

# Saint Patrick High School

## Curriculum Guide

Department:	Social Studies	Grade and Level:	Sophomore
Class:	Office Applications II	Term (Semester or Year):	Semester Course

Required Text:	None
Additional Resources (i.e. texts, materials, apps, etc.):	<p>Microsoft Office Apps: Word, Excel, PowerPoint, Access</p> <p>Shelly Cashman Series Textbooks for teaching Microsoft Word, Excel, and PowerPoint 2010</p> <p>Course Technology Illustrated Textbook Series for Teaching Microsoft Word, Excel, and PowerPoint 2010</p> <p>Microsoft Office Training Online  <a href="https://www.microsoft.com/learning/en-us/office-training.aspx">https://www.microsoft.com/learning/en-us/office-training.aspx</a></p> <p>Microsoft Office 2010 Tutorials: GCF Learning Tutotrials  <a href="http://www.gcflearnfree.org/office2010">http://www.gcflearnfree.org/office2010</a></p> <p>iPad Apps: Pages, Keynote, Goodreader</p> <p>Class Google Site (to access online tutorials, videos, market information, academic studies)</p> <p>Cram (digital flashcard site)</p>

### Course Description

Computer Applications is a hands-on approach to learning the four applications in the 2010 Microsoft Office Suite. Students will complete projects in Microsoft Word, Excel, PowerPoint, and Access (time permitting) that will allow them to produce professional looking documents for use in high school and college work, personal use, as well as employees in industry. Colleges and industry alike are looking for individuals with strong communication skills. With today's emphasis on writing across the curriculum both in high school and college, this course will prepare students to properly format, research, and document sources for their papers. In addition, real world projects presented in an exercise-oriented approach will foster "learning by doing" and help students make a connection between content material and real life applications of their skills.

**Course Objectives:**

Students will be assessed on the application skills that they have demonstrated as outlined by the **Microsoft Certified Application Specialist program**. Individual unit objectives will precede each unit and a summary of new skills learned will conclude each unit.

**Additional objectives include ...**

- Developing and strengthening communication skills both oral and written through daily participation and assignments as well as a number of curriculum projects throughout the semester
- Developing information and media literacy skills by incorporating technology to access information that can then be analyzed, evaluated, and integrated into the students' homework and projects
- Developing critical thinking and problem-solving skills by using problem identification to frame, analyze, and solve problems (real-world case-study situations)
- Strengthening interpersonal and collaborative skills through group work that includes teamwork, leadership, and a respect for diverse perspectives
- Strengthening self-directional skills that include setting and meeting high individual standards, and demonstrating personal responsibility and accountability

**Teaching Methods:**

A variety of teaching methods and techniques will be used throughout the semester. Teaching methods to be used include but are not limited to the following:

- Lecture/note taking – most lectures include PowerPoint. Note taking in this class is important since a textbook is not used and therefore students must rely on their notes for references to concepts presented in class. In addition, each chapter test allows for a limited amount of time of “open notes” to help students with their score and reward those that diligently took notes during class
- Cooperative Learning (group work) – Allows students to build on subject knowledge by sharing ideas with others as well as developing social skills such as leadership, teamwork, verbal skills, and a tolerance and appreciation for diverse perspectives
- Step by step instruction of all new concepts with students working along on their own computers
- Skills Review exercises to practice all new concepts learned in the unit and reinforce concepts learned in previous units
- Independent challenge projects that require critical thinking and application of unit skills. Challenges increase in difficulty.
- Real life independent challenge projects in which students will apply skills learned to create documents that will help them in their everyday lives

- Creation of a digital portfolio for a fictional business that demonstrates all application skills learned by creating a variety of documents used in a typical business environment

**Standards:**

Since Illinois state standards do not exist for this course, the following standards are applied to all lessons:

- Sections of the Official standards for the Microsoft Office Specialist Exams for Microsoft Word, Excel, and PowerPoint 2010 which can be found at the following links:
- Microsoft Word: <https://www.microsoft.com/learning/en-us/exam-77-881.aspx>
- Microsoft Excel: <https://www.microsoft.com/learning/en-us/exam-77-882.aspx>
- Microsoft PowerPoint: <https://www.microsoft.com/learning/en-us/exam-77-883.aspx>
- International Society for Technology in Education Standards (ISTE) for Students

**Unit Themes (Table of Contents)**

Theme 1:	<b>Word Project 1:</b> Intro to the MS Word 2010 Interface and Creating, Editing, and Formatting a Word Document
Theme 2:	<b>Word Project 2:</b> Creating a Document with a Title Page, Lists, Tables, and a Watermark
Theme 3:	<b>Word Project 3:</b> Creating a Brochure and Newsletter with a Pull Quote and Graphics
Theme 4:	<b>Excel Project 1:</b> Creating a Worksheet and an Embedded Chart
Theme 5:	<b>Excel Project 2:</b> Formulas, Functions, Formatting, and Creating 3-D Charts
Theme 6:	<b>Excel Project 3:</b> What-if Analysis, Conditional Formatting, and Working with Multiple Worksheets
Theme 7:	<b>PowerPoint Project 1:</b> Creating and Editing a Presentation with ClipArt, Pictures and Shapes, Adding Transitions, and Printing a Presentation
Theme 8:	<b>PowerPoint Project 2:</b> Working with Information Graphics including SmartArt, Charts, and Tables and creating a Self-Running Presentation

Theme 9:	<b>PowerPoint Project 3:</b> Creating Presentations using Hyperlinks and Action Buttons, Ungrouping and Altering Images, Adding Video and Animation to Presentations
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## Agreed Upon Assessments

Forms of assessments may include but are not limited to:

- Objective tests
- Skills Analysis Tests: Production tests demonstrating specific unit skills acquired
- Individual Projects/Group Projects
- Presentations
- Research Assignments/Projects
- Classwork/Homework Assignments

Unit:1	<b>Word Project 1:</b>	Duration:	2 weeks
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## Essential Questions:

- How can documents be formatted and organized to effectively communicate ideas and data using Microsoft Office tools?

## Affirmation Statements:

### **Students will be able to:**

- Format text with various fonts using the Home tab, Mini toolbar, and Font dialog box
- Copy formats using “Format Painter”
- Change line and paragraph spacing using the Home tab, Paragraph dialog box, keyboard shortcuts
- Align paragraphs using the Home tab, Paragraph dialog box, and keyboard shortcuts
- Change character scale and spacing between characters
- Align text vertically using tabs
- Align text horizontally with indents using the drag method on the horizontal ruler and the Paragraph dialog box
- Add bullets and numbering
- Customize bullets and numbering

- Add borders and Shading and trim shading using indents
- Add a clip art to a document, position the clip art in a document and add text wrapping and a style to a clip art
- Create a “Drop Cap”

**Common Assessments (May include all or some of the following):**

- Personal self assessment/aptitude test of strengths and weaknesses using Word
- Intro Unit Quiz
- Objective Unit test
- Individual skills assessment assignments
  - Quest Specialty Travel
  - Town of Arlington EDA Report
  - Table of Contents
  - Team Memo document
  - Team Roster document
  - Membership Drive document
- Unit skills analysis test
- Portfolio/Research Assignment: Create a Table of Contents

<b>Unit:2</b>	<b>Word Project 2:</b>	<b>Duration:</b>	2 weeks
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**Essential Questions:**

- How to create a document with a title page, watermarks, headers/footers, tables
- How to use the Microsoft object, ‘Microsoft Graph Chart” to create a chart from the data in an embedded table
- How to insert a table, draw a table, and format a table in a document

**Affirmation Statements:**

**Students will be able to:**

- Border and shade a paragraph
- Insert and format a SmartArt graphic
- Modify and format a Word table
- Sum columns in a table

- Insert a watermark
- Insert a section break
- Insert headers and footers
- Draw a table
- Create a chart from a Word table
- Add picture bullets to a list
- Create and apply a character style
- Insert a Word document in an open document

**Common Assessments (May include all or some of the following):**

- Objective Unit test
- Individual skills assessment assignments
  - Charity Auction
  - Auto Care
  - Deli Express
  - Expenses Breakdown
  - Wide Eye Java
  - Mystery Writer Flyer
  - School Referendum Document
  - Unit skills analysis test
- Portfolio/Research Assignment: Create a Title page and Report including a table and chart

<b>Unit:3</b>	<b>Word Project 3:</b>	<b>Duration:</b>	2 weeks
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**Essential Questions:**

- How can a document be divided into multiple sections that can each be formatted differently?
- How to divide a document into columns?
- How to insert, crop, rotate an image and make the image a free floating image?

**Affirmation Statements:**

**Students will be able to:**

- Identify the Elements of an Excel Workbook
- Enter text and numbers
- Create simple formulas using manual entry and functions to perform various calculations within cells
- Copy the contents of a cell to a range of cells using the “fill handle”
- Format cells in a worksheet
- Create a chart from data in the worksheet
- Change the worksheet name and tab color
- Preview and print a worksheet
- Correct errors in a worksheet

**Common Assessments (May include all or some of the following):**

- Objective Unit test
- Individual skills assessment assignments
  - Savvy Shopper Newsletter
  - Eleventh Frame Newsletter
  - Shutterbug Newsletter
  - School Spirit Week Newsletter
  - Classroom Chatter Newsletter
  - Menu: Blue Chair Catering
- Unit skills analysis test
- Portfolio/Research Assignment: Create a Newsletter

Unit:4	<b>Excel Project 1:</b>	Duration:	2 weeks
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**Essential Questions:**

- How to create and format a spreadsheet using Excel?
- How to create simple formulas to perform calculations in Excel?
- How to print an Excel spreadsheet?

**Affirmation Statements:**

**Students will be able to:**

- Format text with various fonts using the Home tab, Mini toolbar, and Font dialog box
- Copy formats using “Format Painter”

- Change line and paragraph spacing using the Home tab, Paragraph dialog box, keyboard shortcuts
- Align paragraphs using the Home tab, Paragraph dialog box, and keyboard shortcuts
- Change character scale and spacing between characters
- Align text vertically using tabs
- Align text horizontally with indents using the drag method on the horizontal ruler and the Paragraph dialog box
- Add bullets and numbering
- Customize bullets and numbering
- Add borders and Shading and trim shading using indents
- Add a clip art to a document, position the clip art in a document and add text wrapping and a style to a clip art
- Create a “Drop Cap”

### Common Assessments (May include all or some of the following):

- Personal self assessment/aptitude test of strengths and weaknesses using Excel
- Objective Unit test
- Individual skills assessment assignments
  - Music Store Spreadsheet
  - Kona’s Coffee Spreadsheet
  - College Costs Spreadsheet
  - Xbox Spreadsheet
  - Jazz Concert Spreadsheet
  - Unit skills analysis test
- Portfolio/Research Assignment: Create/Format a spreadsheet using an embedded chart with simple formulas

Unit:5	<b>Excel Project 2:</b>	Duration:	2 weeks
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### Essential Questions:

- How to create complex formulas in Excel?
- How to apply 3-D effects to charts?
- How to format the vertical/horizontal axis of a chart?
- How to manipulate data using multiple spreadsheets?



## Affirmation Statements:

### Students will be able to:

- Work with multiple spreadsheets
- Create complex formulas to perform calculations in Excel
- Create charts in 3-D
- Format the vertical and horizontal axis of charts
- Use colors, patterns, and pictures to create charts
- Use the internet to research data to create a spreadsheet and accompanying charts

## Common Assessments (May include all or some of the following):

- Objective Unit test
- Individual skills assessment assignments
  - Sports Connection Budget Spreadsheet
  - Total Request Live Spreadsheet
  - Comic Book Spreadsheet
  - Weekend Movie Box office Project with Spreadsheet
- Unit skills analysis test
- Portfolio/Research Assignment: Create bar and pie charts using 3-D effects for the data in Excel portfolio project 1

Unit:6	Excel Project 3:	Duration:	2 weeks
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## Essential Questions:

- How do you sort data in a spreadsheet?
- How is conditional formatting used to manipulate data?
- How is the “If” function used to aid in the decision making process?
- How is “What-if” analysis used to analyze data?

## Affirmation Statements:

### Students will be able to:

- Sort data in a spreadsheet
- Freeze rows and columns in a spreadsheet
- Using conditional formatting to organize data

- Rotating text and adding text on multiple lines within a cell
- Differentiate between an absolute and relative cell reference
- Use the “If” function in a spreadsheet to aid decision making
- Renaming and reordering multiple spreadsheets in a workbook
- Using “What-if” analysis to analyze data in a worksheet

**Common Assessments (May include all or some of the following):**

- Objective Unit test
- Individual skills assessment assignments
  - Modern Music Shops Spreadsheet
  - Chicago Bulls Stats
  - Gap Payroll
  - Stock Club
  - Dinah’s Candle Depot: Modifying a Weekly Inventory Worksheet
- Unit skills analysis test
- Portfolio/Research Assignment: Performing a What-if Analysis

Unit:7	<b>PowerPoint</b> <b>Project 1:</b>	Duration:	2 weeks
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**Essential Questions:**

- How to create and format a slide presentation?
- How to insert and format pictures and clip art into a presentation?
- How to apply transitions to a presentation?
- How to apply a design theme to a presentation?
- How to print a presentation?

**Affirmation Statements:**

**Students will be able to:**

- Create a presentation with a title slide and multi-level bulleted list
- Select a presentation theme
- Add new slides and change slide layouts

- Insert clips and pictures into a slide with and without a content placeholder
- Move and size a clip
- Format text in a slide
- Duplicate a slide
- Arrange slides
- Apply a slide transition
- Print a presentation

**Common Assessments (May include all or some of the following):**

- Personal self assessment/aptitude test of strengths and weaknesses using PowerPoint
- Intro Unit Quiz
- Objective Unit test
- Individual skills assessment assignments
  - Identity Theft Presentation
  - Snowboarding Presentation
  - Ear Presentation
- Unit skills analysis test
- Portfolio/Research Assignment: Create a PowerPoint for the research topic chosen

Unit:8	<b>PowerPoint Project 2:</b>	Duration:	2 weeks
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**Essential Questions:**

- How to alter an image in PowerPoint?
- How to apply a picture or texture as background to a slide?
- How to change the transparency of a slide?
- How to apply WordArt or SmartArt to a slide?

**Affirmation Statements:**

**Students will be able to:**

- Apply a picture as a background to a slide and change the transparency of the picture
- Apply styles and effects to pictures in a presentation
- Apply and format WordArt in a slide
- Apply effect to shapes
- Apply slide numbers and dates to a slide
- Ungroup, modify, and regroup images in a slide
- Change the style and color of a SmartArt graphic

### Common Assessments (May include all or some of the following):

- Objective Unit test
- Individual skills assessment assignments
  - Science Project Presentation
  - Dog Presentation
  - Tidal Wave Presentation
  - Mythology Presentation
- Unit skills analysis test
- Portfolio/Research Assignment: Adapt the presentation in your portfolio to include elements from the current chapter

Unit:9	<b>PowerPoint</b> <b>Project3:</b>	Duration:	2 weeks
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### Essential Questions:

- How to properly add hyperlinks to a presentation?
- How to add tables and charts to a presentation?
- What are action buttons and how are they implemented to enhance a presentation?
- How to add sound effects and video to a presentation?

### Affirmation Statements:

#### **Students will be able to:**

- Modify a complete presentation by changing font theme and color theme
- Adding/formatting tables in a presentation
- Adding/formatting charts in a presentation
- Modifying pictures in a presentation

- Adding hyperlinks to a presentation
- Add action buttons linking slides in a presentation
- Insert video in a presentation

Common Assessments (May include all or some of the following):

- Objective Unit test
- Individual skills assessment assignments
  - Nutrition Presentation
  - Fitness Presentation
  - U.S. Land Presentation
  - Dental Hygiene Presentation
  - Casey Investment Presentation
- Unit skills analysis test
- Portfolio/Research Assignment: Add action buttons and hyperlinks to the portfolio presentation