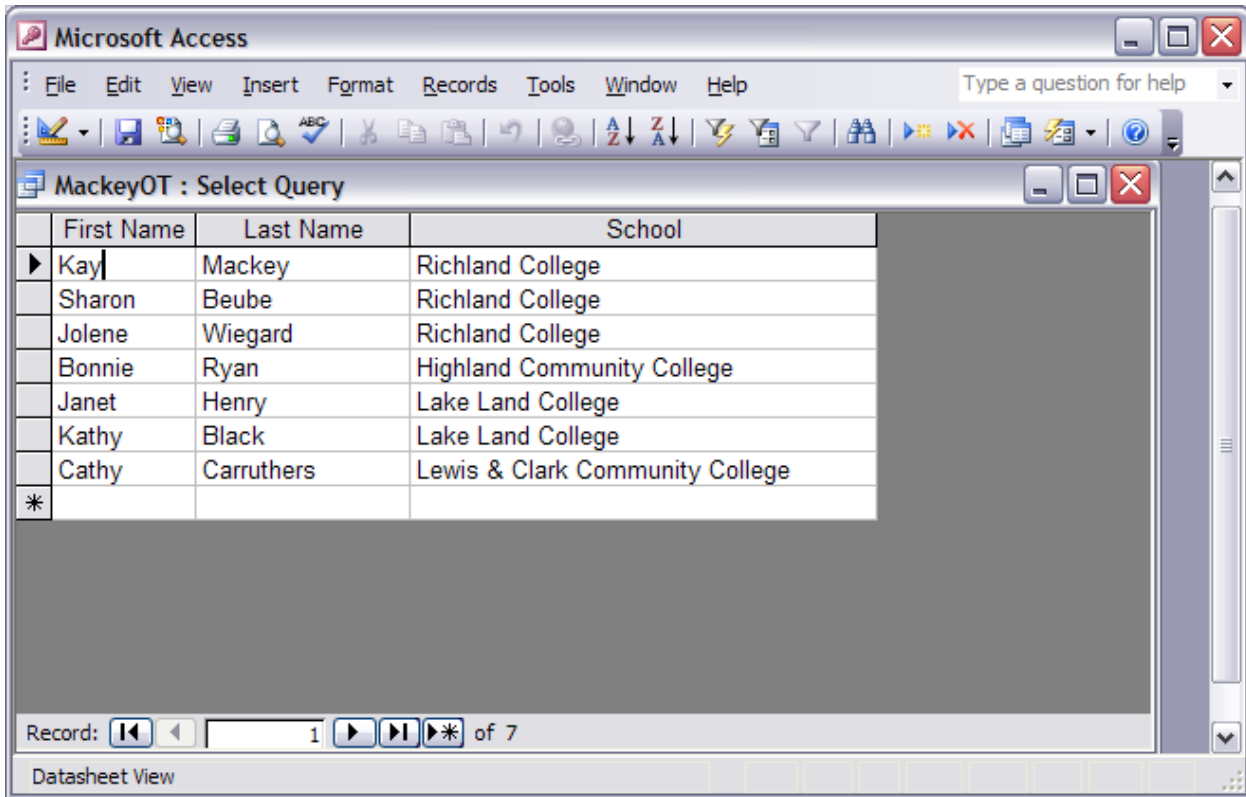


The screenshot shows a Microsoft Access window titled 'MackeySchoolLast : Select Query'. The window displays a table with three columns: 'First Name', 'Last Name', and 'School'. The data is sorted by the 'Last Name' column. The first row is selected, showing 'Caro' as the first name and 'Duckwiler-Lippold' as the last name, with 'Waubonsee Community College' as the school. The table contains 40 rows of data.

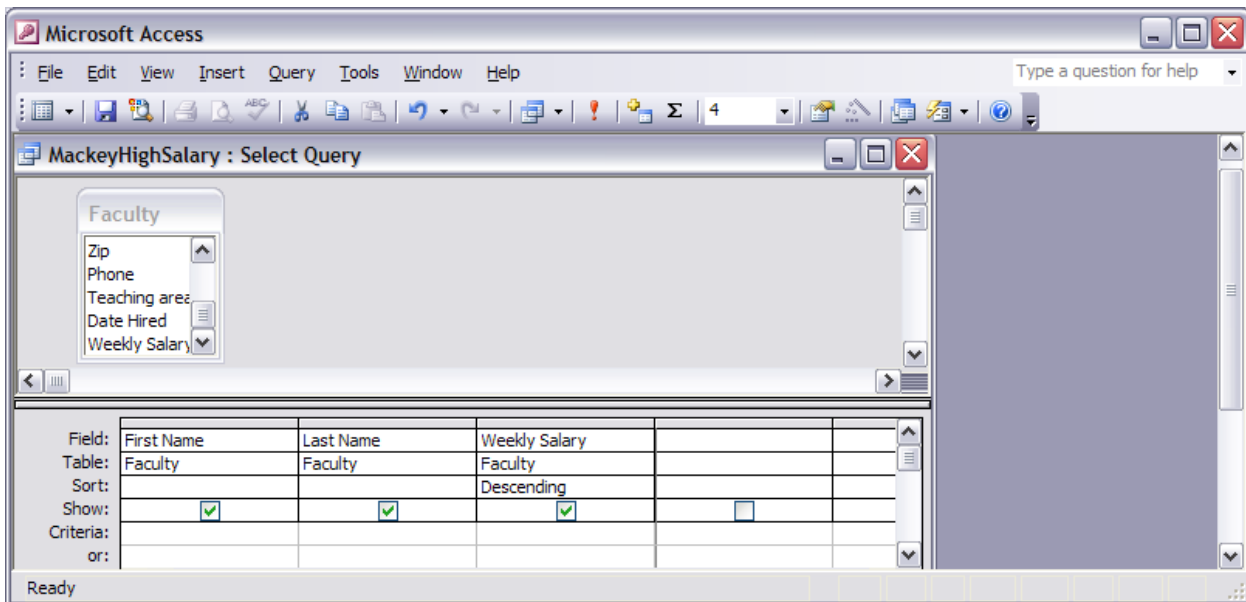
First Name	Last Name	School
Caro	Duckwiler-Lippold	Waubonsee Community College
Wayne	Morris	Wabash Valley College
Bonnie	Stine	Spoon River College
Monill	McClure	Spoon River College
Diane	Kruger	Southwestern Illinois College
Carol	McCarthy	South Suburban College of Cook County
Glenn	Bailey	Sauk Valley Community College
Jolene	Wiegard	Richland College
Kay	Mackey	Richland College
Linda	Harper	Richland College
Sharon	Beube	Richland College
Tamra	Kesler	Parkland College
LaVerna	Harper	Parkland College
Bob	Hardig	Parkland College
Cathie	Bishop	Parkland College
Loretta	Aden	Parkland College
Kay	Perry	Lincoln Trail College
Linda	Branch	Lincoln Trail College
Bea	Abernathy	Lincoln Trail College
Toni	Marucco	Lincoln Land Community College
Christie	Jahn	Lincoln Land Community College
Cathy	Carruthers	Lewis & Clark Community College
Marcy	Satterwhite	Lake Land College
Janet	Henry	Lake Land College
Kathy	Black	Lake Land College
Donna	Peterson	Kishwaukee College
Rochelle	Kunkel	Kankakee Community College
Nancy	Schneblin	John Wood Community College
Shawna	Wallis	Illinois Central College
Bonnie	Ryan	Highland Community College
Linda	Hefferin	Elgin Community College
Merilyn	Shepherd	Danville Area Community College
Marilyn	Satterwhite	Danville Area Community College
Judy	Habben	Danville Area Community College
Peggy	Maas	College of Dupage
Paula	Luft	Black Hawk College--East Campus

8. Using Faculty table, create a select query that will display First Name, Last Name, and School for Office Technology instructors. Save the query as **yourlastnameOT**. Task 19 & 36

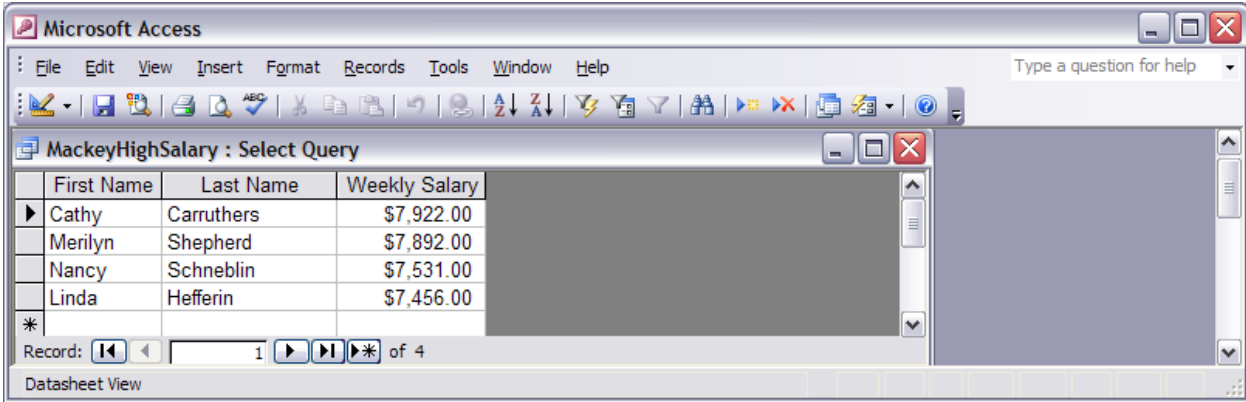
# DATABASE ASSESSMENT KEY



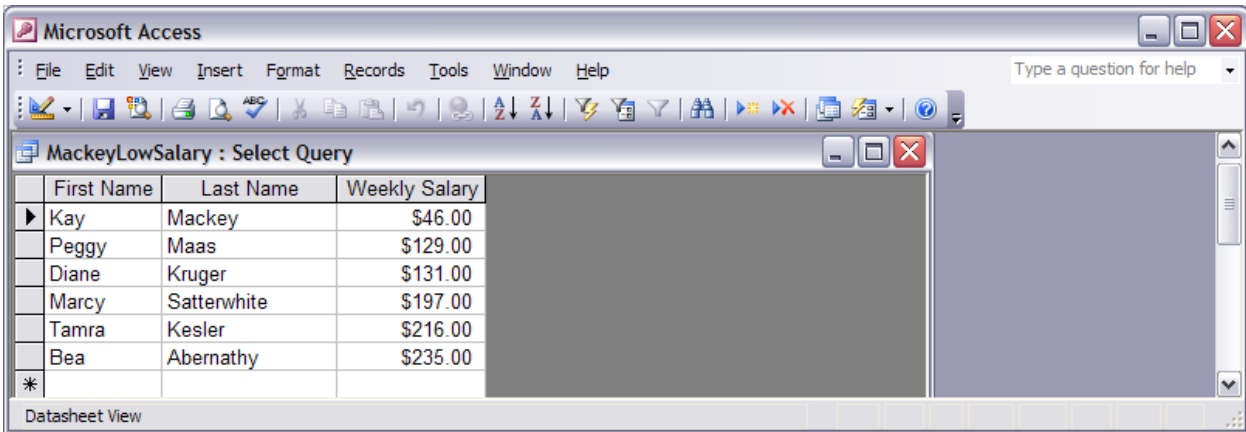
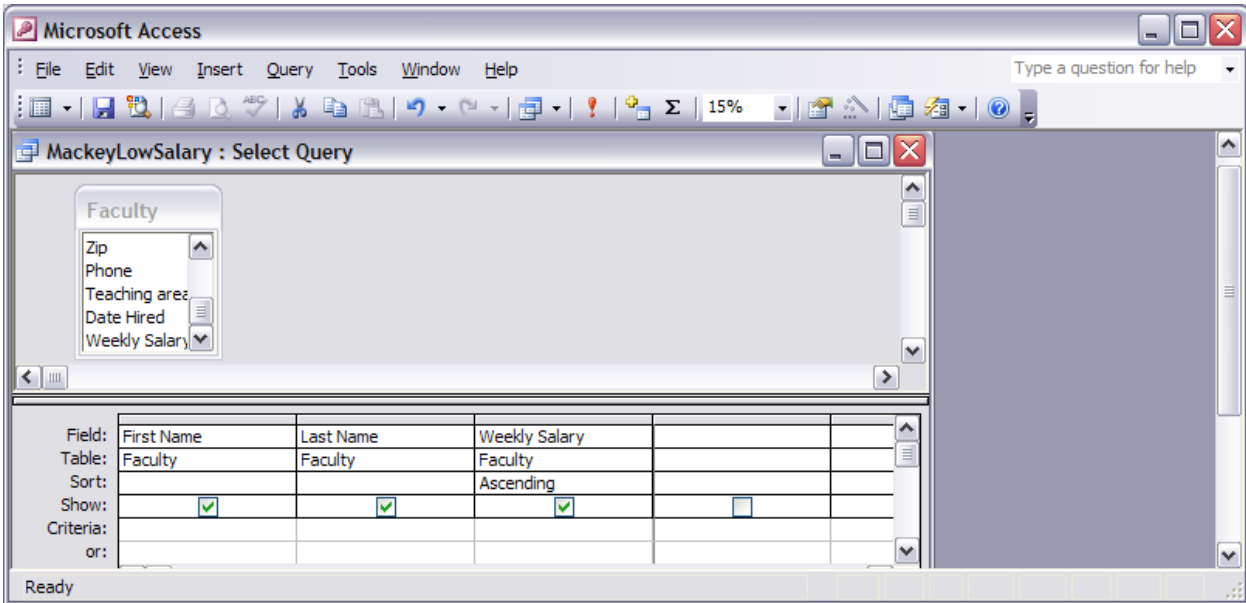
9. Using Faculty table, create a select query that will display First Name, Last Name, and Weekly Salary of the highest four paid faculty. Save the query as **yourlastnameHighSalary**.  
Task 20 & 36



# DATABASE ASSESSMENT KEY

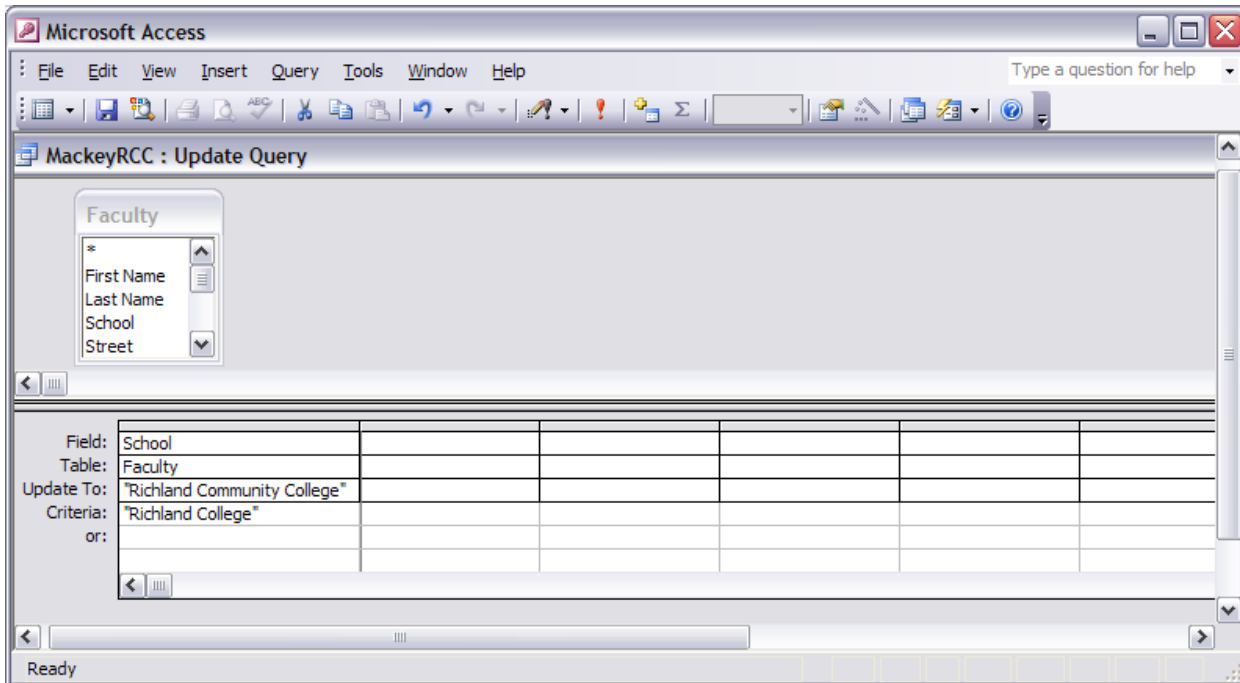


10. Using Faculty table, create a Select query that will display First Name, Last Name, and Weekly Salary of the lowest fifteen percent of paid faculty. Save the query as **yourlastnameLowSalary**. Task 21 & 36



11. Using Faculty table, create an update query that will change all the records with the school name of Richland College to Richland Community College. Save the query as **yourlastnameRCC**. Task 22 & 36

# DATABASE ASSESSMENT KEY

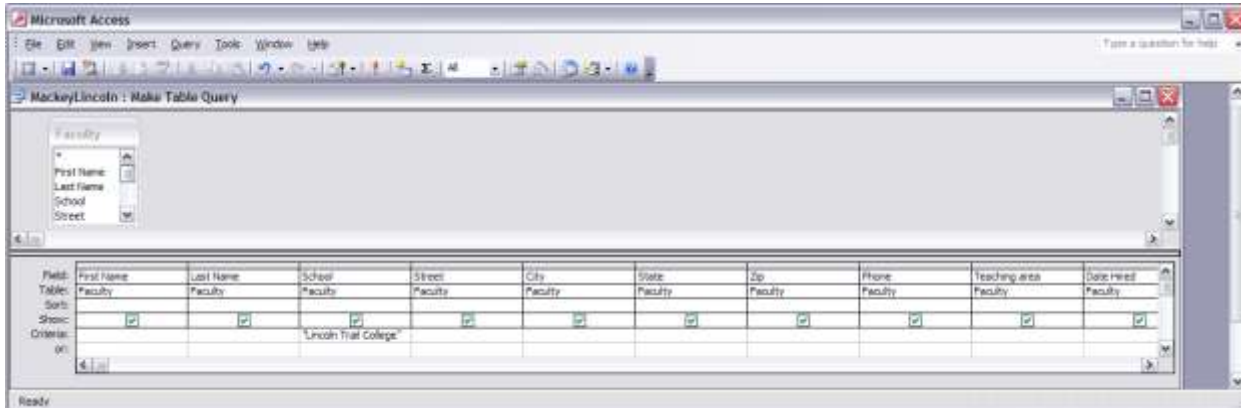
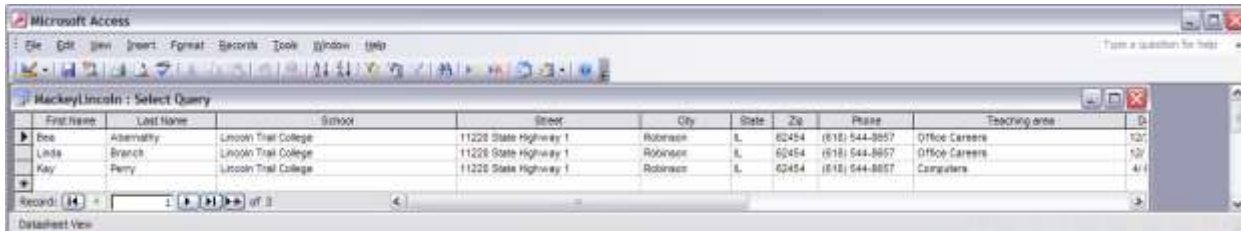
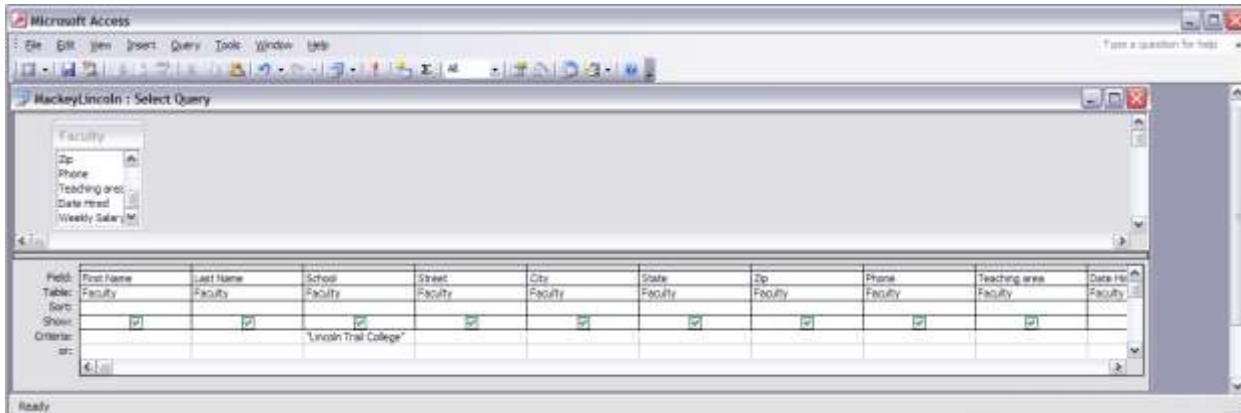


First Name	Last Name	School	Street	City	State	Zip	Phone	Teaching area	Date hired	Web
United	Hajzer	Richland Community College	One College Park	Decatur	IL	62521	(217) 875-7200	Computer Information Systems	3/18/77	
Kay	Hackley	Richland Community College	One College Park	Decatur	IL	62521	(217) 875-7200	Office Technology	8/12/76	
Sharon	Beube	Richland Community College	One College Park	Decatur	IL	62521	(217) 875-7200	Office Technology	7/25/69	
Jolene	Wiegand	Richland Community College	One College Park	Decatur	IL	62521	(217) 875-7200	Office Technology	7/14/73	
Glenn	Baley	Sauk Valley Community College	173 Wines Route 2	Sioux	IL	61021	(815) 268-5811	Office & Administrative Services	8/5/87	
Carol	McCarthy	South Suburban College of Cook County	15800 South State Street	South Holland	IL	60473	(708) 225-5815	Office Administration & Technology	3/28/89	
Donald	HolGare	Spoon River College	23235 N Co 23	Carthage	IL	61520	(309) 647-4645	Business Education	5/28/76	
Bonnie	Sera	Spoon River College	23235 N Co 23	Carthage	IL	61520	(309) 647-4645	Business Education	11/24/88	
Wayne	Roma	Wabash Valley College	2200 College Drive	Mt. Carmel	IL	62863	(618) 282-2641	Computer	3/6/87	
Carol	Duckwiler-Lisopko	Waukegan Community College	Rt. 47 at Harbor Road	Sugar Grove	IL	60054	(830) 496-7600	Office Careers	1/27/83	
Bonnie	Ryan	Highland Community College	2898 West Pearl City Road	Freeport	IL	61032	(815) 235-6121	Office Technology	4/13/85	
Shawna	Walls	Windsor Central College	One College Drive	East Peoria	IL	61635	(309) 694-6303	Office Occupations	7/3/89	
Nancy	Schneidlin	John Wood Community College	150 South 48th Street	Quincy	IL	62301	(217) 224-6500	Department Chair	6/3/88	
Rachelle	Kanick	Kankakee Community College	River Road, P. O. Box 808	Kankakee	IL	62901	(815) 933-0268	Administrative Assistant	1/2/83	
Donna	Peterson	Kankakee Community College	21193 Mata Road	Mata	IL	61150	(815) 825-2086	Office Systems	2/14/86	
Janel	Henry	Lake Land College	5001 Lake Land Boulevard	Mattoon	IL	61933	(217) 234-6346	Office Technology	4/1/88	
Nancy	Satterwhite	Lake Land College	5001 Lake Land Boulevard	Mattoon	IL	61933	(217) 234-6346	Marketing Management	8/14/86	
Kathy	Bass	Lake Land College	5001 Lake Land Boulevard	Mattoon	IL	61933	(217) 234-6346	Office Technology	5/3/88	
Cathy	Caruthers	Lewis & Clark Community College	5890 Gardner Road	Godfrey	IL	62035	(618) 487-3411	Office Technology	7/3/75	
Krystal	Jahn	Lincoln Land Community College	Shepherd Road	Springfield	IL	62794	(217) 798-2283	Office Systems Technology	4/1/82	
Tony	Barucce	Lincoln Land Community College	Shepherd Road	Springfield	IL	62794	(217) 798-2283	Computer Literacy	3/1/88	
Dana	Kruger	Southwestern Illinois College	2530 Carlysle Road	Belleview	IL	62221	(800) 235-2706	Dean	8/17/81	
Roule	Luff	Black Hawk College-East Campus	State Highway 78	Kewanee	IL	61443	(309) 856-6006	Office Careers	3/14/84	
Peggy	Reas	College of DuPage	22nd Street and Lambert Road	Olen Elgin	IL	60137	(830) 942-2592	Office Technology Information	5/14/88	
Marlyn	Satterwhite	Danville Area Community College	2833 East Main Street	Danville	IL	61832	(217) 443-8920	Office Systems	1/1/81	
Judy	Haddon	Danville Area Community College	2833 East Main Street	Danville	IL	61832	(217) 443-8920	Office Systems	12/1/89	
Walter	Shepherd	Danville Area Community College	2833 East Main Street	Danville	IL	61832	(217) 443-8920	Office Systems	4/3/77	
Lynne	Huffman	Eggen Community College	1793 Spartan Drive	Eggen	IL	60123	(708) 897-1006	Management	5/3/88	
Bea	Astermalty	Lincoln Trail College	11220 State Highway 1	Roberson	IL	62464	(618) 544-6857	Office Careers	12/31/88	
Leslie	Branch	Lincoln Trail College	11220 State Highway 1	Roberson	IL	62464	(618) 544-6857	Office Careers	12/1/88	
Kay	Remy	Lincoln Trail College	11220 State Highway 1	Roberson	IL	62464	(618) 544-6857	Computers	4/1/84	
Lorelle	Acen	Parland College	2430 West Bradley Avenue	Champaign	IL	61821	(217) 351-2213	Computer Technology Center	4/3/82	
Cathy	Berkho	Parland College	2430 West Bradley Avenue	Champaign	IL	61821	(217) 351-2213	Office Careers	4/1/84	
LaVerne	Harper	Parland College	2430 West Bradley Avenue	Champaign	IL	61821	(217) 351-2213	Office Careers	4/1/85	
Tanna	Kesler	Parland College	2430 West Bradley Avenue	Champaign	IL	61821	(217) 351-2213	Office Careers	4/1/89	
Bea	Hardy	Parland College	2430 West Bradley Avenue	Champaign	IL	61821	(217) 351-2213	Office Careers	4/1/72	

It is not a good practice to delete records from a database table without creating a backup of the records. This is an easy but often confusing three-step process in Access. Create and run a Select query that contains all fields for the records to be deleted. This step allows the user to see the records that will be deleted. The results of the query can be printed if the user needs a printed backup. Do not close the query. Switch back to Design View. Switch to Make-Table or later an Append-Table query. Run the Make-Table or Append-Table query. The electronic backup of records has just been created. Switch to and run the Delete query. The records are deleted from the main table but are backed up in the Deleted Records Table. This is an easy way to maintain a record of former employees or customers. If the record needs to be restored to the main table, the user can append the records from the Deleted Records Table back to the main table.

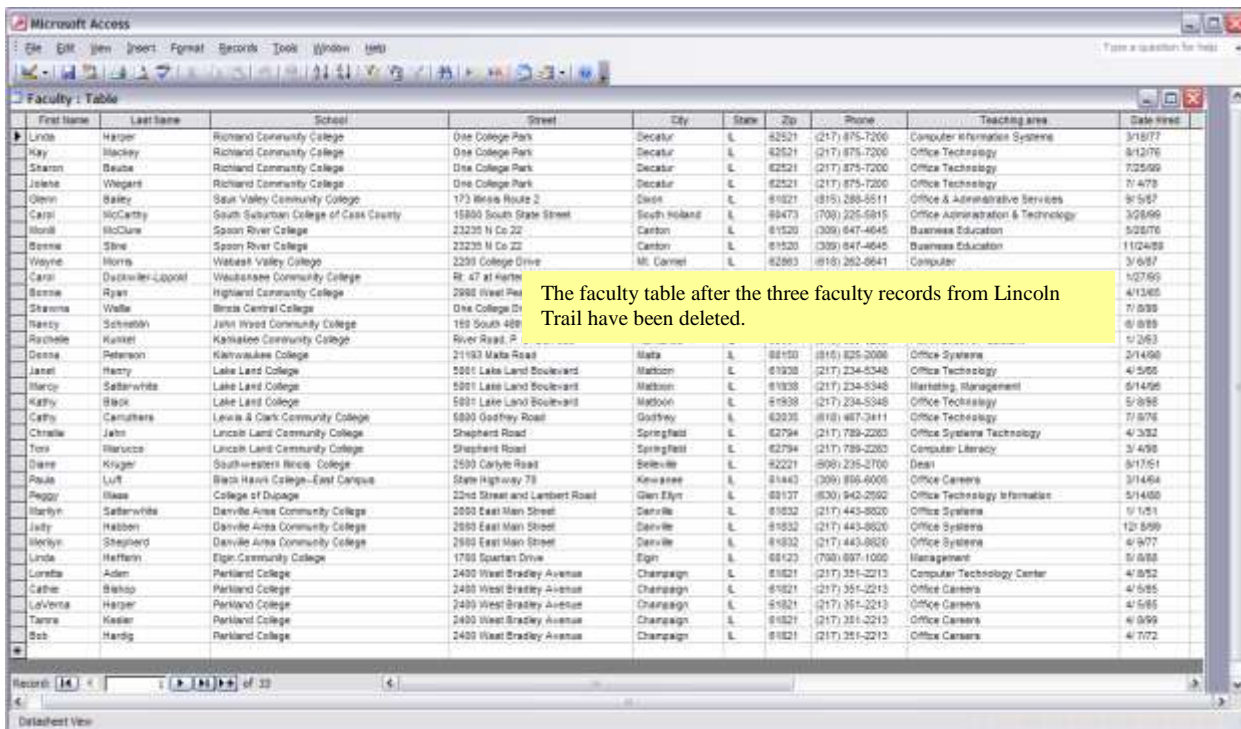
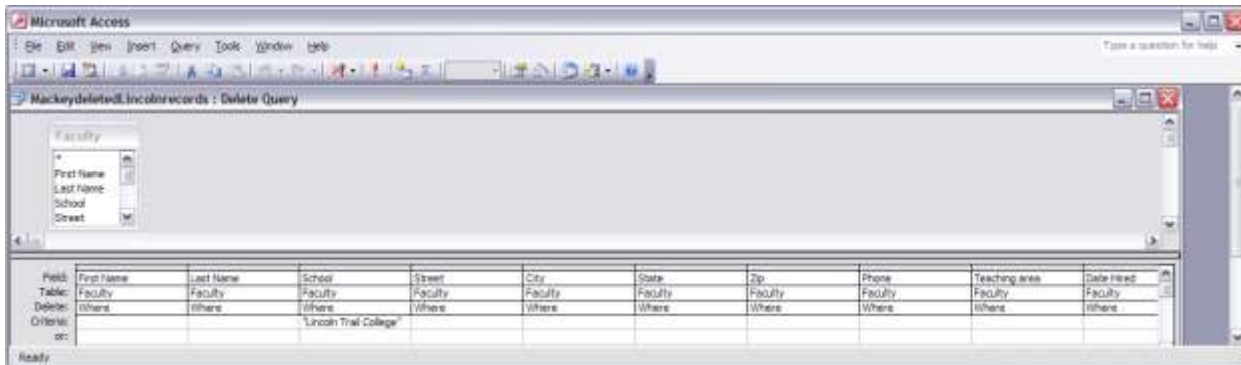
# DATABASE ASSESSMENT KEY

12. Using Faculty table, create a Select query that will contain all fields for the records from Lincoln Trail College. Save the query as **yourlastnameLincoln**. Do not close the query. If you have closed the query, reopen it in design view. Switch the query to a Make-Table query that will create a new table in the current database. The new table should contain all the fields for the records from Lincoln Trail College. Save the Make-Table query as **yourlastnameLincolnTrail**. Save the table as **yourlastnamedeletedFacultyrecords**. Task 19, 23 & 36



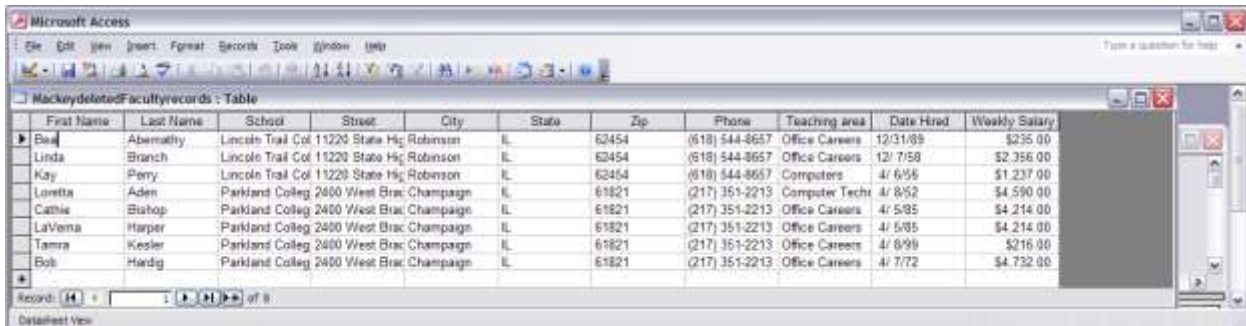
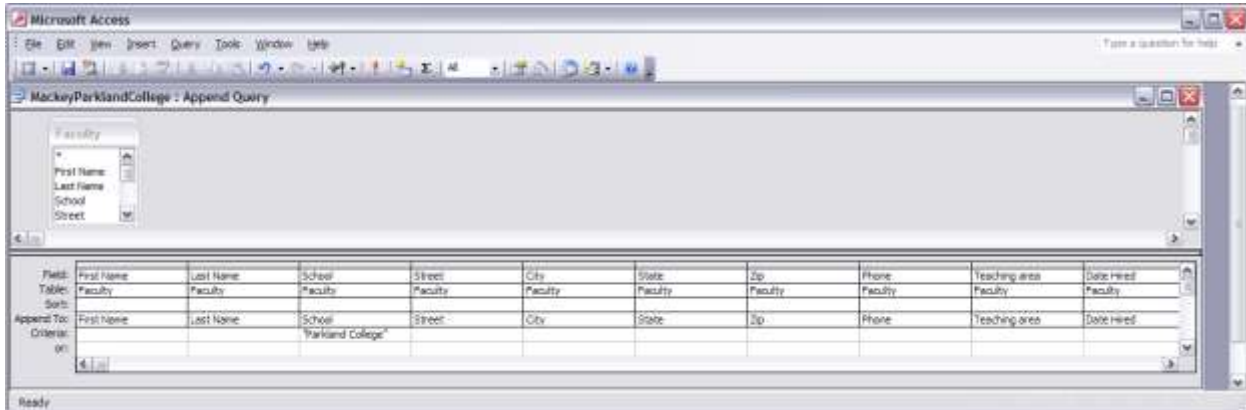
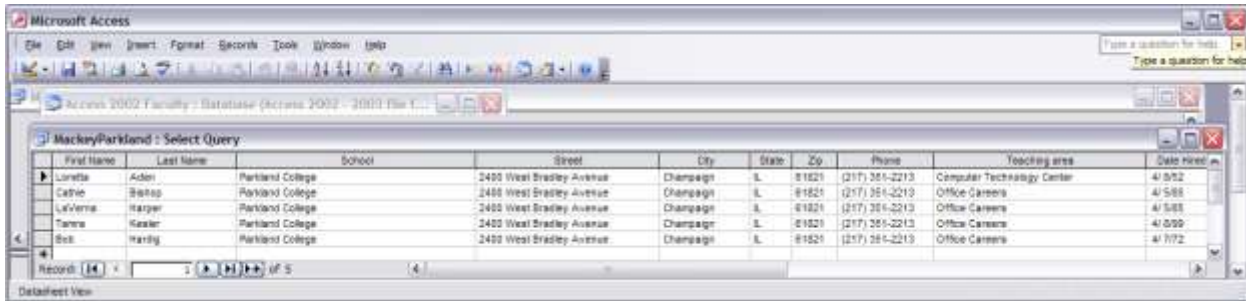
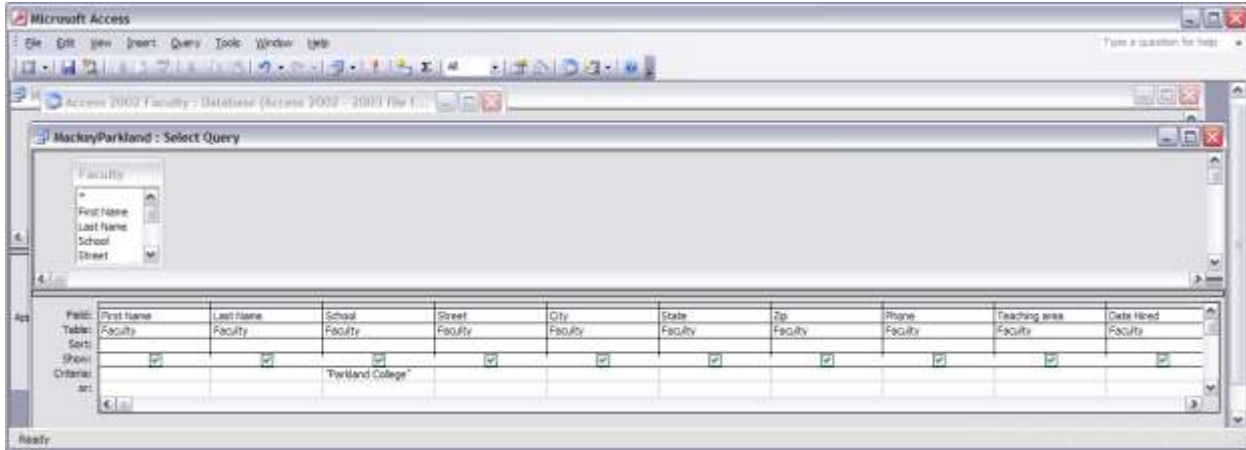
# DATABASE ASSESSMENT KEY

13. Do not close the yourlastnameLincolnTrail query. If you have closed the query, reopen it in design view. Switch the query to a Delete query. Save the query as **yourlastnamedeletedLincolnrecords**. Run the Delete query. Tasks 25 & 36



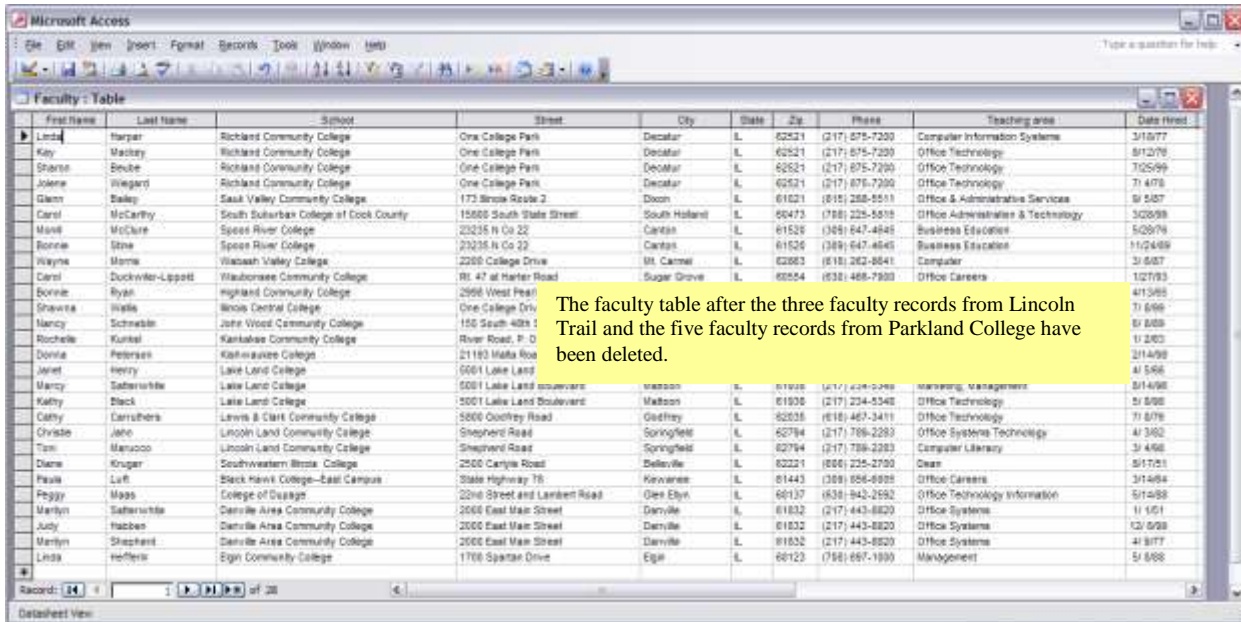
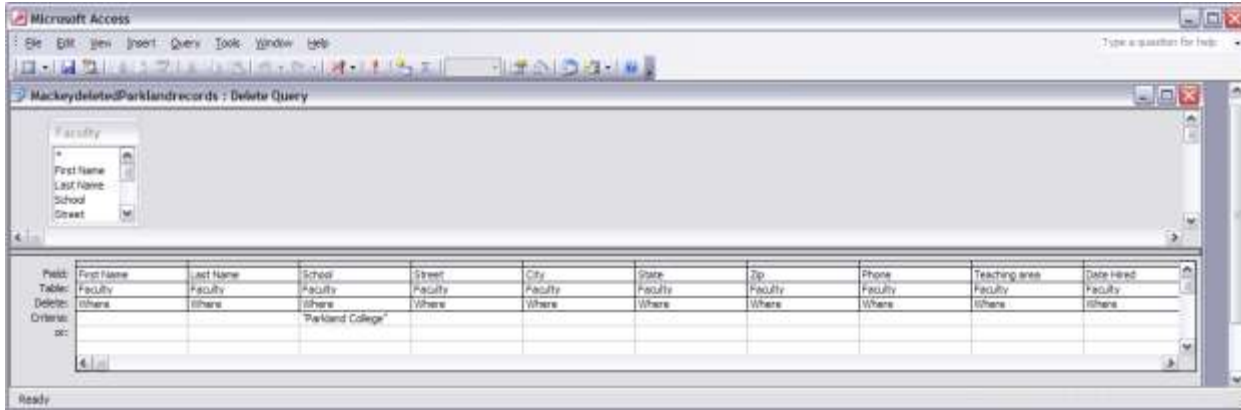
14. Using Faculty table, create a Select query that will contain all fields for the records from Parkland College. Save the query as **yourlastnameParkland**. Do not close the query. If you have closed the query, reopen it in design view. Switch to an Append query that will add all the fields for the records from Parkland College to the yourlastnamedeletedFacultyrecords table in the current database. Save the query as **yourlastnameParklandCollege**. Tasks 19, 24, & 36

# DATABASE ASSESSMENT KEY



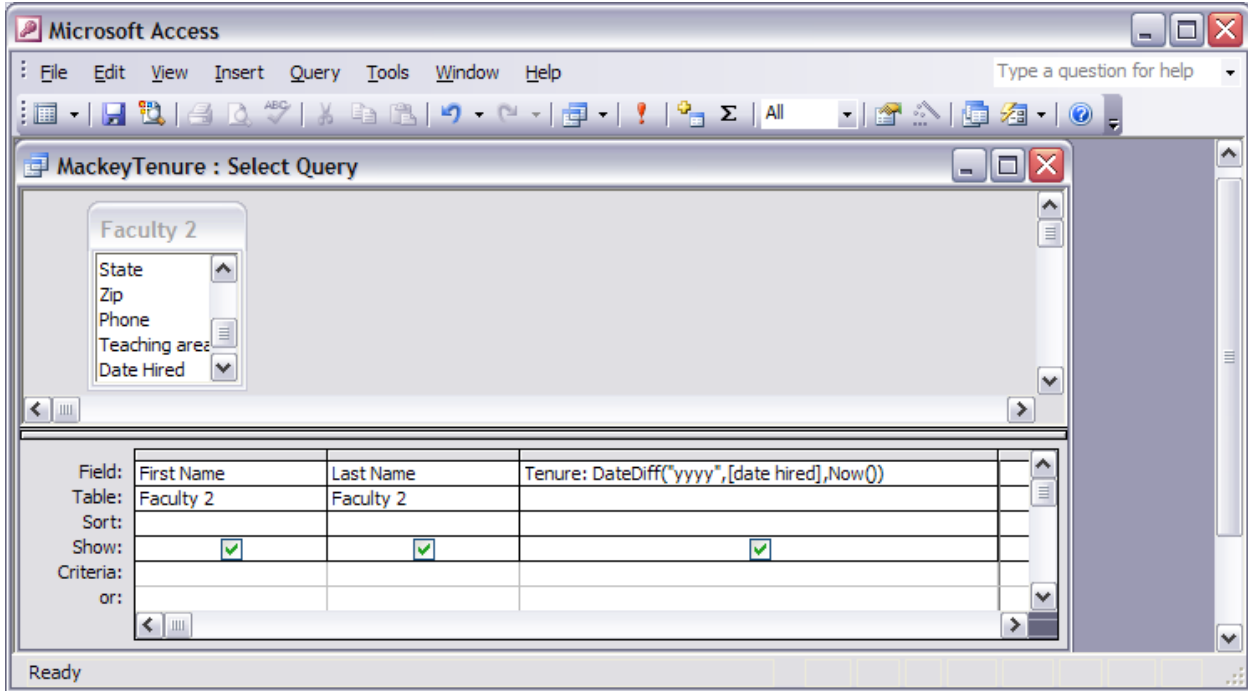
15. Do not close the yourlastnameParklandCollege query. If you have closed the query, reopen it in design view. Switch the query to a Delete query. Save the query as **yourlastnamedeletedParklandrecords**. Run the Delete query. Tasks 25 & 36

# DATABASE ASSESSMENT KEY



16. Using Faculty2 table, create a Select query that will list the first name and last name fields for all records and then calculate how long each faculty member has been employed. Save the query as **yourlastnameTenure**. Tasks 27 & 36

# DATABASE ASSESSMENT KEY



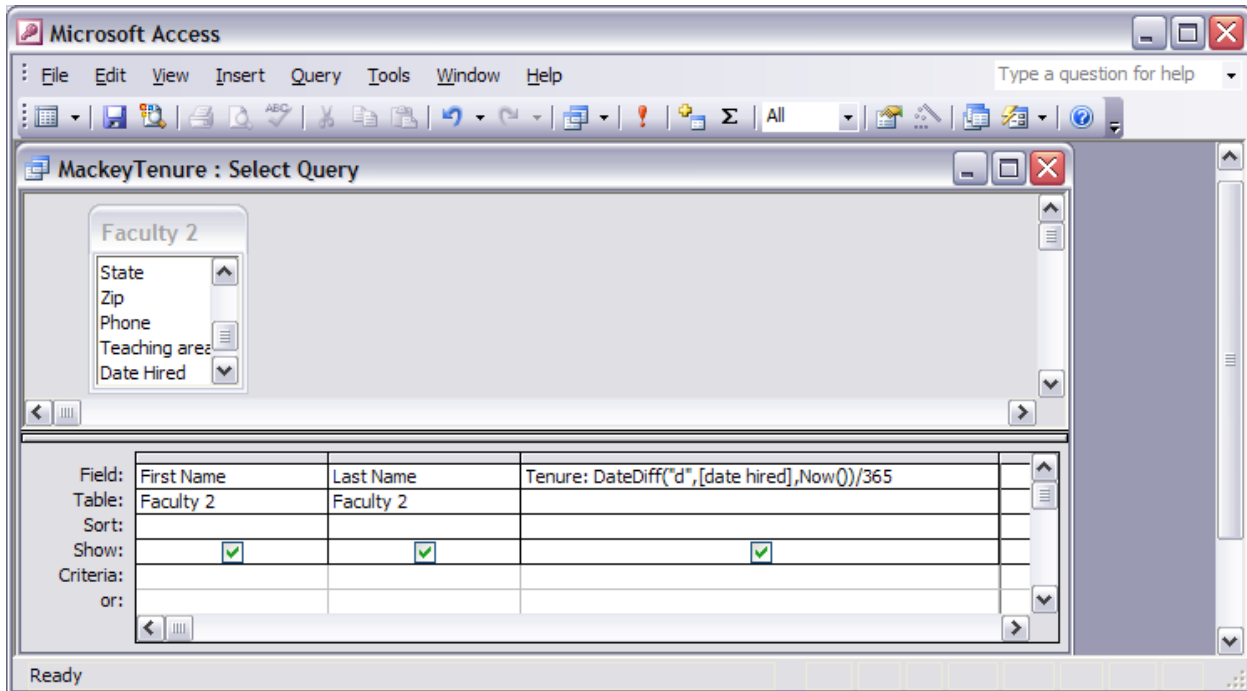
# DATABASE ASSESSMENT KEY

The Tenure numbers will increase in the future since they are calculated based on today's date and the date hired.

First Name	Last Name	Tenure
Linda	Harper	30
Kay	Mackey	31
Sharon	Beube	8
Jolene	Wiegard	29
Glenn	Bailey	20
Carol	McCarthy	8
Monill	McClure	31
Bonnie	Stine	18
Wayne	Morris	20
Carol	Duckwiler-Lippold	14
Bonnie	Ryan	42
Shawna	Wallis	8
Nancy	Schneblin	18
Rochelle	Kunkel	44
Donna	Peterson	9
Janet	Henry	41
Marcy	Satterwhite	11
Kathy	Black	9
Cathy	Carruthers	31
Christie	Jahn	25
Toni	Marucco	9
Diane	Kruger	56
Paula	Luft	43
Peggy	Maas	19
Marilyn	Satterwhite	56
Judy	Habben	8
Merilyn	Shepherd	30
Linda	Hefferin	19
Bea	Abernathy	18
Linda	Branch	49
Kay	Perry	51
Loretta	Aden	55
Cathie	Bishop	22
LaVerna	Harper	22
Tamra	Kesler	8
Bob	Hardig	35
*		

OR

# DATABASE ASSESSMENT KEY



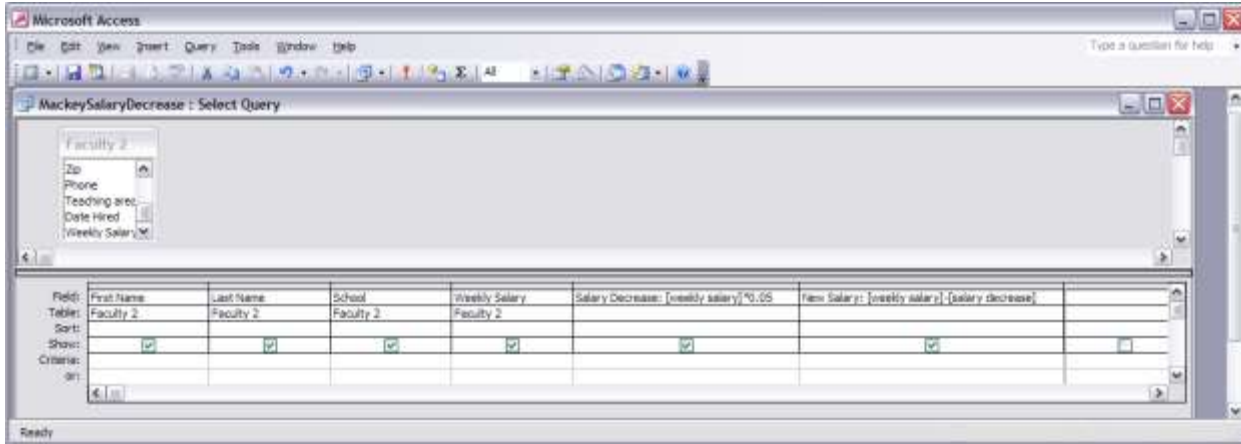
# DATABASE ASSESSMENT KEY

The Tenure numbers will increase in the future since they are calculated based on today's date and the date hired.

First Name	Last Name	Tenure
Linda	Harper	30.62191781
Kay	Mackey	31.21917808
Sharon	Beube	8.254794521
Jolene	Wiegard	29.3260274
Glenn	Bailey	20.14794521
Carol	McCarthy	8.580821918
Monill	McClure	31.42739726
Bonnie	Stine	17.9260274
Wayne	Morris	20.64931507
Carol	Duckwiler-Lippold	14.74794521
Bonnie	Ryan	42.55890411
Shawna	Wallis	8.301369863
Nancy	Schneblin	18.3890411
Rochelle	Kunkel	44.83835616
Donna	Peterson	9.695890411
Janet	Henry	41.58082192
Marcy	Satterwhite	11.2
Kathy	Black	9.468493151
Cathy	Carruthers	31.31506849
Christie	Jahn	25.57534247
Toni	Marucco	9.646575342
Diane	Kruger	56.22465753
Paula	Luft	43.64109589
Peggy	Maas	19.45753425
Marilyn	Satterwhite	56.84931507
Judy	Habben	7.882191781
Merilyn	Shepherd	30.56164384
Linda	Hefferin	19.47397260
Bea	Abernathy	17.82465753
Linda	Branch	48.91232877
Kay	Perry	51.58356164
Loretta	Aden	55.58082192
Cathie	Bishop	22.56712329
LaVerna	Harper	22.56712329
Tamra	Kesler	8.550684932
Bob	Hardig	35.56986301

17. Using Faculty2 table, create a Select query that will list the first name and last name fields for all records and then calculates a salary decrease for each faculty member of 5% and the new weekly salary if the 5% salary decrease is carried out. Format the salary decrease as Currency with two decimal places. Save the query as **yourlastnamesalarydecrease**. Tasks 5, 28 & 36

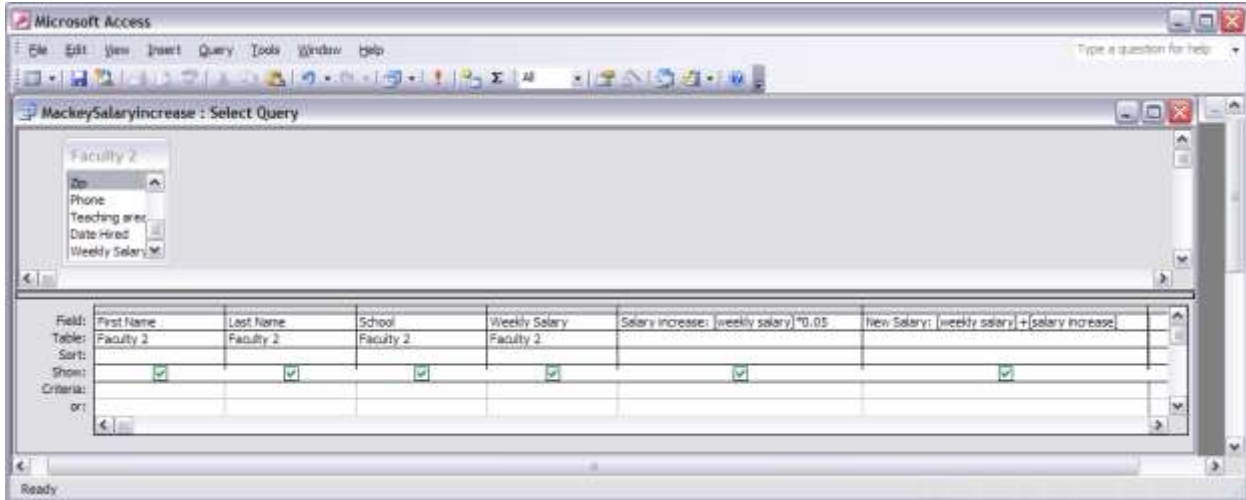
# DATABASE ASSESSMENT KEY



First Name	Last Name	School	Weekly Salary	Salary Decrease	New Salary
Linda	Harper	Richland College	\$2,916.00	\$145.80	\$2,770.20
Kay	Mackey	Richland College	\$46.00	\$2.30	\$43.70
Sharon	Beube	Richland College	\$2,316.00	\$115.80	\$2,200.20
Jolene	Wiegard	Richland College	\$3,489.00	\$174.45	\$3,314.55
Glenn	Bailey	Sauk Valley Community College	\$4,891.00	\$244.55	\$4,646.45
Carol	McCarthy	South Suburban College of Cook County	\$1,290.00	\$64.50	\$1,225.50
Monill	McClure	Spoon River College	\$5,892.00	\$294.60	\$5,597.40
Bonnie	Stine	Spoon River College	\$2,476.00	\$123.80	\$2,352.20
Wayne	Morris	Wabash Valley College	\$619.00	\$30.95	\$588.05
Carol	Duckwiler-Lippold	Waubensee Community College	\$3,266.00	\$163.30	\$3,102.70
Bonnie	Ryan	Highland Community College	\$912.00	\$45.60	\$866.40
Shawna	Wallis	Illinois Central College	\$824.00	\$41.20	\$782.80
Nancy	Schneblin	John Wood Community College	\$7,531.00	\$376.55	\$7,154.45
Rochelle	Kunkel	Kankakee Community College	\$4,593.00	\$229.65	\$4,363.35
Donna	Peterson	Kishwaukee College	\$4,563.00	\$228.15	\$4,334.85
Janet	Henry	Lake Land College	\$4,826.00	\$241.30	\$4,584.70
Marcy	Satterwhite	Lake Land College	\$197.00	\$9.85	\$187.15
Kathy	Black	Lake Land College	\$3,891.00	\$194.55	\$3,696.45
Cathy	Carruthers	Lewis & Clark Community College	\$7,922.00	\$396.10	\$7,525.90
Christie	Jahn	Lincoln Land Community College	\$623.00	\$31.15	\$591.85
Toni	Marucco	Lincoln Land Community College	\$5,672.00	\$283.60	\$5,388.40
Diane	Kruger	Southwestern Illinois College	\$131.00	\$6.55	\$124.45
Paula	Luft	Black Hawk College--East Campus	\$6,874.00	\$343.70	\$6,530.30
Peggy	Maas	College of Dupage	\$129.00	\$6.45	\$122.55
Marilyn	Satterwhite	Danville Area Community College	\$958.00	\$47.90	\$910.10
Judy	Habben	Danville Area Community College	\$457.00	\$22.85	\$434.15
Merilyn	Shepherd	Danville Area Community College	\$7,892.00	\$394.60	\$7,497.40
Linda	Hefferin	Elgin Community College	\$7,456.00	\$372.80	\$7,083.20
Bea	Abernathy	Lincoln Trail College	\$235.00	\$11.75	\$223.25
Linda	Branch	Lincoln Trail College	\$2,356.00	\$117.80	\$2,238.20
Kay	Perry	Lincoln Trail College	\$1,237.00	\$61.85	\$1,175.15
Loretta	Aden	Parkland College	\$4,590.00	\$229.50	\$4,360.50
Cathie	Bishop	Parkland College	\$4,214.00	\$210.70	\$4,003.30
LaVerna	Harper	Parkland College	\$4,214.00	\$210.70	\$4,003.30
Tamra	Kesler	Parkland College	\$216.00	\$10.80	\$205.20
Bob	Hardig	Parkland College	\$4,732.00	\$236.60	\$4,495.40

18. Using Faculty2 table, create a Select query that will list the first name and last name fields for all records and then calculates a salary increase for each faculty member of 3% and the new weekly salary if the 3% salary increase is granted. Format the salary increase as Currency with two decimal places. Save the query as **yourlastnamesalaryincrease**. Tasks 5, 29 & 36

# DATABASE ASSESSMENT KEY

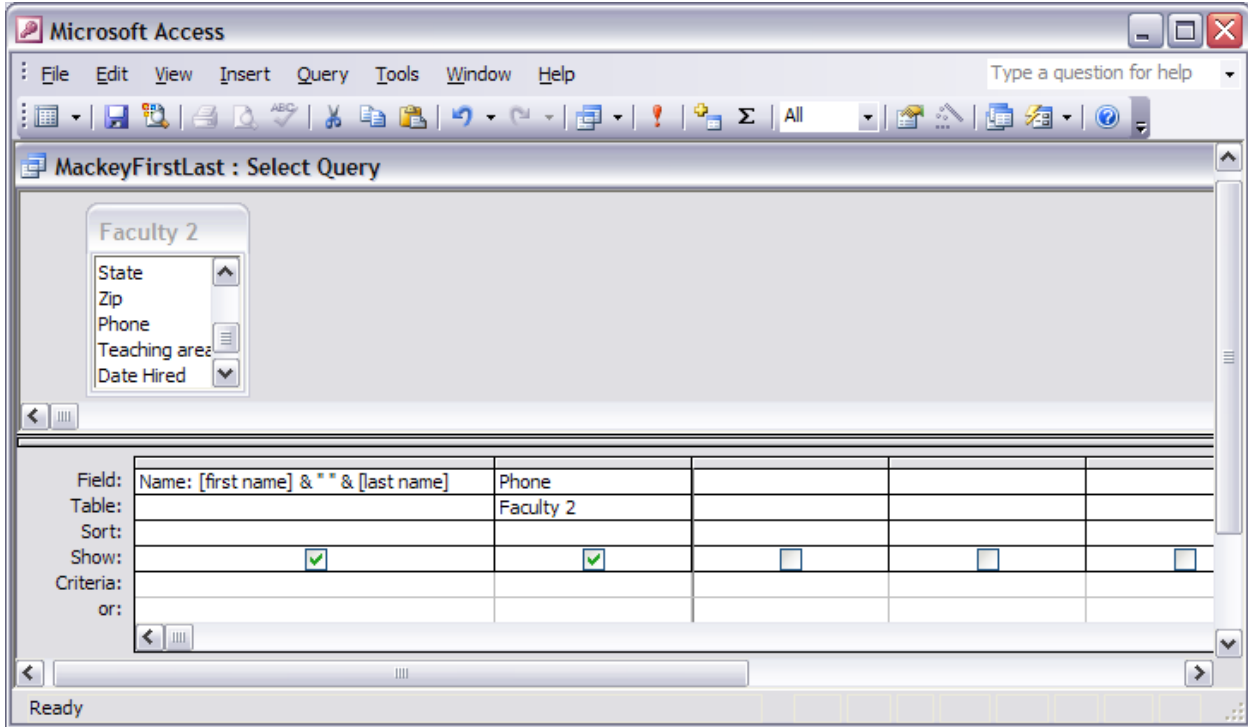


# DATABASE ASSESSMENT KEY

First Name	Last Name	School	Weekly Salary	Salary increase	New Salary
Linda	Harper	Richland College	\$2,916.00	\$145.80	\$3,061.80
Kay	Mackey	Richland College	\$46.00	\$2.30	\$48.30
Sharon	Beube	Richland College	\$2,316.00	\$115.80	\$2,431.80
Jolene	Wiegard	Richland College	\$3,489.00	\$174.45	\$3,663.45
Glenn	Bailey	Sauk Valley Community College	\$4,891.00	\$244.55	\$5,135.55
Carol	McCarthy	South Suburban College of Cook County	\$1,290.00	\$64.50	\$1,354.50
Monill	McClure	Spoon River College	\$5,892.00	\$294.60	\$6,186.60
Bonnie	Stine	Spoon River College	\$2,476.00	\$123.80	\$2,599.80
Wayne	Morris	Wabash Valley College	\$619.00	\$30.95	\$649.95
Carol	Duckwiler-Lippold	Waubensee Community College	\$3,266.00	\$163.30	\$3,429.30
Bonnie	Ryan	Highland Community College	\$912.00	\$45.60	\$957.60
Shawna	Wallis	Illinois Central College	\$824.00	\$41.20	\$865.20
Nancy	Schneblin	John Wood Community College	\$7,531.00	\$376.55	\$7,907.55
Rochelle	Kunkel	Kankakee Community College	\$4,593.00	\$229.65	\$4,822.65
Donna	Peterson	Kishwaukee College	\$4,563.00	\$228.15	\$4,791.15
Janet	Henry	Lake Land College	\$4,826.00	\$241.30	\$5,067.30
Marcy	Satterwhite	Lake Land College	\$197.00	\$9.85	\$206.85
Kathy	Black	Lake Land College	\$3,891.00	\$194.55	\$4,085.55
Cathy	Carruthers	Lewis & Clark Community College	\$7,922.00	\$396.10	\$8,318.10
Christie	Jahn	Lincoln Land Community College	\$623.00	\$31.15	\$654.15
Toni	Marucco	Lincoln Land Community College	\$5,672.00	\$283.60	\$5,955.60
Diane	Kruger	Southwestern Illinois College	\$131.00	\$6.55	\$137.55
Paula	Luft	Black Hawk College--East Campus	\$6,874.00	\$343.70	\$7,217.70
Peggy	Maas	College of Dupage	\$129.00	\$6.45	\$135.45
Marilyn	Satterwhite	Danville Area Community College	\$958.00	\$47.90	\$1,005.90
Judy	Habben	Danville Area Community College	\$457.00	\$22.85	\$479.85
Merilyn	Shepherd	Danville Area Community College	\$7,892.00	\$394.60	\$8,286.60
Linda	Hefferin	Elgin Community College	\$7,456.00	\$372.80	\$7,828.80
Bea	Abernathy	Lincoln Trail College	\$235.00	\$11.75	\$246.75
Linda	Branch	Lincoln Trail College	\$2,356.00	\$117.80	\$2,473.80
Kay	Perry	Lincoln Trail College	\$1,237.00	\$61.85	\$1,298.85
Loretta	Aden	Parkland College	\$4,590.00	\$229.50	\$4,819.50
Cathie	Bishop	Parkland College	\$4,214.00	\$210.70	\$4,424.70
LaVerna	Harper	Parkland College	\$4,214.00	\$210.70	\$4,424.70
Tamra	Kesler	Parkland College	\$216.00	\$10.80	\$226.80
Bob	Hardig	Parkland College	\$4,732.00	\$236.60	\$4,968.60

19. Using Faculty2 table, create a Select query that will combine the first and last name in one field titled Name for all records and then include the Phone number field. Save the query as **yourlastnameFirstLast**. Tasks 30 & 36

# DATABASE ASSESSMENT KEY



# DATABASE ASSESSMENT KEY

Microsoft Access

MackeyFirstLast : Select Query

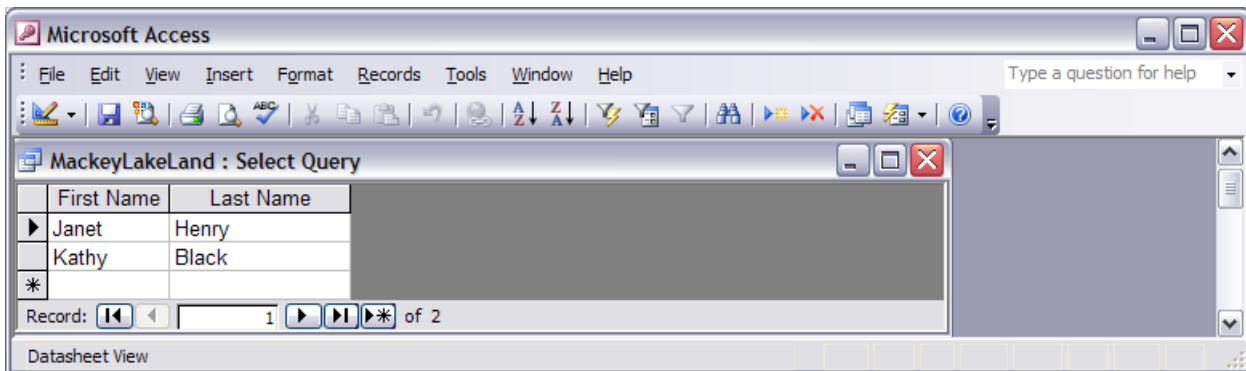
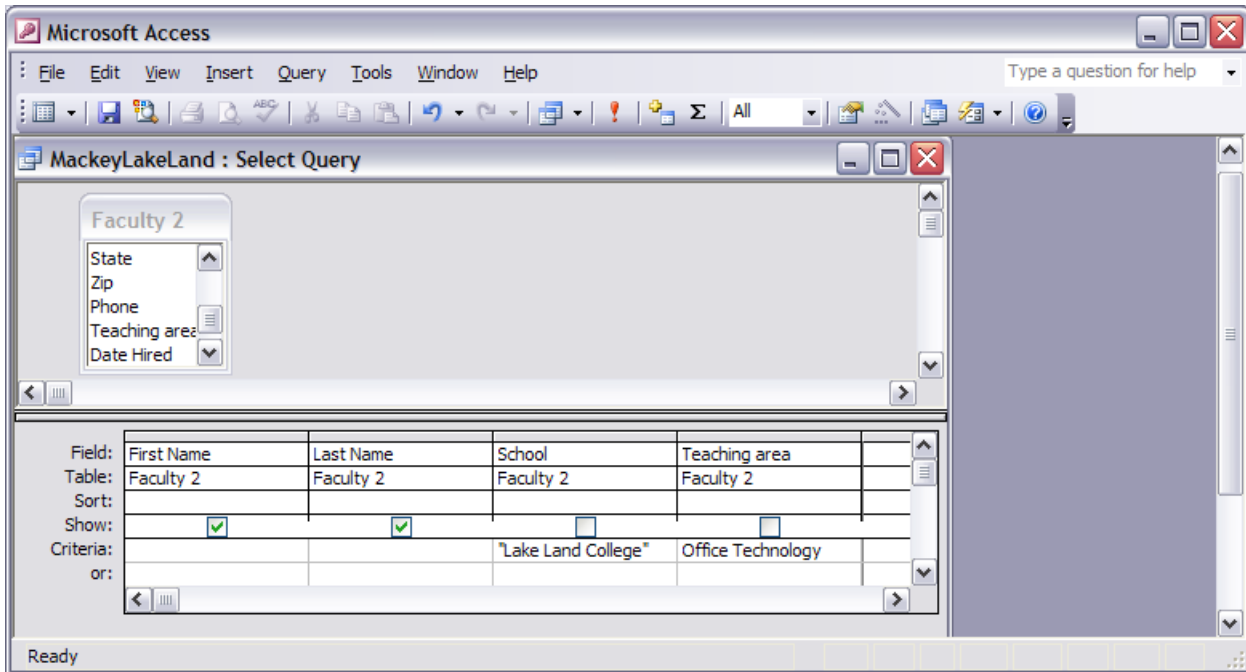
Name	Phone
Linda Harper	(217) 875-7200
Kay Mackey	(217) 875-7200
Sharon Beube	(217) 875-7200
Jolene Wiegard	(217) 875-7200
Glenn Bailey	(815) 288-5511
Carol McCarthy	(708) 225-5815
Monill McClure	(309) 647-4645
Bonnie Stine	(309) 647-4645
Wayne Morris	(618) 262-8641
Carol Duckwiler-Lippold	(630) 466-7900
Bonnie Ryan	(815) 235-6121
Shawna Wallis	(309) 694-5303
Nancy Schneblin	(217) 224-6500
Rochelle Kunkel	(815) 933-0268
Donna Peterson	(815) 825-2086
Janet Henry	(217) 234-5348
Marcy Satterwhite	(217) 234-5348
Kathy Black	(217) 234-5348
Cathy Carruthers	(618) 467-3411
Christie Jahn	(217) 789-2283
Toni Marucco	(217) 789-2283
Diane Kruger	(608) 235-2700
Paula Luft	(309) 856-6005
Peggy Maas	(630) 942-2592
Marilyn Satterwhite	(217) 443-8820
Judy Habben	(217) 443-8820
Merilyn Shepherd	(217) 443-8820
Linda Hefferin	(708) 697-1000
Bea Abernathy	(618) 544-8657
Linda Branch	(618) 544-8657
Kay Perry	(618) 544-8657
Loretta Aden	(217) 351-2213
Cathie Bishop	(217) 351-2213
LaVerna Harper	(217) 351-2213
Tamra Kesler	(217) 351-2213
Bob Hardig	(217) 351-2213

Record: 1 of 36

Datasheet View

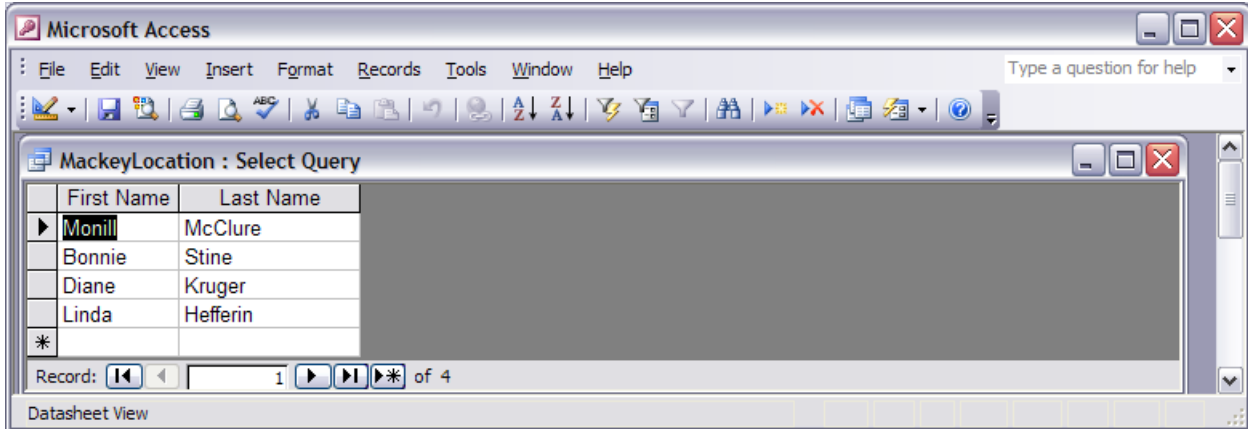
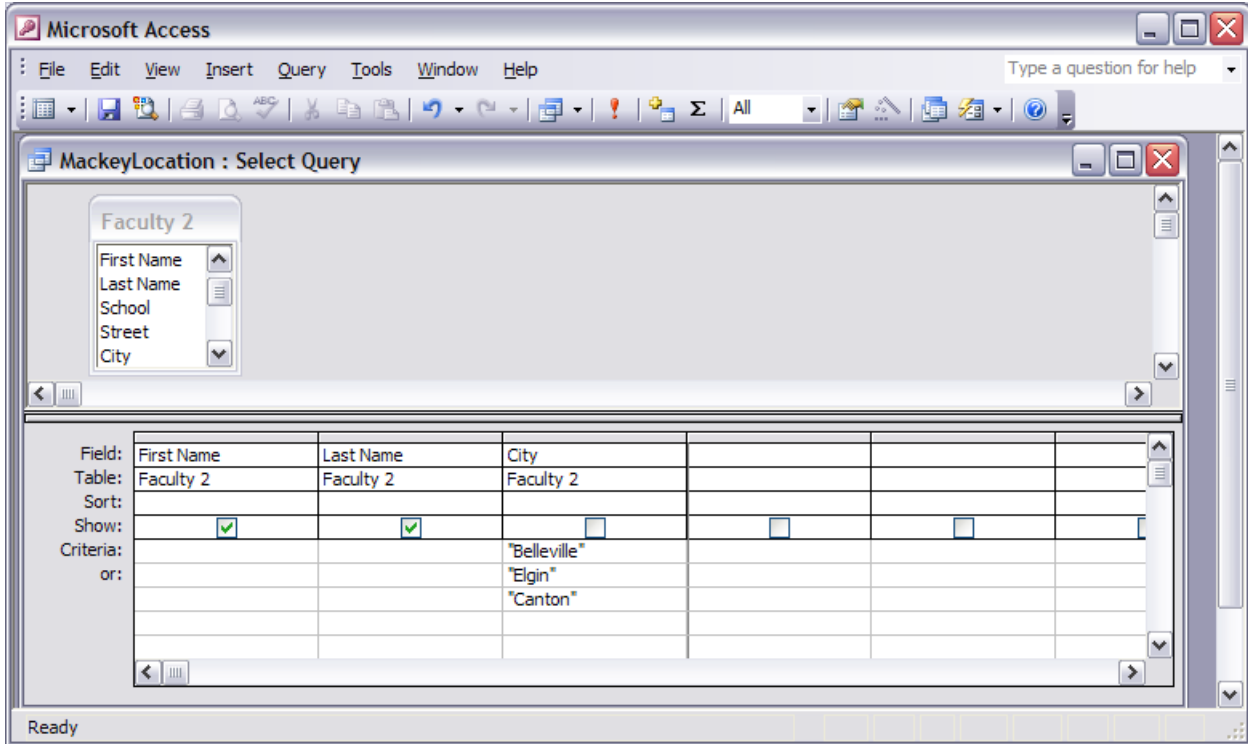
20. Using Faculty2 table, create a Select query that will select the first name and last name for all faculty that teach in the Office Technology area at Lake Land College. Save the query as **yourlastnameLakeLand**. Tasks 31 & 36

# DATABASE ASSESSMENT KEY



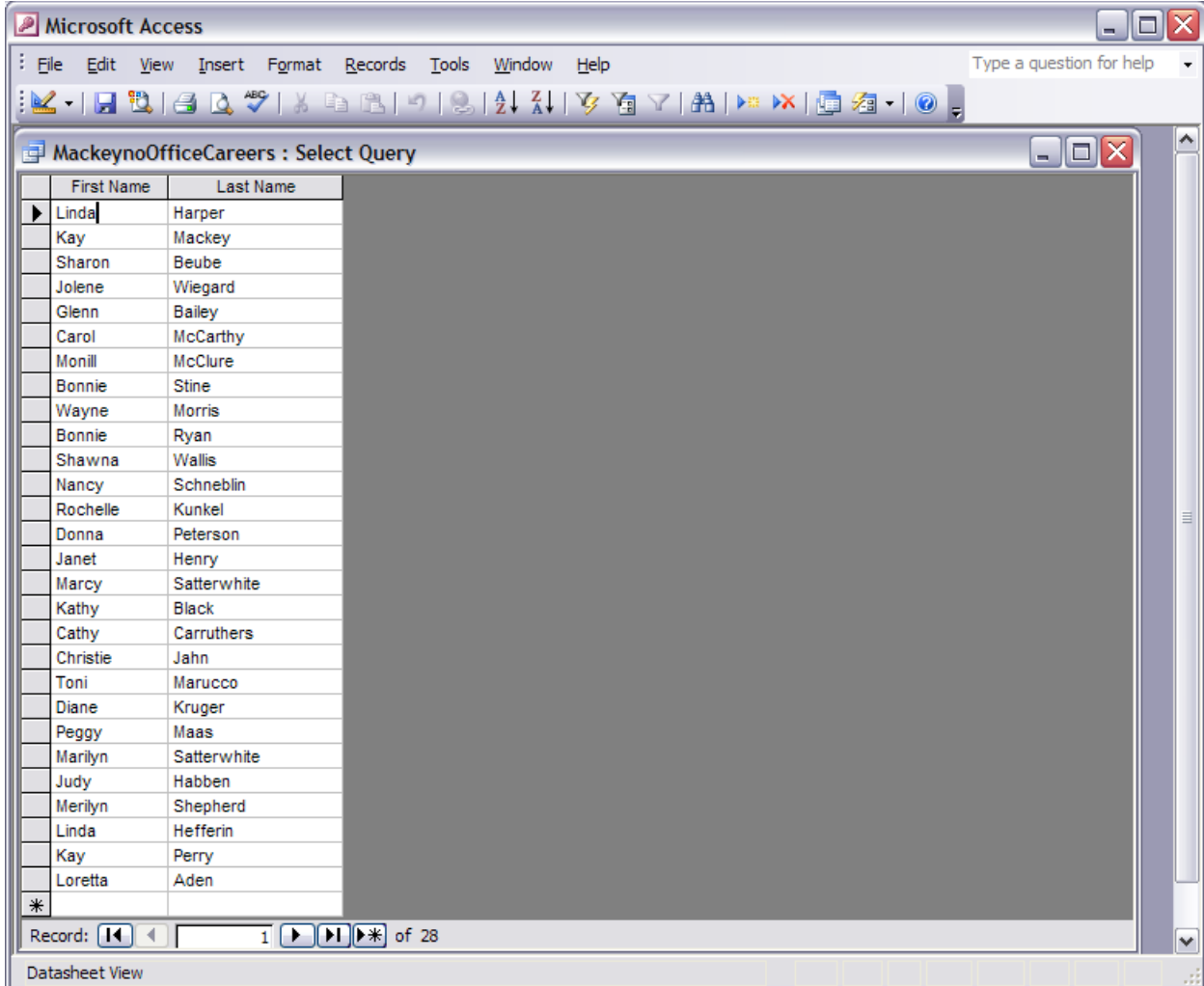
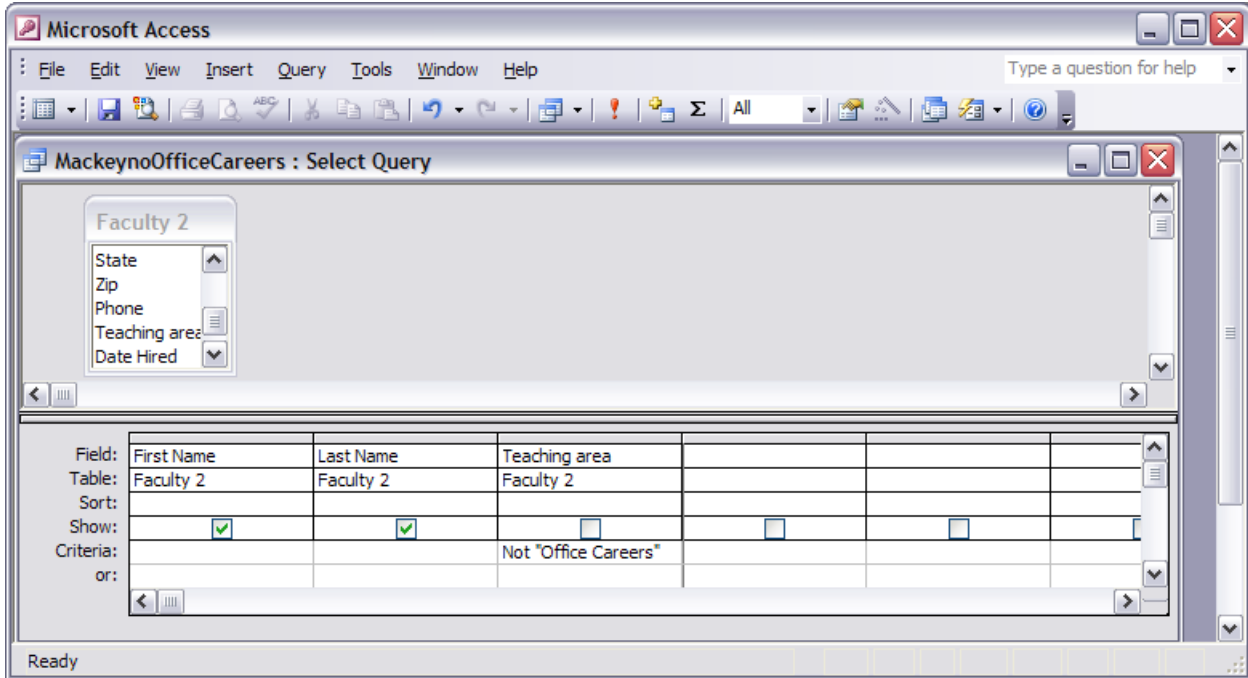
21. Using Faculty2 table, create a Select query that will select the first name and last name for all faculty that teach at schools located in Belleville, Elgin, or Canton. Save the query as **yourlastnameLocation**. Tasks 31 & 36

# DATABASE ASSESSMENT KEY



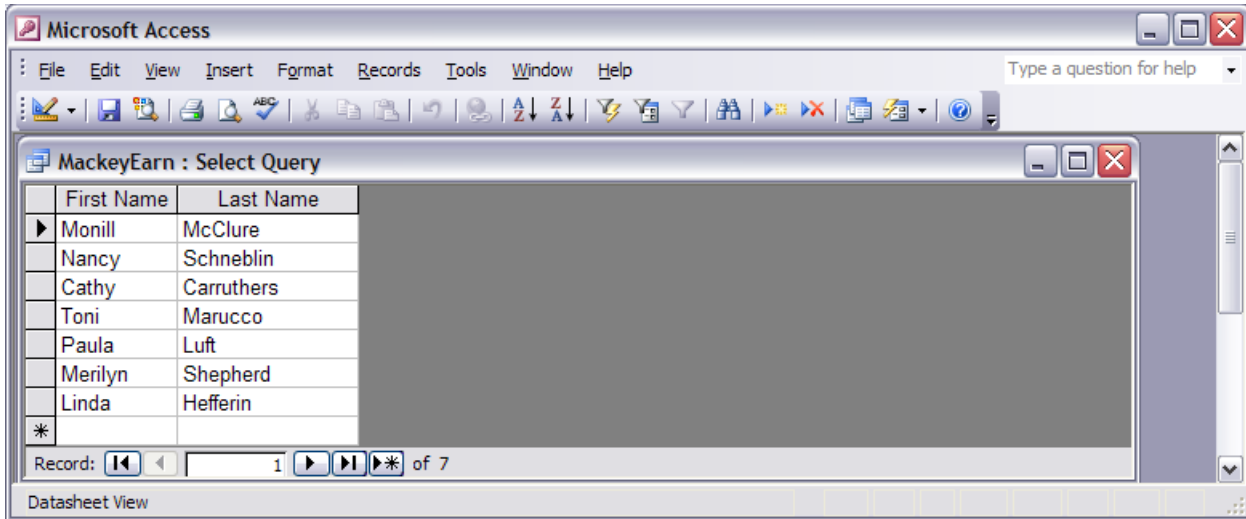
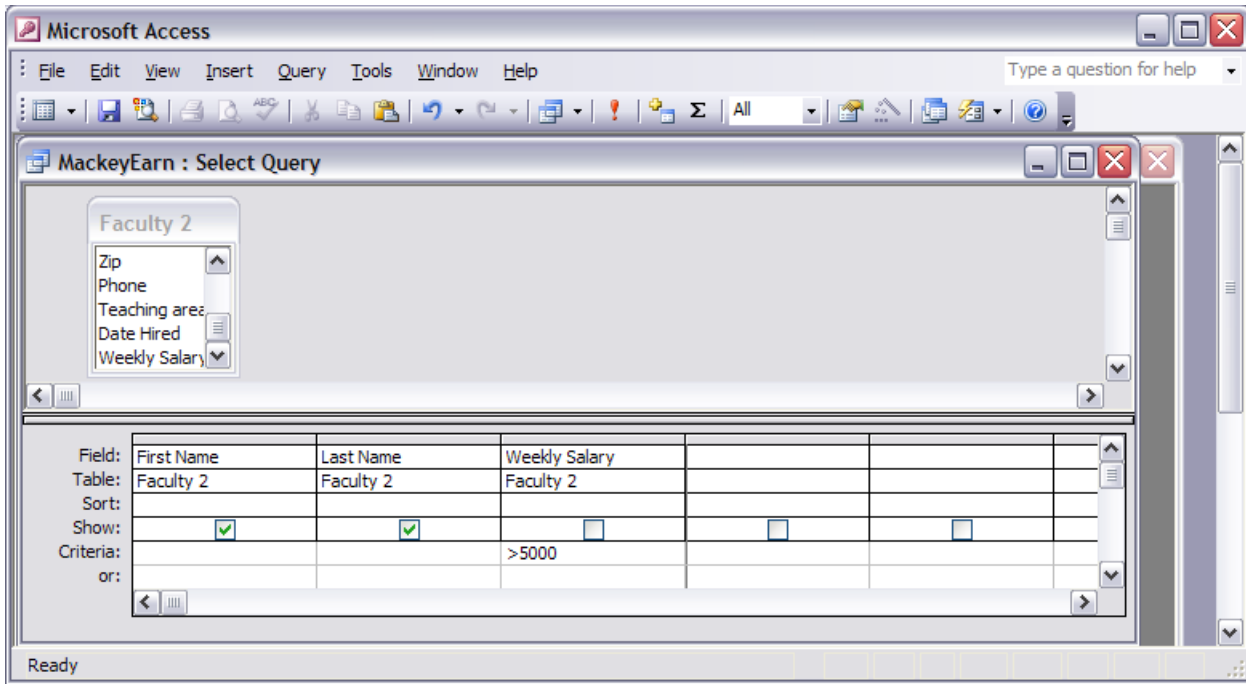
22. Using Faculty2 table, create a Select query that will select the first name and last name for all faculty that do not teach in the Office Careers area. Save the query as **yourlastnamenOfficeCareers**. Tasks 31 & 36

# DATABASE ASSESSMENT KEY



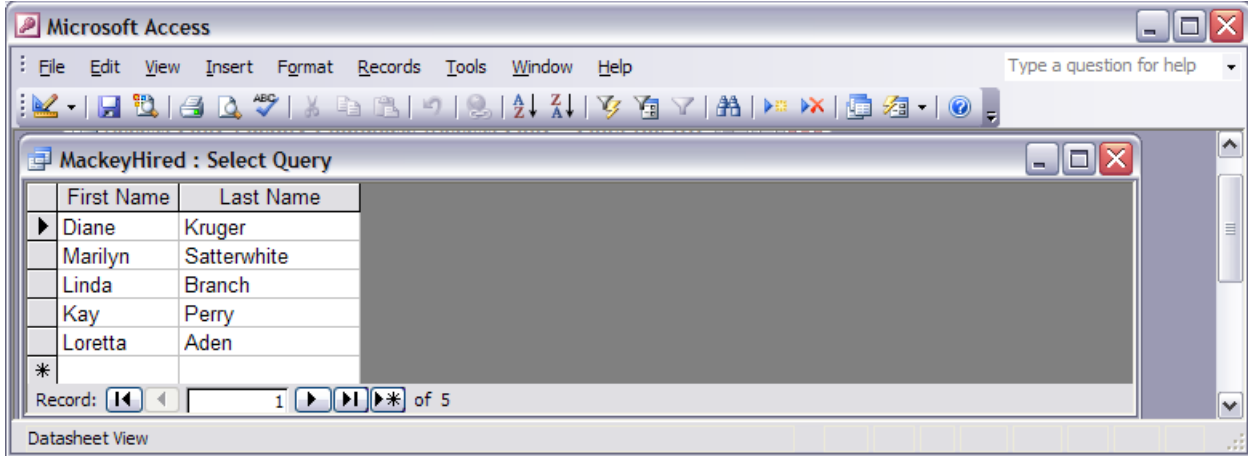
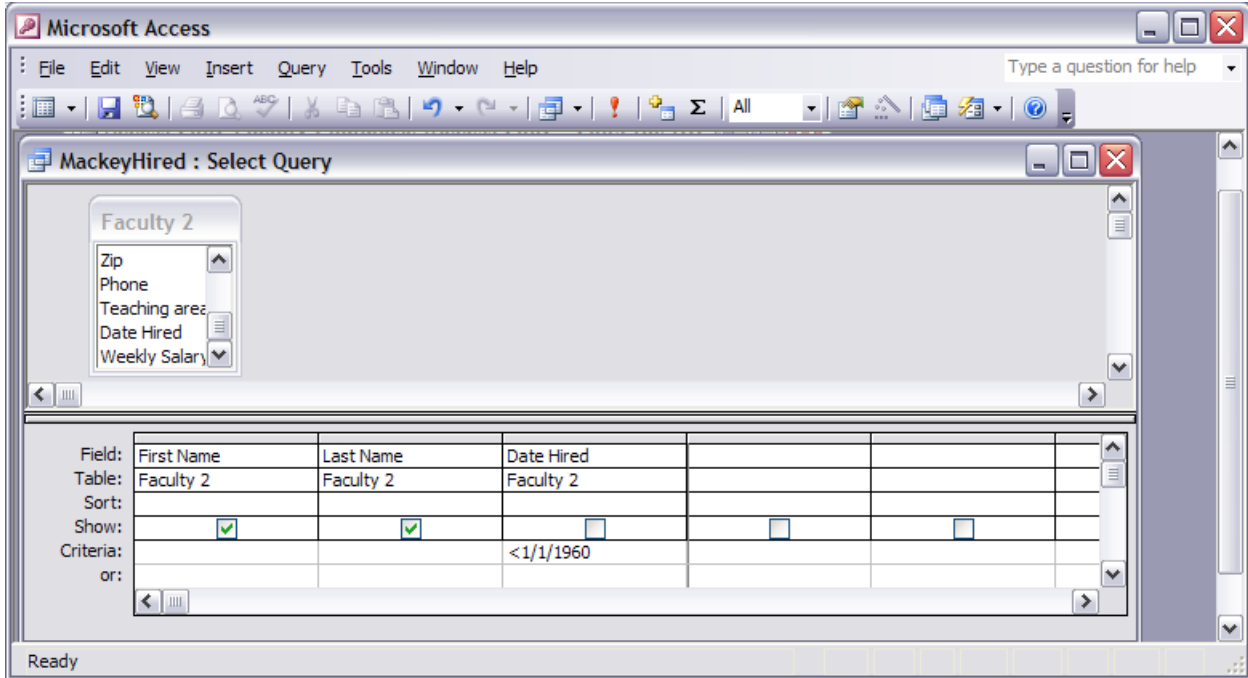
# DATABASE ASSESSMENT KEY

23. Using Faculty2 table, create a Select query that will select the first name and last name for all faculty that earn more than \$5,000.00 weekly. Save the query as **yourlastnameEarn**. Tasks 32 & 36



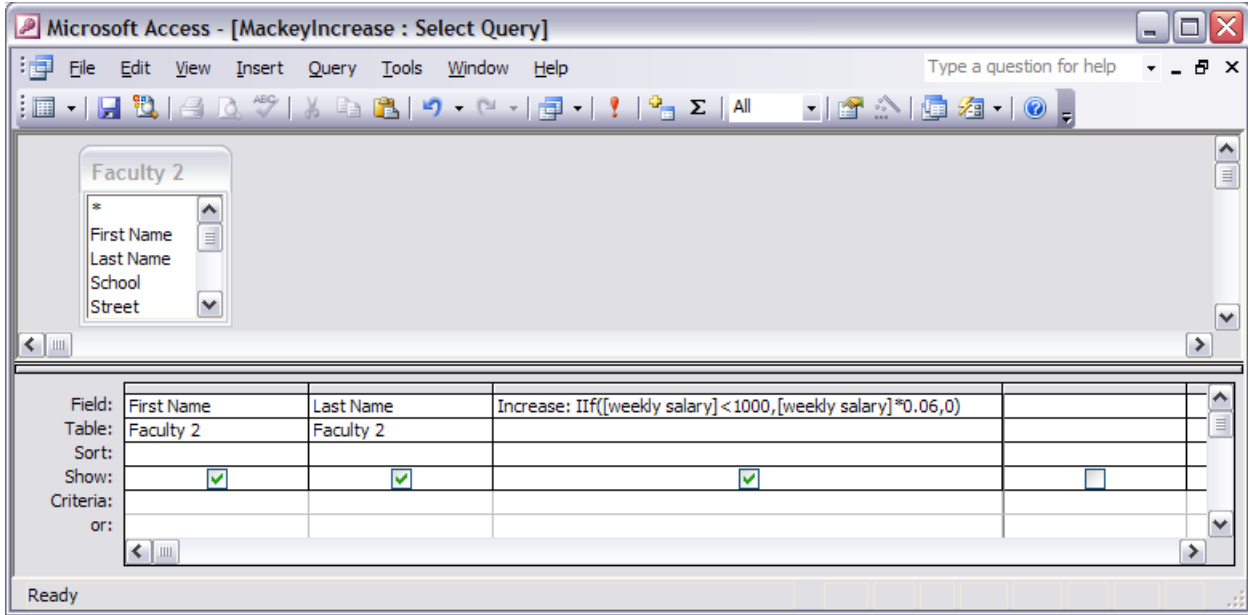
24. Using Faculty2 table, create a Select query that will select the first name and last name for all faculty hired before January 1, 1960. Save the query as **yourlastnameHired**. Tasks 32 & 36

# DATABASE ASSESSMENT KEY



25. Using Faculty2 table, create a Select query that will list for all faculty the first name, last name, and a 6% salary increase if the weekly salary is less than \$1000. Save the query as **yourlastnameIncrease**. Tasks 33 & 36

# DATABASE ASSESSMENT KEY

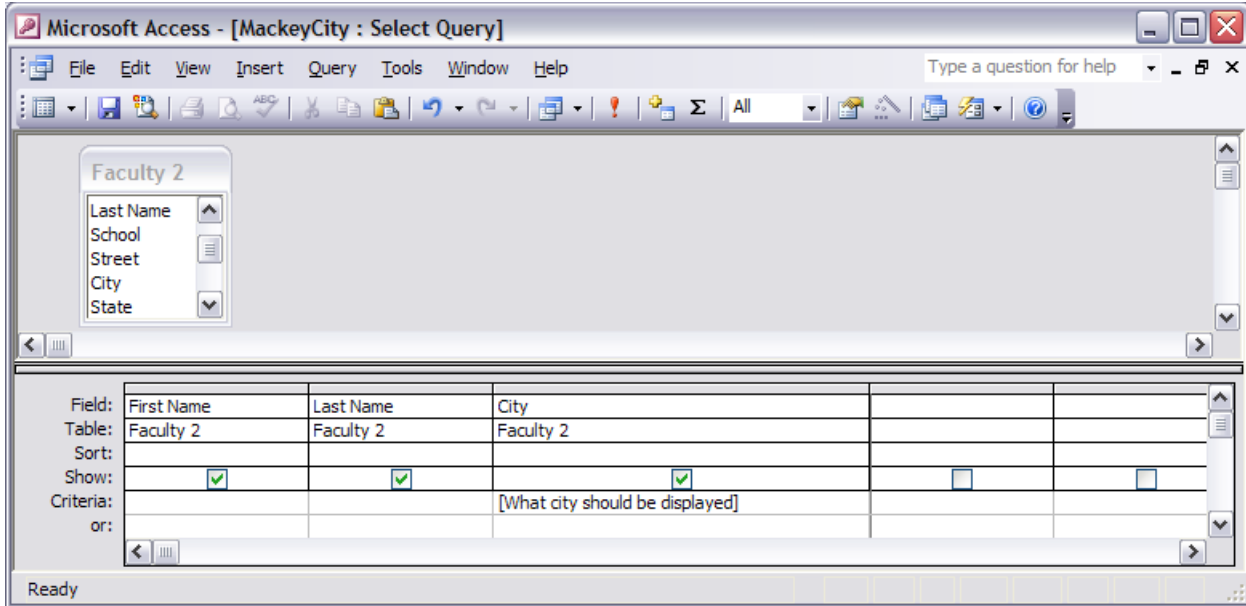


# DATABASE ASSESSMENT KEY

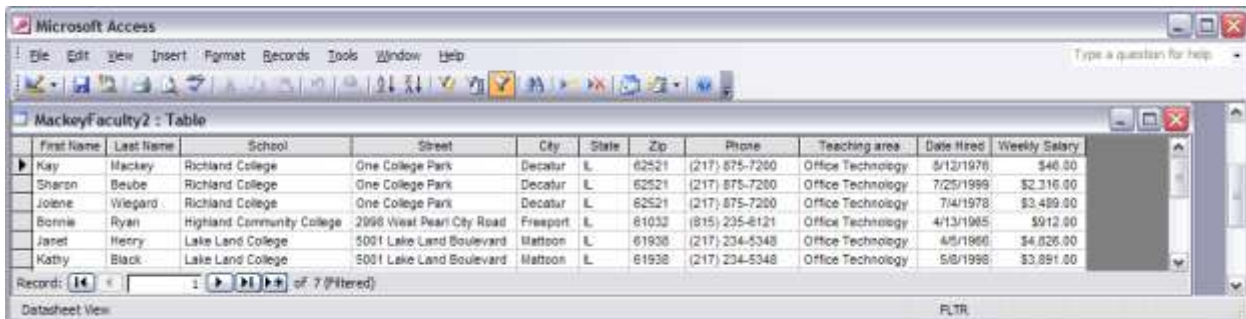
First Name	Last Name	Increase
Linda	Harper	0
Kay	Mackey	2.76
Sharon	Beube	0
Jolene	Wiegard	0
Glenn	Bailey	0
Carol	McCarthy	0
Monill	McClure	0
Bonnie	Stine	0
Wayne	Morris	37.14
Carol	Duckwiler-Lippold	0
Bonnie	Ryan	54.72
Shawna	Wallis	49.44
Nancy	Schneblin	0
Rochelle	Kunkel	0
Donna	Peterson	0
Janet	Henry	0
Marcy	Satterwhite	11.82
Kathy	Black	0
Cathy	Carruthers	0
Christie	Jahn	37.38
Toni	Marucco	0
Diane	Kruger	7.86
Paula	Luft	0
Peggy	Maas	7.74
Marilyn	Satterwhite	57.48
Judy	Habben	27.42
Merilyn	Shepherd	0
Linda	Hefferin	0
Bea	Abernathy	14.1
Linda	Branch	0
Kay	Perry	0
Loretta	Aden	0
Cathie	Bishop	0
LaVerna	Harper	0
Tamra	Kesler	12.96
Bob	Hardig	0
*		

26. Using Faculty2 table, create a parameter query that will allow the user to select the first name and last name when the city criteria is entered when the query is run. Save the query as **yourlastnameCity**. Tasks 34 & 36

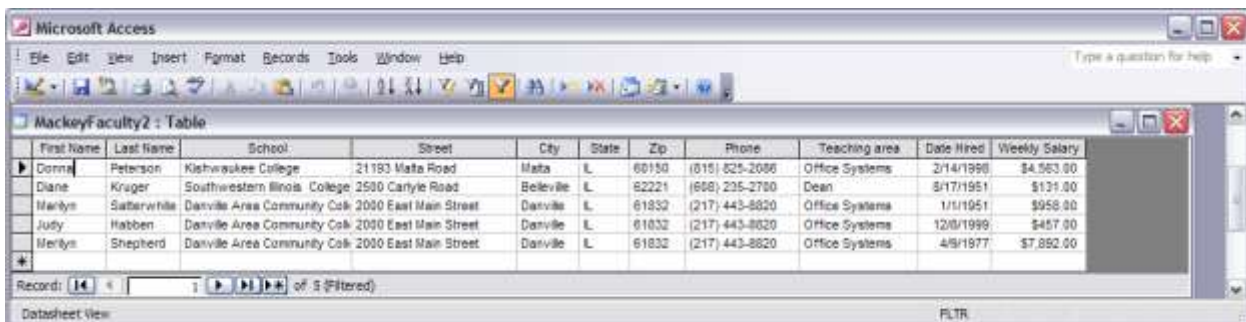
# DATABASE ASSESSMENT KEY



27. Using the yourlastnameFaculty2 table, filter the data to show only records of Faculty teaching in the Office Technology area. Print the filtered data. Remove the filter. Task 18

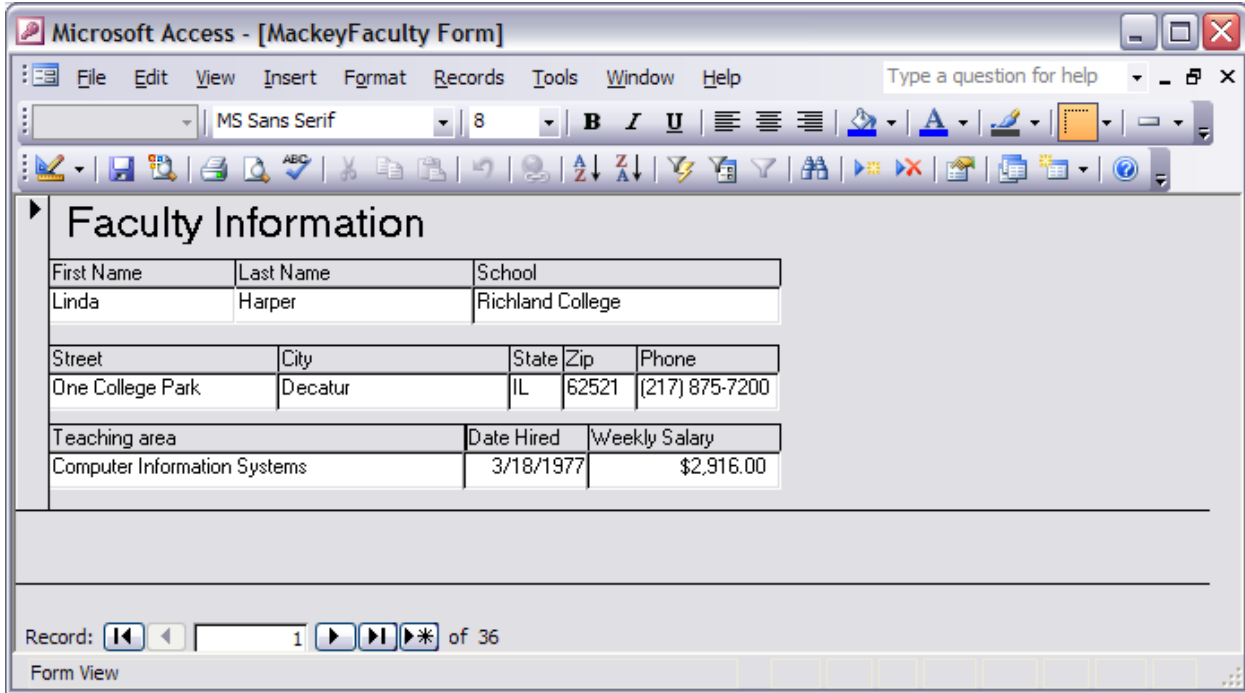


28. Using the yourlastnameFaculty2 table, filter the data to show only the records of faculty positions of Office Systems or Dean. Print the filtered data. Remove the filter. Task 18

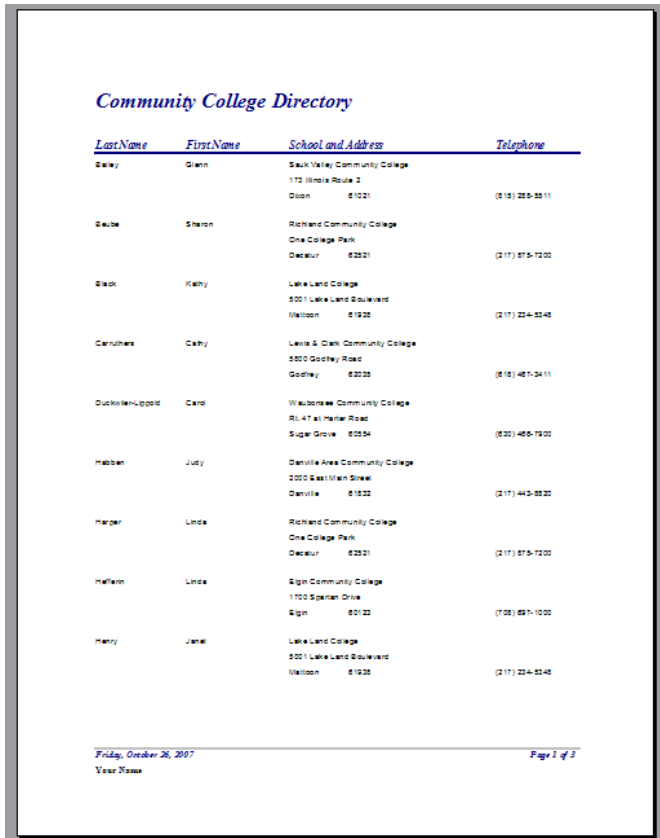


29. Using the yourlastnameFaculty2 table, create a form similar to the one shown below. Save the form as **yourlastnameFaculty Form**. Task 38

# DATABASE ASSESSMENT KEY



30. Using the query named **report1query**, create a report formatted as shown. Include your name in the page footer area. Task 39



# DATABASE ASSESSMENT KEY

31. Using the query named **report2query**, create a report grouped on school and formatted as shown. Include your name in the page footer area. Task 40

*Community College Salaries*

<i>School</i>	<i>Last Name</i>	<i>First Name</i>	<i>Weekly Salary</i>
<i>Bark Hink College--East Campus</i>			
	Luh	Paula	\$8,874.00
		<b>Total</b>	\$8,874.00
<i>College of DuPage</i>			
	Meas	Peggy	\$129.00
		<b>Total</b>	\$129.00
<i>Danville Area Community College</i>			
	Hadden	Julie	\$487.00
	Satterwhite	Marilyn	\$88.00
	Shepherd	Marilyn	\$7,922.00
		<b>Total</b>	\$9,307.00
<i>Eight Community College</i>			
	Helfman	Linda	\$7,488.00
		<b>Total</b>	\$7,488.00
<i>Highland Community College</i>			
	Ryan	Bonnie	\$912.00
		<b>Total</b>	\$912.00
<i>Illinois Central College</i>			
	Waltz	Sharon	\$824.00
		<b>Total</b>	\$824.00
<i>John Wood Community College</i>			
	Schwein	Nancy	\$7,921.00
		<b>Total</b>	\$7,921.00
<i>Kankakee Community College</i>			
	Kunkel	Rochelle	\$4,992.00
		<b>Total</b>	\$4,992.00

*Friday, October 26, 2007* *Page 1 of 3*  
Your Name

32. Publish the Deleted Records report on your disk to Microsoft Word. Add your name to the footer in Word. Also in Word, capitalize the first a in Area. Save the report in Word as a Word file with the .doc extension. Name the report **Accessreport**. Task 42

# DATABASE ASSESSMENT KEY

*Deleted Records*

<i>Last Name</i>	<i>First Name</i>	<i>Teaching Area</i>	<i>Date Hired</i>
Abernathy	Bob	Office Careers	12/31/1989
Aden	Lorella	Computer Technology Center	4/5/1988
Blanco	Cathy	Office Careers	4/5/1988
Branch	Linda	Office Careers	12/31/1988
Hardig	Bob	Office Careers	4/1/1972
Harper	Lafrene	Office Careers	4/5/1988
Kaiser	Tanna	Office Careers	4/5/1989
Perry	Kay	Computers	4/5/1988

Friday, October 16, 2007 Page 1 of 1

Kay Mackey

33. Analyze the Community College Faculty Salaries report on your disk to Microsoft Excel. Add **Community College Faculty Salaries** as the centered header and your name as the footer in Excel. Also in Excel, sum the Salary column. Save the report in Excel as **Accessreport**.  
Task 43

# DATABASE ASSESSMENT KEY

Community College Faculty Salaries		
Last Name	First Name	Weekly Salary
Abernathy	Bea	\$235.00
Aden	Loretta	\$4,590.00
Bailey	O'kenn	\$4,891.00
Beube	Sharon	\$2,315.00
Bishop	Cathie	\$4,214.00
Black	Kathy	\$3,891.00
Branch	Linda	\$2,396.00
Caruthers	Cathy	\$7,922.00
Duckwiler-Lizbold	Carol	\$3,296.00
Haboom	Judi	\$4,670.00
Harig	Bob	\$4,732.00
Harper	LaVene	\$4,214.00
Harper	Linda	\$2,915.00
Hefferth	Linda	\$7,456.00
Henry	Janet	\$4,826.00
Jahn	Christie	\$623.00
Kesler	Tamra	\$216.00
Kruger	Diane	\$131.00
Kunkel	Rochelle	\$4,595.00
Luff	Paula	\$6,874.00
Moss	Peggy	\$129.00
Mosky	Kay	\$46.00
Murphy	Tom	\$5,672.00
McCarthy	Carol	\$1,290.00
McLure	Monik	\$5,892.00
Morris	Wayne	\$619.00
Perry	Kay	\$1,237.00
Peterson	Donna	\$4,963.00
Ryan	Bonnie	\$912.00
Satterwhite	Marcy	\$197.00
Satterwhite	Marilyn	\$953.00
Schneblin	Nancy	\$7,531.00
Shepherd	Marilyn	\$7,292.00
Sire	Bonnie	\$2,476.00
Wells	Shavna	\$824.00
Wiegard	Joene	\$3,439.00
		\$114,448.00

KayMadley

34. Using labelquery, create mailing labels for the Office Technology faculty. Sort the labels on last name. Task 44

### Label Wizard

What would you like on your mailing label?

Construct your label on the right by choosing fields from the left. You may also type text that you would like to see on every label right onto the prototype.

Available fields:

- School
- Street
- City
- State
- Zip

>

Prototype label:

{First Name} {Last Name}

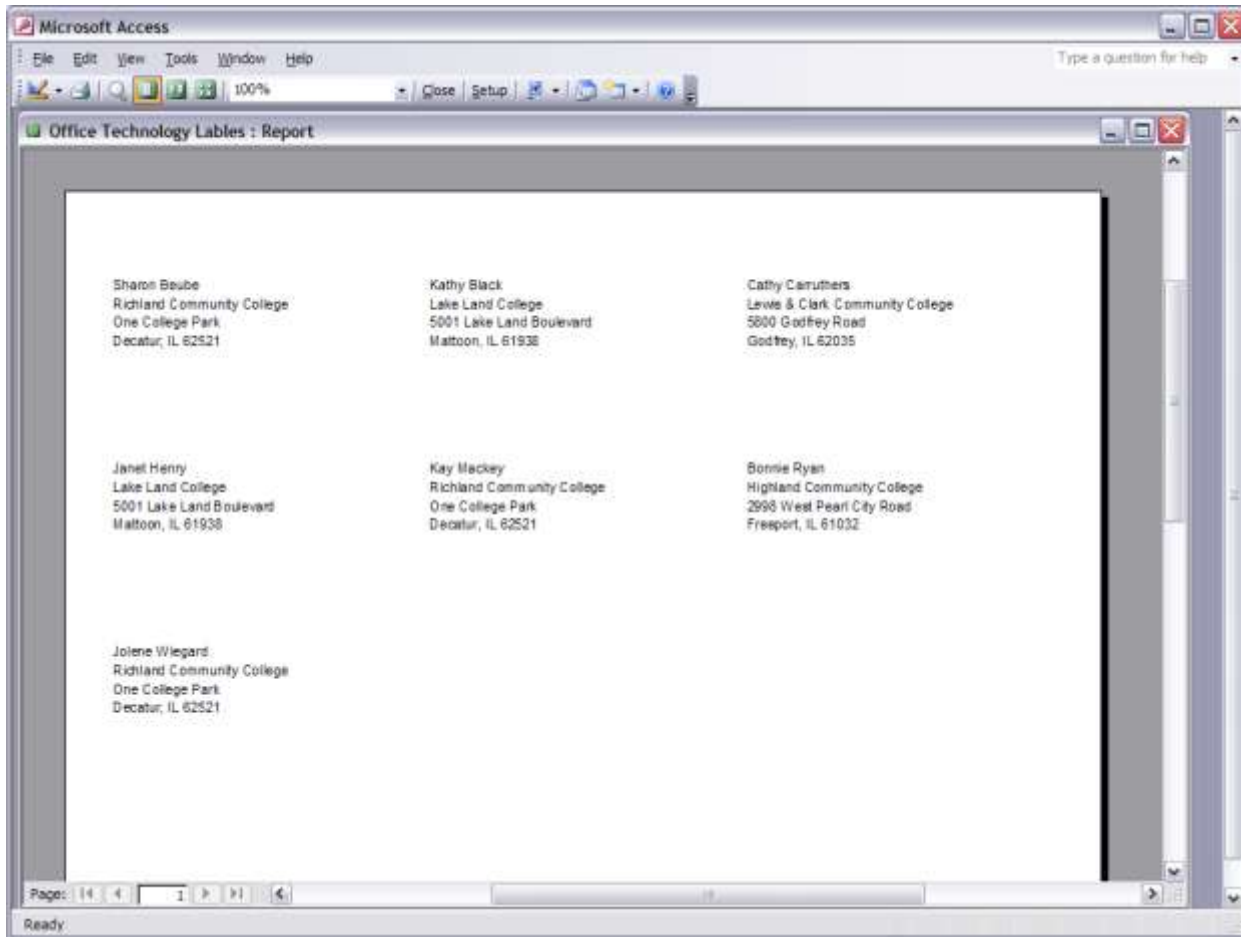
{School}

{Street}

{City}, {State} {Zip}

Cancel   < Back   Next >   Finish

# DATABASE ASSESSMENT KEY



35. Create a new database named Natural Modeling Agency. Tasks 1 and 2
36. Applying principles of good database design, create a table to hold the data shown in the form provided. Assign field names, data types, and field size. Format the fields as needed. Set a default value and create input masks where appropriate. Assign a primary key field. Save the table as **Clients**. Tasks 3, 4, 5, 6, 7, 8, and 11

# DATABASE ASSESSMENT KEY

The screenshot shows a database form titled "Natural Modeling Agency" with four records. Each record contains the following data:

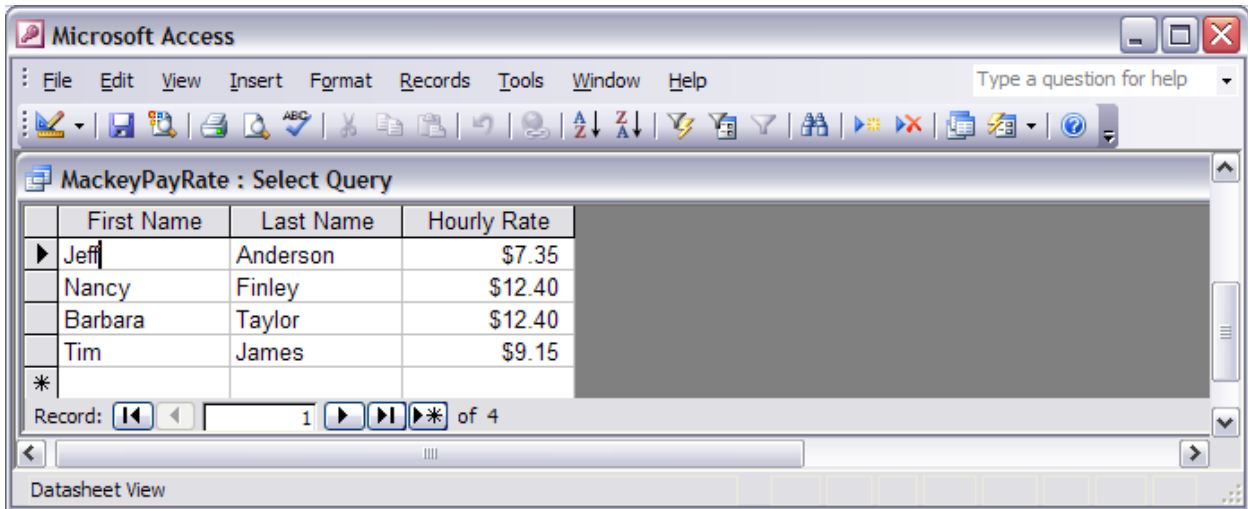
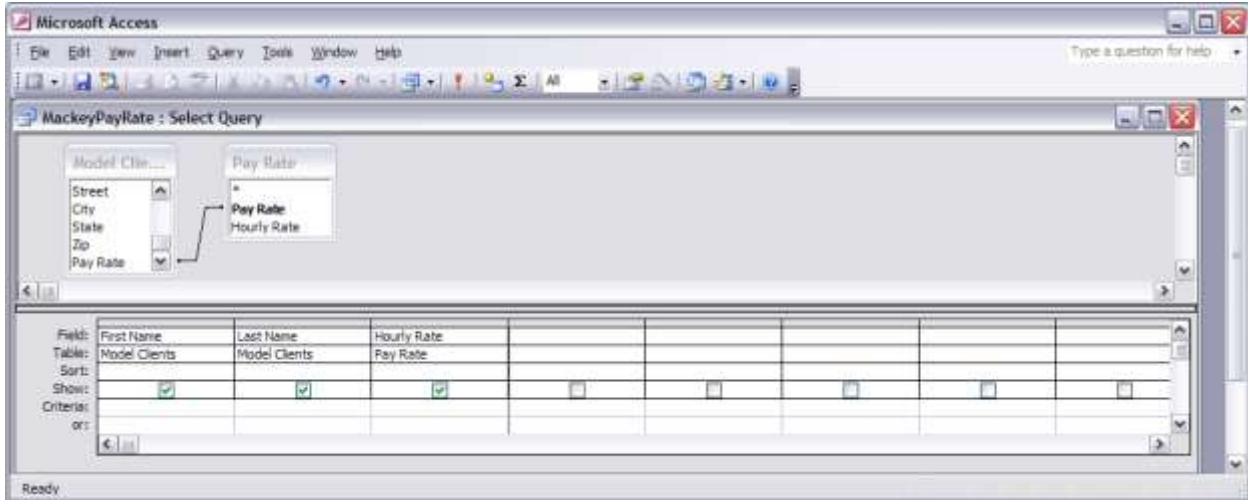
ID No.	Name	Gender	Date of Birth	Height	Weight	Telephone	Street	City	State	Zip	Pay Rate
1	Jeff Anderson	<input type="checkbox"/> F <input checked="" type="checkbox"/> M	4/18/1958	5'11.3 in	190 lbs	(217) 331-4328	324 Walker Street	Champaign	IL	61822-1240	A
2	Nancy Finley	<input checked="" type="checkbox"/> F <input type="checkbox"/> M	3/18/1957	5'11.5 in	120 lbs	(217) 875-9920	25 Benton Drive	Decatur	IL	62526-6500	C
3	Barbara Taylor	<input checked="" type="checkbox"/> F <input type="checkbox"/> M	10/18/1953	5'11.5 in	110 lbs	(217) 752-8819	7743 Kaleb Road	Argenta	IL	62211-7145	C
4	Tim James	<input type="checkbox"/> F <input checked="" type="checkbox"/> M	9/18/1950	5'11.0 in	80 lbs	(217) 877-1324	1874 North Baymont Drive	Decatur	IL	62521-4874	B

37. Enter the four records shown in the form above into the Client table. Proofread carefully and edit as needed to make sure the data is accurate. Tasks 12 and 13
38. Create a second table in the Natural Modeling Agency database. This table defines the dollar amount associated with the A, B, and C pay rate in the Client table. Save the new table as **Pay Rate**. The two fields and three records for this table are shown below. Assign field names, data types, and field size. Assign a primary key field. Tasks 3, 4, 5, 8, and 11

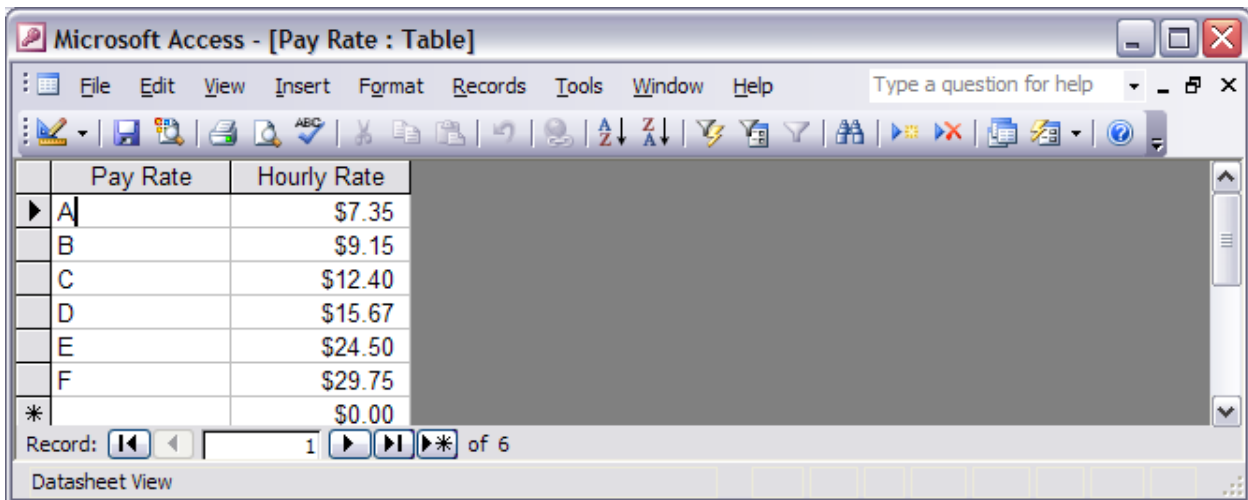
Pay Rate	Hourly Rate
A	\$ 7.35
B	9.15
C	12.40

39. Using the Clients table and the Pay Rate table, create a query that will display the model's first name, last name, and hourly rate of pay. Save the query as **yourlastnamePayRate**. Tasks 9, 10, and 35

# DATABASE ASSESSMENT KEY



40. Import data from the Hourly Rates Excel worksheet into the Access Pay Rate table. Task 14





# Computer Applications Assessment

## **Assessment Rubrics**

# Windows Assessment

Students must successfully demonstrate a minimum of 70% of the skills to demonstrate competency.

OK      NEEDS  
WORK

1	Log on to the Computer		
2	Display the Start Menu		
3	Add an Icon to the Desktop		
4	Use window buttons such as Maximize, etc.		
5	Move and resize windows		
6	Use various scrolling methods		
7	Use Save As (different name, location or format)		
8	Use Help		
9	Log off and turn off computer		
10	Arrange icons		
11	Create a folder		
12	Add a shortcut to the Start Menu		
13	Open and Close folders		
14	Open Multiple documents		
15	Print a document from within a folder		
16	Delete multiple files		
17	Create password and change password		
18	Change views within a window, such as Details, Thumbnails, etc.		
19	Copy files between folders		
20	Expand folders and drives		
21	Rename files and folders		
22	Delete files and folders		
23	Move files and folders		
24	Display Properties of drives and folders		
25	Search for a file		
26	Use Run command		
27	Compress (zip) a folder		

# Internet & E-mail Assessment

Students must successfully demonstrate a minimum of 70% of the skills to demonstrate competency.

		OK	NEEDS WORK
1	Using a basic search engine to find information		
2	Using Google maps to see the satellite images of earth		
3	Using different tabs on web pages to find information		
4	Understanding internet addresses		
5	Knowing different search engines		
6	Identify suffix for various web sites		
7	Create bookmarks		
8	Save web page content for later use without the internet		
9	Accessing source code for a web page		
10	Changing the home page default on a computer		
11	Clear the history in your browser		
12	Sending a routine email		
13	Sending an email to multiple people		
14	Sending an email with a cc		
15	Creating a group		
16	Forwarding emails		
17	Reply to all		
18	Sending an email with high priority		
19	Using the search feature in an email account		
20	Organizing an inbox in your email account		
21	Email etiquette		

# Word Processing Assessment

Students must successfully demonstrate a minimum of 70% of the skills to demonstrate competency.

		OK	NEEDS WORK
1	Select and change font and font size		
2	Use save		
3	Use the Spelling feature		
4	Apply font formats (Bold, Italic and Underline)		
5	Print a document		
6	Locate and open an existing document		
7	Use Save As (different name, location or format)		
8	Use print preview		
9	Insert and move text		
10	Align text in paragraphs (Center, Left, Right and Justified)		
11	Highlight text in document		
12	Add bullets and numbering		
13	Use the Undo, Redo, and Repeat command		
14	Create a folder		
15	Cut, Copy, and Paste using the Office Clipboard		
16	Use the Thesaurus feature		
17	Set character, line, and paragraph spacing options		
18	Set margins		
19	Find and replace text		
20	Insert graphics into a document (WordArt, ClipArt, Images)		
21	Use Tabs command (Center, Decimal, Left and Right)		
22	Use indentation options (Left, Right, First Line and Hanging Indent, leaders)		
23	Insert date and time		
24	Insert symbols		
25	Create and modify headers and footers		
26	Use the drawing toolbar		
27	Insert and modify page numbers		
28	Apply character effects (Superscript, Subscript, Strikethrough, Small Caps and Outline)		
29	Insert page breaks		
30	Create an outline style numbered list		
31	Align text vertically		
32	Send a Word document via e-mail		
33	Create columns		
34	Create and format tables		
35	Create a new document using a Wizard		
36	Add borders and shading to tables		
37	Revise tables (insert and delete rows and columns, change cell formats)		
38	Set page orientation		

# Word Processing Assessment

Students must successfully demonstrate a minimum of 70% of the skills to demonstrate competency.

		OK	NEEDS WORK
39	Revise column structure		
40	Modify table structure (merge cells, change height and width)		
41	Insert sections with formatting that differs from other sections		
42	Save as Web Page		
43	Create Hyperlinks		

# Presentation Assessment

Students must successfully demonstrate a minimum of 70% of the skills to demonstrate competency.

OK      NEEDS  
WORK

## File Management

1	Start a presentation		
2	Locate and open an existing document		
3	Save a presentation		
5	Use Save As (different name, location or format)		
6	Send a presentation via e-mail		
7	Package to CD or a folder		
8	Save presentation as web page		

## Manipulating Program and Slide Management

9	Change presentation view (normal, slide sorter, notes page view, outline)		
10	Insert new slide		
11	Navigate between slides		
12	Format a presentation quickly using a preexisting design template		
13	Apply slide design		
14	Change Design Template colors		
15	Change slide background (color, fill effects, picture)		
16	Preview a presentation		
17	Delete, duplicate, and reorganize slides		
18	Establish transitions between slides		
19	Make changes to the slide masters		
20	Copy slides		
21	Check Slide Styles (Consistent punctuation, fonts and sizes, number of lines)		
22	Design a presentation to be self-running		
23	Enter notes in presentation		
24	Hide a slide		
25	Insert hyperlinks to other places in presentation		
26	Insert action buttons on a slide		
27	Create and modify headers and footers on slides		
28	Use print preview		

## Manipulating Elements on Slides

TEXT

29	Enter and edit slide text		
30	Format slide text and change text alignment		
31	Change font, font size, and color		
32	Format lists (customize bullets or numbered lists)		
33	Adjust line spacing		
34	Use AutoFit options		
35	Insert text boxes on a slide		
36	Change fill of a text box		

# Presentation Assessment

Students must successfully demonstrate a minimum of 70% of the skills to demonstrate competency.

		OK	NEEDS WORK
37	Insert symbols		
38	Set character, line, and paragraph spacing options		

## GRAPHICS

39	Insert graphics (WordArt, ClipArt, Images) from file		
40	Insert graphics from gallery		
41	Change effects of WordArt (fill, shape, alignment, character spacing)		
42	Import images directly from a digital camera or scanner		
43	Locate and download graphics on the Internet		
44	Draw lines, rectangles, circles, and other objects		
45	Insert autoshapes on a slide		
46	Resize, change color, change lines of AutoShape or ClipArt		
47	Change shadow of an object		
48	Change 3-D effects of an object		
49	Create charts to illustrate data		
50	Add a diagram to a slide (organization, cycle, radial, pyramid, Venn, Target)		
51	Modify diagram elements (color, text, etc.)		
52	Add or delete diagram elements		
53	Resize diagram, diagram background, or both		
54	Add an animated GIF file to a slide		
55	Insert video clips		
56	Select graphics		
57	Manipulate graphics		
58	Rotate or flip graphics		
59	Nudge objects a short distance		
60	Group, ungroup, and regroup objects		
61	Change the order of graphics in a stack		
62	Align or distribute objects		
63	Alter graphics' color, shading, or change to black and white		
64	Add a table to a slide		
65	Add borders and shading to tables		
66	Revise tables (insert and delete rows and columns, change cell formats)		
67	Modify table structure (merge cells, change height and width)		

## AUDIO

68	insert a sound object to a slide		
69	Insert sound objects such as clips, files, CD tracks, or recorded sounds		
70	Insert sounds with slide transitions		
71	Format sounds to go through several slides		
72	Record narration for an entire presentation		
73	Coordinate sounds with animation effects		

# Presentation Assessment

Students must successfully demonstrate a minimum of 70% of the skills to demonstrate competency.

OK      NEEDS  
WORK

## ANIMATION

74	Apply an animation scheme to a slide		
75	Create custom animations in a presentation		
76	Create text effects		
77	Create chart or diagram animations and effects		
78	Change order of effects		
79	Create a motion path for an effect		
80	Loop presentation as if for a kiosk		

## PRINTING

81	Print note pages		
82	Print handouts		
83	Print outline of presentation		
84	Create and modify headers and footers on slides and handouts		

## Basic Computer Application Skills

85	Insert and move text		
86	Apply character effects (Superscript, Subscript, Strikethrough, Small Caps and Outline)		
87	Insert hyperlinks to internet		
88	Check for spelling errors		
89	Use the Thesaurus feature		
90	Use the Office Assistant		
91	Use indentation options (Left, Right, First Line and Hanging Indent)		
92	Insert date and time		
93	Insert page numbers		
94	Create and modify page numbers		
95	Use the Undo, Redo, and Repeat command		
96	Cut, Copy, Paste, and Paste Special using the Office Clipboard		
97	Use format painter to copy formatting		
98	Create a folder		
99	Use the drawing toolbar		
100	Identify copyright infringement		



# Computer Applications Assessment

## **Additional Resources**

# BUSINESS EDUCATION RESOURCES AND LINKS

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## A. RESOURCES

1. Software Programs Listing
2. Crosswalk of NETS-S and NBEA Standards
3. Instructions for joining the IBEA listserv
4. Instructions for paying IBEA membership dues online
5. Illinois Business Education Association membership application

## B. LINKS

1. Illinois Business Education Association (IBEA), [www.ibea.org](http://www.ibea.org)
2. North Central Business Education Association (NCBEA), [www.ncbea.com](http://www.ncbea.com)
3. National Business Education Association, (NBEA), [www.nbea.org](http://www.nbea.org)
4. International Society for Technology In Education, (ISTE), [www.iste.org](http://www.iste.org)
5. NETS-S Standards from ISTE, <http://www.iste.org/standards/nets-for-students.aspx>
6. Illinois State Board of Education (ISBE) Business Education webpage, with links to many business education/CTE resources, [http://www.isbe.net/career/html/cte\\_bus\\_ed.htm](http://www.isbe.net/career/html/cte_bus_ed.htm)
7. Illinois Association for Career and Technical Education (IACTE), [www.iacte.org](http://www.iacte.org)
6. Association for Career and Technical Education (ACTE), <http://www.acteonline.org/>
7. Illinois Curriculum Revitalization Initiative, <http://www.ilcte.org/default.asp>

# SOFTWARE PROGRAM LISTING

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## Application (Productivity Software, Integrated Packages)

- iWork '09 by Apple Computer, Inc.
- Kid Works by Knowledge Adventure
- Microsoft Office by Microsoft Corporation (This is a suite of products not an integrated package.)
- Microsoft Works by Microsoft Corporation
- OpenOffice by OpenOffice.org

## Atlas

- Children's Atlas of the United States, by Rand McNally Educational Publishing
- ArcGIS by ESRI (designs / develops the geographic information system (GIS) technology.)
- Children's World Atlas, by Rand McNally Educational Publishing
- My First Amazing World Explorer: School Version, by DK Publishing
- New Millenium World Atlas Deluxe Education Edition, by Rand McNally Educational Publishing
- SchoolHouse Rock: America Rock, by The Learning Company
- See Multimedia Encyclopedias
- Big Book (This software prints in poster or big book format.)
- Easy Book Deluxe by Sunburst Communications
- SuperPrint Deluxe by Scholastic
- Google Earth

## Audio

- GarageBand by Apple Computer, Inc.
- Audacity by GNU General Public License (GPL).
- QuickTime by Apple Computer, Inc.
- iTunes by Apple Computer, Inc.

## CAD or Home Design

- 3D Home by Brdrbund
- AutoCAD by Autodesk
- Diorama Designer by Tom Snyder Productions
- Home Plan (ShareWare)
- SketchUp

## Concept Mapping or Webbing

- Inspiration, by Inspiration Software
- Kidspiration, by Inspiration Software

## Database

- iWork '09 Database by Apple Computer, Inc.
- Filemaker Pro by Filemaker, Inc.
- Microsoft Access (part of Microsoft Office) by Microsoft Corporation
- Microsoft Works by Microsoft Corporation

- Tabletop (includes Tabletop Jr. ) by Broderbund (The Learning Company)
- OpenOffice.org Base

## Desktop Publishing

- Adobe InDesign by Adobe
- Easy Book Deluxe by Sunburst Communications
- Print Shop Deluxe by Broderbund (The Learning Company)
- QuarkXpress by Quark
- Student Writing Center by The Learning Company

## Digital Art (Graphics, Drawing or Painting, Rendering or Illustration)

- Adobe Illustrator by Adobe
- Adobe Photoshop by Adobe
- Adobe Photoshop Elements
- iPhoto by Apple Computer, Inc.
- Photo Booth by Apple Computer, Inc.
- Kid Pix Studio Deluxe by Broderbund
- Kid Works Deluxe by Knowledge Adventure
- SuperPrint Deluxe by Scholastic
- OpenOffice.org Draw
- See Application Software

## Document Sharing

- Adobe Acrobat by Adobe (uses Adobe's Portable Document Format--PDF)

## Drawing or Painting

See Digital Art Software

## Electronic Publishing

See Desktop Publishing Software, Multimedia Authoring Software, and Presentation Software

## E-mail Programs

- Eudora Light
- Eudora Pro by Qualcomm
- Outlook and Outlook Express by Microsoft Corporation

## Geometry (Geometry Representation)

- Cabri Geometry by Texas Instruments
- Geometer's Sketchpad by Key Curriculum Press
- Google Sketchup by Google
- Shape Up by Sunburst Communications

## Graphics

See Digital Arts Software

# SOFTWARE PROGRAM LISTING

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## Graphing

- Graph Club by Tom Snyder Productions
- GraphPower by Ventura
- See Application Software

## Image Manipulating (Photo Manipulation)

- Adobe PhotoDeluxe by Adobe
- Adobe Photoshop by Adobe
- Adobe Photoshop Elements
- GIMP
- iPhoto by Apple Computer, Inc
- OpenOffice.org Draw
- Paint by Microsoft

## Instructional or Reference

- Community Construction Kit by Tom Snyder Productions
- Decisions, Decisions: Violence in the Media by Tom Snyder Productions
- National Inspirer by Tom Snyder Productions
- Timeliner by Tom Snyder Productions

## Integrated Packages

See Application Software

## Interactive Dictionaries

- American Heritage Children's Dictionary by Houghton Mifflin Interactive
- Merriam-Webster's Collegiate Dictionary by Merriam-Webster, Inc.
- My First Incredible, Amazing Words and Pictures by DK Family Learning

## Internet/Web Browser

- Microsoft Internet Explorer by Microsoft Corporation
- Firefox by Mozilla
- Google Chrome by Google
- Opera by Opera
- Safari by Apple Computer, Inc.

## LEGO

- LEGO dacta Control Lab Starter Pack
- LEGO Mindstorms Robotics Invention System
- Lego Mindstorms

## Logo/Turtle Geometry

- MicroWorlds by Logo Computer Systems, Inc.

## Mapping

- MapMaker Toolkit by Tom Snyder Productions
- Neighborhood Map Machine by Tom Snyder Productions
- Rand McNally TripMaker Deluxe by Rand McNally New Media
- Google Earth

## Multimedia Authoring

- HyperStudio by Roger Wagner (Knowledge Adventure)
- Macromedia Director Academic by Macromedia
- mPower by Mindscape (The Learning Company)
- Stagecast Creator by Stagecast Software, Inc.
- iMovie by Apple Computer, Inc.
- iDVD by Apple Computer, Inc.
- Flash by Adobe – Macromedia
- Windows Movie Maker by Microsoft

## Multimedia Encyclopedias

- Compton's Interactive Encyclopedia Deluxe by The Learning Company
- Encyclopedia Britannica
- Grolier Multimedia Encyclopedia by Grolier Interactive
- Microsoft Encarta Encyclopedia Deluxe by Microsoft Corporation
- World Book Online
- Wikipedia by Wikipedia Foundation, Inc.

## Photo Manipulation

See Image Manipulating Software

## Presentation

- iWork '09 Presentation by Apple Computer, Inc.
- Keynote by Apple Computer, Inc
- Kid Pix Studio Deluxe by Broderbund
- OpenOffice.org Impress
- PowerPoint by Microsoft Corporation (also part of Microsoft Office)
- See Multimedia Authoring Software

## Probeware Software

- See the following companies for probeware and sensors:
  - Vernier Software & Technology
  - Texas Instruments
  - ImageJ by NASA
  - Celestia by NASA
  - Virtual Lab by NASA

# SOFTWARE PROGRAM LISTING

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## **Productivity**

See Application Software

## **Spreadsheet**

- iWork '09 Spreadsheet by Apple Computer, Inc.
- Cruncher by Knowledge Adventure
- Microsoft Excel by Microsoft Corporation (also part of Microsoft Office)
- OpenOffice.org Calc

## **Video Production/Editing**

- Adobe Premiere by Adobe
- Avid Videoshop by Strata
- iMovie, by Apple Computer, Inc.
- FinalCut by Apple Computer, Inc.
- Flash by Adobe
- QuickTime by Apple Computer, Inc.

- QuickTime Virtual Reality (QTVR) by Apple Computer, Inc.
- Windows Movie Maker by Microsoft

## **Web Page Creation**

- Expression Web by Microsoft Corporation
- Dreamweaver by Adobe
- GoLive by Adobe
- Web Workshop by Sunburst Communications

## **Word Processing/Writing**

- iWork '09 Word Processor by Apple Computer, Inc.
- Aspects (collaborative electronic writing program) by Group Logic
- Kid Works Deluxe by Knowledge Adventure
- Microsoft Word by Microsoft Corporation (also part of Microsoft Office)
- OpenOffice.org Writer

NETS Standard	Grade Level	NETS General Indicators	NBEA Standards	NBEA Performance Expectations
<p><b>I. Creativity and Innovation</b></p> <p>Students demonstrate creative thinking, construct knowledge, and develop innovative products and processes using technology.</p>	<p>9 through 12</p>	<p><b>Students:</b></p> <p>A. Apply existing knowledge to generate new ideas, products, or processes.</p> <p>B. Create original works as a means of personal or group expression.</p> <p>C. Use models and simulations to explore complex systems and issues.</p> <p>D. Identify trends and forecast possibilities</p>	<p><b>XVII. Information Technology &amp; Business Functions</b></p> <p><b>Achievement Standard:</b> Describe the information technology components of business functions and explain their interrelationships.</p>	<p><b>Level 3-4 Performance Expectations</b></p> <ul style="list-style-type: none"> <li>Identify and explain the major components of marketing and sales information technologies and their interrelationships</li> <li>Identify and explain the major components of accounting and finance information technologies and their interrelationships</li> <li>Identify and explain the major components of manufacturing and logistics information technologies and their interrelationships</li> <li>Identify and explain the major components of research and development information technologies and their interrelationships</li> <li>Identify and explain the major components of human resource management information technologies and their interrelationships.</li> </ul> <p><b>Other examples:</b></p> <ul style="list-style-type: none"> <li><i>Application Software</i>—use application software (word processing, desktop publishing, spreadsheet, database, presentation)</li> <li><i>Basic Operations</i>—enter data, edit fields and records, sort and filter data and process queries</li> <li><i>Advanced Features</i>—use advanced features (graph, merge, sort, filter, link, embed) of common application software</li> <li><i>Career Identification</i>—discuss common tasks, career paths and educational requirements in the areas of word processing, spreadsheet, database, desktop publishing, presentation and electronic communication, &amp; database management</li> <li><i>Legal Issues</i>—discuss federal and state laws pertaining to computer use (computer crime and abuse, copyright infringement, plagiarism)</li> <li><i>Collaborative Features</i>—use collaborative features (document sharing, whiteboard, web conferencing) of software applications to complete tasks</li> </ul>

NETS Standard	Grade Level	NETS General Indicators	NBEA Standards	NBEA Performance Expectations
<p><b>II. Communication and Collaboration</b></p> <p>Students use digital media and environments to communicate and work collaboratively, including at a distance, to support individual learning and contribute to the learning of others.</p>	<p>9 through 12</p>	<p><b>Students:</b></p> <p>A. Interact, collaborate, and publish with peers, experts or others employing a variety of digital environments and media.</p> <p>B. Communicate information and ideas effectively to multiple audiences using a variety of media and formats.</p> <p>C. Develop cultural understanding and global awareness by engaging with learners of other cultures.</p> <p>D. Contribute to project teams to produce original works or solve problems.</p>	<p><b>VI. Interactive Multimedia</b></p> <p><b>Achievement Standard:</b> Use multimedia software to create media rich projects.</p>	<p><b>Level 3 Performance Expectations</b></p> <ul style="list-style-type: none"> <li>Identify and select appropriate multimedia file formats and properties (e.g., plug-ins, codecs, compressions)</li> <li>Create multimedia content and prepare it for delivery (e.g., compression, resolution)</li> <li>Configure multimedia delivery tools (e.g., blogs, podcasting, webcasting)</li> <li>Obtain interactive multimedia industry certification(s) needed for a chose career path</li> </ul> <p><b>Other Examples</b></p> <ul style="list-style-type: none"> <li><i>Collaborative Features</i>—use collaborative features (document sharing, whiteboard, web conferencing) of software applications to complete tasks</li> </ul> <p><i>Students use:</i></p> <ul style="list-style-type: none"> <li>Appropriate technology tools based upon the project assigned</li> <li>Database for addresses</li> <li>Spreadsheet for finance</li> <li>Web publishing for survey</li> <li>Multimedia for resume</li> <li>Students use: <ul style="list-style-type: none"> <li>Moderated discussion forums</li> <li>Moderated chat</li> <li>E-mail</li> <li>Groupware</li> <li>Online simulations</li> <li>Online projects</li> </ul> </li> </ul>

NETS Standard	Grade Level	NETS General Indicators	NBEA Standards	NBEA Performance Expectations
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<p><b>III. Research and Information Fluency</b></p> <p>Students apply digital tools to gather, evaluate, and use information.</p>	<p>9 through 12</p>	<p><b>Students:</b></p> <p>A. Plan strategies to guide inquiry.</p> <p>B. Locate, organize, analyze, evaluate, synthesize, and ethically use information from a variety of sources and media.</p> <p>C. Evaluate and select information sources and digital tools based on the appropriateness to specific tasks.</p> <p>D. Process data and report results.</p>	<p><b>IV. Input Technologies</b></p> <p><b>Achievement Standard:</b> Use various input technologies to enter and manipulate information appropriately.</p>	<p><b>Level 2-4 Performance Expectations</b></p> <ul style="list-style-type: none"> <li>• Select appropriate input technology to optimize performance</li> <li>• Apply a variety of input technologies to maximize productivity</li> <li>• Optimize academic and workplace performance using a variety of input technologies</li> <li>• Compose documents using a variety of input technologies</li> <li>• Explore translation and digital language input tools and resources for effective global communication</li> </ul>
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NETS Standard	Grade Level	NETS General Indicators	NBEA Standards	NBEA Performance Expectations
<p><b>IV. Critical Thinking, Problem-Solving &amp; Decision-Making</b></p> <p>Students use critical thinking skills to plan and conduct research, manage projects, solve problems and make informed decisions using appropriate digital tools and resources.</p>	<p>9 through 12</p>	<p><b>Students:</b></p> <p>A. Identify and define authentic problems and significant questions for investigation.</p> <p>B. Plan and manage activities to develop a solution or complete a project.</p> <p>C. Collect and analyze data to identify solutions and/or make informed decisions.</p> <p>D. Use multiple processes and diverse perspectives to explore alternative solutions.</p>	<p><b>I. Impact on Society</b></p> <p><b>Achievement Standard:</b> Assess the impact of information technology in a global society.</p>	<p><b>Level 3-4 Performance Expectations</b></p> <ul style="list-style-type: none"> <li>• Analyze how developments in information technology affect the supply/demand characteristics of the job market</li> <li>• Illustrate how information technology changes organization structures</li> <li>• Examine how information technology changes the breadth and level of worker responsibilities</li> <li>• Evaluate how information technology transforms business processes and relationships</li> <li>• Assess how information technology changes the manner in which training is offered and implemented</li> <li>• Identify and evaluate how information technology developments changes the way humans do their work</li> <li>• Analyze and compare society's influence on information technology and information technology's influence on society</li> <li>• Use information technology skills in today's learning</li> <li>• Apply information technology skills to lifelong learning</li> </ul>

NETS Standard	Grade Level	NETS General Indicators	NBEA Standards	NBEA Performance Expectations
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<p><b>V. Digital Citizenship</b></p> <p>Students understand human, cultural, and societal issues related to technology and practice legal and ethical behavior.</p>	<p>9 through 12</p>	<p><b>Students:</b></p> <p>A. Advocate and practice safe, legal, and responsible use of information and technology.</p> <p>B. Exhibit a positive attitude toward using technology that supports collaboration, learning, and productivity.</p> <p>C. Demonstrate personal responsibility for lifelong learning.</p> <p>D. Exhibit leadership for digital citizenship.</p>	<p><b>XV. Ethical and Legal Issues</b></p> <p><b>Achievement Standard:</b> Describe, analyze, develop, and follow policies for managing ethical and legal issues in organizations and in a technology-based society.</p>	<p><b>Level 3 Performance Expectations</b></p> <ul style="list-style-type: none"> <li>• Implement organization policies and procedures dealing with legal and ethical issues</li> <li>• Compare and contract various types of license agreements (e.g., open source, multiple license agreements, single-user installation, site license)</li> <li>• Analyze legal and ethical dilemmas within the framework of current laws and legislation (e.g., virus development, hacking, threats, phishing)</li> </ul> <p><b>Other Examples:</b></p> <ul style="list-style-type: none"> <li>• <i>Ethics</i>—examine and adhere to acceptable uses of computer application software and hardware</li> <li>• <i>Policies</i>—follow safety and security policies (acceptable use policy, web page policy, student information policy)</li> </ul>
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NETS Standard	Grade Level	NETS General Indicators	NBEA Standards	NBEA Performance Expectations
<p><b>VI. Technology (Operations and Concepts)</b></p> <p>Students demonstrate a sound understanding of technology concepts, systems and operations.</p>	<p>9 through 12</p>	<p><b>Students:</b></p> <p>A. Understand and use technology systems.</p> <p>B. Select and use applications effectively and productively.</p> <p>C. Troubleshoot systems and applications.</p> <p>D. Transfer current knowledge to learning of new technologies</p>	<p><b>III. Operating Systems and Utilities</b></p> <p><b>Achievement Standard:</b> Identify, evaluate, select, install, use, upgrade, customize, and diagnose and solve problems with various types of operating systems and utilities</p> <p><b>IV. Input Technologies</b></p> <p><b>Achievement Standard:</b> Use various input technologies to enter and manipulate information appropriately.</p>	<p><b>III. Operating Systems and Utilities</b></p> <p><b>Level 3-4 Performance Expectations</b></p> <ul style="list-style-type: none"> <li>Describe various types of operating systems and utilities</li> <li>Compare and contrast the functions, features, and limitations of different operating systems and utilities (e.g., open source, mobile, and proprietary operating systems)</li> <li>Select operating systems and utilities appropriate for specific hardware, software, and tasks</li> </ul> <p><b>IV. Input Technologies</b></p> <p><b>Level 2-4 Performance Expectations</b></p> <ul style="list-style-type: none"> <li>Select appropriate input technology to optimize performance</li> <li>Apply a variety of input technologies to maximize productivity</li> <li>Optimize academic and workplace performance using a variety of input technologies</li> <li>Compose documents using a variety of input technologies</li> <li>Explore translation and digital language input tools and resources for effective global communication</li> </ul>

# PROCEDURES FOR JOINING THE IBEA LISTSERV

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The IBEA listserv is a great source of information! Connect with your colleagues by following these steps to subscribe:

1. Go to <http://lists.eiu.edu/mailman/listinfo/ibealist>
- 2) Read the directions and complete the requested information.
- 3) Click on **Subscribe**.
- 4) You will receive an e-mail to let you know you have subscribed.

To post a message to the listserv, send an e-mail to [ibealist@lists.eiu.edu](mailto:ibealist@lists.eiu.edu)

**Remember that the reply button sends the message to all members of the listserve!**

# PAYING IBEA DUES ONLINE

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IBEA is pleased to announce that members may now pay their membership dues online in order to renew or start a membership in IBEA. Dues will be on a cyclical basis. This means that your dues will be good for one calendar year from the date you renew your membership.

IBEA will be able to accept Visa, MasterCard, Discover, American Express and debit cards (with a major credit card logo, such as Visa or MasterCard, in the lower right corner), as well as a PayPal account if you have one.

**Only credit, debit, or PayPal payments will be accepted for membership dues when processed through the IBEA website. To renew with a check, you must mail the membership form, along with your payment, to the membership coordinator. A paper form is provided on the next page for those that wish to renew by mail.**

## To Pay Dues Online:

1. In the **IBEA Member Login** box at the right-hand side of the screen, click **Register**.
2. Choose the type of membership by clicking the radio button beside the membership you wish to renew or begin.
3. Scroll down and fill in the membership form in full.
4. Be sure to fill in the **Security Code** as presented and check the box by **Accept Terms and Conditions**.
5. Click the **Register** button to continue.
6. A summary screen will now show your membership info along with your total.
7. Click the **Pay Now** button. This will transfer you to PayPal.
8. You may get a dialog box about secure elements. Click No. This is just so the IBEA logo will show.
9. If you have a PayPal account, you can login with your PayPal information. Otherwise, click the **Continue** link under the **Don't have a PayPal account box**.
10. Fill in your credit card number, etc. and click the **Review Order to Continue** button.
11. Review your dues payment information.
12. Click the **Pay Now** button at the bottom of the page.
13. You may print a receipt by clicking the **View Printable Receipt** link.
14. Once finished, click the **Return to Illinois Business Education Association** button to return to the IBEA Website.

If you have any questions or problems with the online payment processing, please contact the Webmaster at [webmaster@ibea.org](mailto:webmaster@ibea.org).



# MEMBERSHIP FORM (web)

The **Illinois Business Education Association** encourages you to become a member of your professional organizations for the upcoming membership year. Once your membership is processed, you will receive all the mailings and benefits that come with membership in IBEA (and IACTE).

### Dues are processed on a cyclical basis

- 1) **Check** the type of membership you desire;
- 2) **Complete** the information section below;
- 3) **Return** this form along with your check payable to **IBEA** to **Dr. Gary B. Hutchinson, IBEA Membership**  
3610 Hennepin Drive, Joliet, IL 60431-9204

Note: IBEA = Illinois Business Education Association; IACTE = Illinois Association for Career and Technical Education

Type of membership	IBEA	IBEA & IACTE
<b><u>REGULAR</u></b>	<input type="checkbox"/> \$45.00	<input type="checkbox"/> \$105.00
<b><u>STUDENT</u></b> (Not yet teacher certified)	<input type="checkbox"/> \$10.00	<input type="checkbox"/> \$15.00
<b><u>RETIRED</u></b> (Retired from full-time teaching)	<input type="checkbox"/> \$10.00	<input type="checkbox"/> \$40.00
*Note: If retired, you must be an active member of IACTE to participate in the House of Delegates meeting or hold an IACTE leadership positions		<input type="checkbox"/> \$70.00

PLEASE CHECK IF INFORMATION ON LINE IS CHANGED

Please PRINT or TYPE the following information.  
Note: A dues payment receipt will be emailed or sent by postal service.

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last: \_\_\_\_\_

Home Street: \_\_\_\_\_

Home City: \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ - \_\_\_\_\_ County: \_\_\_\_\_

Home Phone: (    ) \_\_\_\_\_

School: \_\_\_\_\_ School Phone: (    ) \_\_\_\_\_

E-mail address: \_\_\_\_\_ Membership Number: \_\_\_\_\_

**Position:** Administration    Consultant    COordinator    Student    Supervisor  
(please circle)    Teacher    Teacher Educator    Retired    Other

**IBEA Affiliate:** CA=Chicago Area, C=Chicago, NI=Northern IL, WI=Western IL, PA=Peoria Area,  
(please circle)    MI=Mid IL, CI=Central IL, EI=Eastern IL, SW=Southwestern Area, SI= Southern IL