

Overview

The Scope and Sequence table is designed as a resource to help identify which skills may be needed to complete a particular activity within the Intel® Teach Getting Started course. Alternatively, it also may be used to determine which activities afford opportunities for teachers to practice a particular skill.

Reading this Document

The first column in the Scope and Sequence table identifies the technology area (*GR = Graphics, WP = Word Processing, SS = Spreadsheets, and MM = Multimedia*) and the skill number (such as, *2.1*) that refers to a specific skill listed in either the Getting Started manual or the *Help Guide*. The second column lists the corresponding Skill Description (such as, *To pick colors*). The remaining columns name the activities found within the course appendix (such as, *Assessment Handout* or *Curriculum Preview*).

A square symbol (■) appearing in a cell indicates that a student has the opportunity to practice a specific skill in a specific activity. The square symbol with the asterisk (■*) denotes that a specific skill is addressed in a *Do It Challenge*.

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Scope and Sequence

Technology Area and Skill Number	Skill Description	Assessment Handout	Weekly Lesson Planner	Newsletter	Diagram	Certificate	Curriculum Preview	Student of the Week	Instructional Lesson	Classroom Rules and Expectations	Yearbook	Grade Book	Classroom Inventory	Seating Chart	Pictograph	Roll Book
GR 2.1	To pick colors															
GR 2.2	To paint a straight line															
GR 2.3	To paint a curvy line															
GR 2.4	To paint a rectangle or square															
GR 2.5	To paint a triangle, star, or another shape with straight lines															
GR 2.6	To paint an oval or a circle															
GR 2.7	To change the color of shapes and lines															
GR 2.8	To paint with a brush															
GR 2.9	To paint with spray paint															
GR 2.10	To add words to a picture															
GR 2.11	To undo the last thing you just did															
GR 2.12	To change the size of a painting canvas															
GR 2.13	To zoom in or out on your picture															
GR 3.1	To select part of a picture or photo so you can make changes															
GR 3.2	To erase a small part of a picture or photo															
GR 3.3	To remove or delete a large part of a picture or photo															
GR 3.4	To move part of a picture or photo															
GR 3.5	To make part of a picture or photo bigger															
GR 3.6	To make part of a picture or photo smaller															

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GR 3.7	To make a copy of, or duplicate, part of a picture or photo															
GR 3.8	To flip part of a picture or photo															
GR 3.9	To spin or rotate part of a picture or photo															
GR 3.10	To stretch part of a picture or photo so it is taller or wider															
GR 3.11	To tilt, slant, or skew part of a picture or photo															
GR 3.12	To copy and use a color already found in a picture or photo															
GR 3.13	To make and use your own colors															
GR 3.14	To save a picture for different uses															
GR 3.15	To copy and save a picture from the Clip Art Gallery														▪	
GR 3.16	To copy and save a picture from the Internet								▪		▪					
GR 3.17	To take and save a picture of what is on your screen, or a screenshot															
GR 5.1	To show the Drawing toolbar			▪	▪											
GR 5.2	To draw a straight line			▪	▪											
GR 5.3	To draw a curvy line			▪	▪											
GR 5.4	To draw or scribble a line by hand			▪	▪											
GR 5.5	To draw an arrow			▪	▪											
GR 5.6	To draw a rectangle or square			▪	▪	▪ ⁺										

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GR 5.7	To draw an oval or a circle			▪	▪											
GR 5.8	To draw triangles, diamonds, and other common shapes			▪	▪											
GR 5.9	To draw fancy arrows, stars, and other shapes			▪	▪	▪										
GR 6.1	To select a line, shape, or other object in a drawing			▪	▪	▪	▪ ⁺									
GR 6.2	To remove or delete a line, shape, or other object from a drawing			▪	▪											
GR 6.3	To move a line, shape, or other object in a drawing			▪	▪	▪										
GR 6.4	To make a line, shape, or other object bigger or smaller			▪	▪	▪										
GR 6.5	To make a line or shape's border thicker or thinner			▪	▪		▪ ⁺									
GR 6.6	To change the look or style of a line or shape's border			▪	▪											
GR 6.7	To change the color of a line or shape's border			▪	▪		▪ ⁺									
GR 6.8	To change the fill color inside a shape			▪	▪											
GR 6.9	To get more line, border, or fill colors to pick from															
GR 6.10	To make your own line, border, and fill colors															
GR 6.11	To fill a shape with a colorful pattern					▪										
GR 6.12	To fill a shape with an interesting texture effect					▪										

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GR 6.13	To fill a shape with colors that blend together, or a gradient					▪										
GR 7.1	To make a box so you can add words to a drawing			▪	▪	▪										
GR 7.2	To type words into a text box			▪	▪	▪										
GR 7.3	To select or highlight words in a text box so you can make changes			▪	▪	▪										
GR 7.4	To pick the letter design, or font, of words in a drawing			▪	▪	▪										
GR 7.5	To make the words in your drawing bigger or smaller			▪	▪	▪										
GR 7.6	To change the style of words in a drawing			▪	▪	▪										
GR 7.7	To change the color of words in a drawing			▪	▪	▪										
GR 7.8	To make words in your drawing blink, shimmer, and sparkle															
GR 7.9	To change the direction of words in a text box															
GR 7.10	To add a color border around a text box			▪	▪									▪ ⁺		
GR 7.11	To change the width of a text box border			▪	▪									▪ ⁺		
GR 7.12	To change the line style of a text box border			▪	▪									▪ ⁺		
GR 7.13	To remove a border from a text box					▪										
GR 7.14	To add a fill color inside a text box			▪	▪									▪ ⁺		

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GR 7.15	To remove a fill color inside a text box					▪											
GR 8.1	To select several objects at once									▪ ⁺							
GR 8.2	To bundle or group objects together									▪ ⁺							
GR 8.3	To break apart or ungroup a grouped object																
GR 8.4	To make a copy of, or duplicate, an object				▪	▪											
GR 8.5	To flip an object																
GR 8.6	To spin or rotate an object in a drawing					▪											
GR 8.7	To change the order of objects placed on top of each other																
GR 9.1	To make art out of words, or WordArt				▪	▪											
GR 9.2	To change the words in your WordArt																
GR 9.3	To pick a different WordArt look or style				▪ ⁺	▪ ⁺											
GR 9.4	To change the colors of your WordArt				▪ ⁺	▪ ⁺											
GR 9.5	To change the WordArt shape				▪ ⁺	▪ ⁺											
GR 9.6	To put words inside a shape																
GR 9.7	To add a shadow to an object			▪ ⁺	▪ ⁺	▪ ⁺											
GR 9.8	To make changes to an object's shadow			▪ ⁺	▪ ⁺	▪ ⁺											
GR 9.9	To remove an object's shadow																

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GR 9.10	To make something look 3-D															
GR 9.11	To make changes to a 3-D object															
WP 2.1	To type words, or to enter text	▪	▪	▪												
WP 2.2	To highlight words so you can make changes	▪	▪	▪												
WP 2.3	To erase or delete words or text	▪	▪													
WP 2.4	To change or replace words that you have already typed	▪	▪													
WP 2.5	To fix or undo words that you just typed or changes that you just made															
WP 2.6	To copy words or text	▪	▪													
WP 2.7	To remove, or cut, words or text															
WP 2.8	To paste words or text in a new place															
WP 2.9	To add a math, science, or other symbol															
WP 3.1	To pick the letter design or font for your words	▪	▪	▪												
WP 3.2	To make words bigger or smaller	▪	▪	▪												
WP 3.3	To change the style of words	▪	▪	▪												
WP 3.4	To change the color of words	▪	▪	▪												
WP 3.5	To make words shimmer, shine, and sparkle															

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WP 4.1	To change the space between lines			▪	▪											
WP 4.2	To change the left/right position or alignment of lines of words	▪	▪	▪	▪	▪										
WP 4.3	To move lines in a paragraph in or out, or to change the indent	▪*		▪												
WP 4.4	To set and use a tab to space your words from left to right	▪		▪												
WP 4.5	To change or remove a tab															
WP 4.6	To make a numbered list of information	▪	▪													
WP 4.7	To make a list of information with different symbols, or a bulleted list		▪	▪												
WP 4.8	To add a border around words or paragraphs	▪														
WP 4.9	To add a background color or shading behind paragraphs															
WP 4.10	To start a new line															
WP 5.1	To add premade computer pictures, or clip art			▪	▪	▪										
WP 5.2	To add a picture you have already made and saved on your computer				▪											
WP 5.3	To add a picture you have copied from a Web site or another document				▪											
WP 5.4	To change the way words flow, or wrap, around a picture			▪	▪	▪										

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WP 5.5	To make a picture bigger or smaller			▪	▪	▪	▪	▪	▪		▪					
WP 5.6	To move a picture			▪	▪	▪	▪	▪	▪		▪					
WP 5.7	To trim the edges off of or crop a picture															
WP 5.8	To make the background of a picture see-through, or transparent															
WP 5.9	To add a border or frame around a picture															
WP 5.10	To make a picture brighter or darker					▪										
WP 5.11	To turn a color picture into a grayscale or black-and-white picture					▪										
WP 5.12	To add a light background picture, or a watermark					▪										
WP 6.1	To make a page bigger or smaller on the screen		▪			▪										
WP 6.2	To show or hide the ruler	▪			▪	▪										
WP 6.3	To use the page grid to place and size objects				▪	▪										
WP 6.4	To set up a document to print sideways, or landscape		▪			▪										
WP 6.5	To set the empty spaces or margins around the edges of a page			▪												
WP 6.6	To set up a page with columns, like a newspaper or magazine			▪												
WP 6.7	To end the information in one column and start it in the next			▪												

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WP 6.8	To end one page and start the next		▪ ⁺													
WP 6.9	To add a box that you can type words into			▪	▪	▪										
WP 6.10	To link text boxes so words flow from one into another															
WP 6.11	To add a border around the edges of a page		▪ ⁺			▪										
WP 6.12	To set the exact size of a picture, text box, or shape															
WP 6.13	To line up several pictures, text boxes, or other objects				▪											
WP 6.14	To even out the space between pictures, text boxes, and other objects															
WP 6.15	To add repeated information at the top and bottom of your pages	▪		▪ ⁺												
WP 6.16	To set up a document with a different first page															
WP 6.17	To see how a document will look before you print it															
WP 7.1	To add or insert a new table		▪													
WP 7.2	To select a cell		▪													
WP 7.3	To select a row or many rows		▪													
WP 7.4	To select a column or many columns		▪													
WP 7.5	To select an entire table															
WP 7.6	To remove or delete a row or many rows		▪													

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WP 7.7	To remove or delete a column or many columns															
WP 7.8	To remove or delete an entire table															
WP 7.9	To add or insert a new row into a table		▪													
WP 7.10	To add or insert a new column into a table															
WP 7.11	To move a row															
WP 7.12	To move a column															
WP 7.13	To put two or more cells together, or to merge them		▪													
WP 7.14	To divide or split a cell into many cells		▪													
WP 7.15	To automatically change the width of all the columns in a table		▪													
WP 7.16	To change the position or alignment of information in a table		▪													
WP 7.17	To use a preset design to change the way a table looks															
WP 7.18	To make your own changes to the way your table looks		▪													
WP 8.1	To put today's date into a document															
WP 8.2	To put page numbers into a document	▪														
WP 8.3	To use a built-in document style, or template, to start a new document															
WP 8.4	To make and use your own document style, or template		▪	▪												

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WP 8.5	To make and use short-cuts to change the look of words			▪												
WP 8.6	To insert another document as an object															
WP 8.7	To create a form	▪														
WP 8.8	To check the spelling in a document															
WP 8.9	To use the Thesaurus to help you come up with the word you want															
WP 9.1	To use a preset design to start a new Web page															
WP 9.2	To view a document as it would look on the Internet															
WP 9.3	To add a background to your Web page															
WP 9.4	To use a theme to change the look of your Web page															
WP 9.5	To save a regular word processing document as a Web page															
WP 9.6	To add a link to another Web page															
WP 9.7	To insert a link to a document saved on your computer															
WP 9.8	To use the Web Page Wizard to create a Web site with many pages															
WP 9.9	To add a frame to a Web page															

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SS 2.1	To select a single box or cell											▪	▪	▪	▪	▪
SS 2.2	To select several boxes or cells that are next to each other											▪	▪	▪	▪	▪
SS 2.3	To select several boxes or cells that are not next to each other														▪	
SS 2.4	To select an entire row											▪	▪	▪	▪	▪
SS 2.5	To select several rows that are next to each other											▪	▪	▪	▪	▪
SS 2.6	To select several rows that are not next to each other														▪	
SS 2.7	To select an entire column											▪	▪	▪	▪	▪
SS 2.8	To select several columns that are next to each other											▪	▪	▪	▪	▪
SS 2.9	To select several columns that are not next to each other														▪	
SS 2.10	To select an entire worksheet															
SS 3.1	To move between worksheets											▪	▪	▪	▪	▪
SS 3.2	To give a worksheet a new name											▪	▪	▪	▪	▪
SS 3.3	To remove or delete a worksheet											▪	▪	▪	▪	▪
SS 3.4	To add or insert a worksheet															
SS 3.5	To move a worksheet														▪	
SS 3.6	To make a copy of a worksheet											▪ ⁺		▪ ⁺	▪	▪

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SS 3.7	To link information between worksheets															
SS 4.1	To put words and numbers into a worksheet cell											▪	▪	▪	▪	▪
SS 4.2	To change or fix information that is already in a cell											▪ ⁺		▪ ⁺		▪
SS 4.3	To remove or delete information from a cell											▪ ⁺		▪ ⁺		▪
SS 4.4	To copy information and put it in another cell															
SS 4.5	To remove or cut information and put it in another cell															
SS 4.6	To repeat or fill information in neighboring cells															
SS 4.7	To show numbers as decimals, currency, and percentages											▪	▪		▪	
SS 4.8	To change the look of dates															
SS 4.9	To type a comment in a worksheet cell													▪		▪ ⁺
SS 5.1	To change the letter design, or font, of words and numbers											▪	▪	▪	▪	▪
SS 5.2	To make words and numbers bigger or smaller											▪	▪	▪	▪	▪
SS 5.3	To change the style of words and numbers											▪	▪	▪	▪	▪
SS 5.4	To change the color of words and numbers											▪	▪	▪	▪	▪
SS 5.5	To change row height											▪				
SS 5.6	To change column width											▪	▪	▪	▪	▪

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SS 5.7	To change the alignment of information within a cell or cells											▪	▪ ⁺	▪	▪	▪
SS 5.8	To add borders to cells, rows, columns, and worksheets											▪	▪ ⁺	▪		▪
SS 5.9	To add background color or shading to cells, rows, or columns												▪ ⁺	▪		▪
SS 5.10	To combine or merge cells															▪ ⁺
SS 5.11	To apply an AutoFormat to a worksheet												▪			
SS 5.12	To remove or clear cell formatting															
SS 5.13	To add a premade computer picture, or clip art, to a worksheet															
SS 5.14	To add a background picture to a worksheet															
SS 5.15	To automatically change the look of a cell based on certain information															
SS 6.1	To move a row or several rows															
SS 6.2	To move a column or several columns															
SS 6.3	To add or insert a row or several new rows															▪
SS 6.4	To add or insert a column or several new columns											▪				
SS 6.5	To remove or delete a row or several rows															
SS 6.6	To remove or delete a column or several columns															

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SS 6.7	To sort or change the order of rows based on certain information											▪	▪			
SS 6.8	To hide information															
SS 7.1	To sum or add the numbers in a row or column											▪	▪		▪	
SS 7.2	To figure out the average of numbers in a row or column											▪			▪	
SS 7.3	To add numbers by writing your own math sentence or formula														▪	
SS 7.4	To subtract numbers by writing your own math sentence or formula														▪	
SS 7.5	To multiply numbers by writing your own math sentence or formula														▪	
SS 7.6	To divide numbers by writing your own math sentence or formula														▪	
SS 7.7	To type a complex math sentence or formula with many values														▪	
SS 7.8	To copy and paste a math sentence or formula															
SS 7.9	To reuse a formula in many cells in the same row or column											▪	▪		▪	
SS 7.10	To keep a cell reference from shifting when filling a formula															
SS 8.1	To make a column or bar chart that compares values or amounts														▪	

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SS 8.2	To make a pie chart that shows the relationship of parts to a whole															
SS 8.3	To make a line chart that shows changes over time															
SS 8.4	To change the information in a chart that has already been made															
SS 8.5	To change the look of words and numbers in a chart														▪ ⁺	
SS 8.6	To change the color of a chart's background														▪ ⁺	
SS 8.7	To change the colors of the bars in a column or bar chart															
SS 8.8	To change the colors of the slices in a pie chart															
SS 8.9	To change the colors and lines in a line chart															
SS 8.10	To make a pictograph														▪	
MM 2.1	To switch to and work in Normal view						▪	▪	▪	▪	▪					
MM 2.2	To switch to and work in Outline view															
MM 2.3	To switch to and work in Slide view															
MM 2.4	To switch to and work in Slide Sorter view															
MM 2.5	To move between slides						▪	▪	▪	▪	▪					
MM 3.1	To add or insert a new slide						▪	▪	▪	▪	▪					
MM 3.2	To copy or duplicate a slide						▪	▪								

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MM 3.3	To remove or delete a slide																
MM 3.4	To put slides in order																
MM 4.1	To pick and use a design template									▪							
MM 4.2	To pick and use a color scheme								▪		▪						
MM 4.3	To change a slide's background color						▪	▪									
MM 4.4	To change a slide's current layout							▪		▪	▪						
MM 5.1	To type a slide title in the Outline Pane						▪	▪	▪	▪	▪						
MM 5.2	To type titles and other words in the Slide Pane						▪	▪	▪	▪	▪						
MM 5.3	To make a copy of, or duplicate, a text box for use on the same slide										▪						
MM 5.4	To copy and paste a text box for use on a different slide																
MM 5.5	To remove or delete a text box										▪						
MM 5.6	To change the design or font of words in a slide						▪	▪	▪	▪	▪						
MM 5.7	To make the words in a slide bigger or smaller						▪	▪	▪	▪	▪						
MM 5.8	To change the style of words in a slide						▪	▪	▪	▪	▪						
MM 5.9	To change the color of words in a slide						▪	▪	▪	▪	▪						
MM 5.10	To add or insert a table into a slide								▪								
MM 5.11	To add or insert a chart into a slide								▪								

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MM 5.12	To use the Slide Master to change the look of the words in all slides								▪		▪					
MM 6.1	To add premade computer pictures, or clip art, to a slide						▪	▪	▪		▪					
MM 6.2	To add a picture saved on your computer								▪		▪					
MM 6.3	To add borders to pictures, text boxes, and other objects															
MM 6.4	To fill shapes and text boxes with color and fill effects															
MM 6.5	To add a shadow effect															
MM 6.6	To add a 3-D effect															
MM 6.7	To use the Slide Master to add the same picture on all slides										▪					
MM 7.1	To add a sound or music file from the Clip Gallery						▪ ⁺	▪ ⁺	▪	▪ ⁺	▪					
MM 7.2	To add a sound or music file saved on your computer						▪ ⁺	▪ ⁺	▪	▪ ⁺	▪					
MM 7.3	To record your voice									▪ ⁺	▪ ⁺					
MM 7.4	To add a movie or video file from the Clip Gallery							▪ ⁺	▪		▪					
MM 7.5	To add a movie or video file saved on your computer							▪ ⁺	▪		▪					
MM 7.6	To insert another document as an object															
MM 8.1	To add a special effect that plays between slides, or a slide transition						▪	▪	▪	▪	▪					

▪⁺ indicates the skill is addressed in a challenge activity

Scope and Sequence

Technology Area and Skill Number	Skill Description	Assessment Handout	Weekly Lesson Planner	Newsletter	Diagram	Certificate	Curriculum Preview	Student of the Week	Instructional Lesson	Classroom Rules and Expectations	Yearbook	Grade Book	Classroom Inventory	Seating Chart	Pictograph	Roll Book
MM 8.2	To remove a slide transition															
MM 8.3	To add animation or movement to an object							■ ⁺	■ ⁺	■	■					
MM 8.4	To add animation effects to words							■ ⁺	■ ⁺	■	■					
MM 8.5	To make and add your own animation effect									■ ⁺	■ ⁺					
MM 8.6	To turn off an animation effect															
MM 8.7	To add an action button that takes you to a certain slide when clicked									■	■					
MM 8.8	To add an action button that plays sound or music when clicked															
MM 8.9	To make changes to an action button's settings															
MM 8.10	To remove an action button															
MM 8.11	To set the order and timing on a slide with many special effects							■ ⁺	■ ⁺		■					
MM 9.1	To print your presentation															
MM 9.2	To set up the way a presentation will play															
MM 9.3	To rehearse and set the timing of slides in a presentation															
MM 9.4	To play a presentation						■	■	■	■	■					
MM 9.5	To save a presentation as a Web page															

■⁺ indicates the skill is addressed in a challenge activity