

Conneaut School District -- High School Computer Apps

Adopted: May 2018

Major Topic	Concepts	Time	The students will know:	Skills	Assessment	Standard(s)
Word	Microsoft Word	90 Days	Getting Started with Microsoft Word Editing Documents and Working with Tables Creating Reports and Newsletters Protecting Documents and Using the Internet	Creating Word Documents with Header and Footers Formatting Documents with Themes and Styles Editing and Correcting Documents Adjusting Alignment and Spacing Creating Letters and Envelopes Formatting Text and Sorting Lists Inserting Pictures, Text Boxes and Shapes Formatting Graphic Objects Working with SmartArt Graphics, Text Effects, and Page Borders Checking Spelling and Grammar Moving Selection Inserting a table Aligning Tables Drawing Tables Performing Calculations in a table Improving a Document with Find and Replace and Different File Types Changing Case and Managing Documents Properties Formatting One-Page Report Managing Sources and Controlling Text Flow Working with Newsletter Columns Enhancing Paragraphs with Dropped Capitals, Borders, and Shading Using Formatting Painter, Highlights, Symbols, and Quick Parts	Worksheets Activities Quiz Test	15.4.12.A 15.4.12.C 15.4.12.E 15.4.12.G 15.6.16.M
Excel	Microsoft Excel	45 Days	Getting Started with Microsoft Excel Working with Formulas and Functions	Worksheet and Workbook Basic Adding Worksheet Contents Worksheet Formatting Cell Entries and Formatting Working with Ranges Creating Formulas	Worksheets Activities Quiz Test	15.4.12.A 15.4.12.C 15.4.12.E 15.4.12.G 15.6.12.M 15.6.12.H

			<p>Charting Data Advanced Functions, PivotCharts, and PivotTables</p>	<p>Copying and Pasting Techniques for Moving Data Sheet, Display, and Print Operations Getting Started with Functions Using Excel tables Working with Functions Building basic charts Working with Pie Charts Comparing and Analyzing Data Chart Printing and Publishing</p>		
Access	Microsoft Access	20 Days	<p>Getting Started with Microsoft Access Working with Queries</p>	<p>Planning a Database Creating a Database with Access Modifying Fields in a Table Importing and Protecting Data Using Table Templates and Design View Managing Relationships Between Tables Finding, Replacing, and Sorting Data Filtering Data Creating a Query in Design View Creating a Multi-Table Query Using Criteria in a Query Using Comparison Operators</p>	<p>Worksheets Activities Quiz Test</p>	<p>15.4.12.A 15.4.12.C 15.4.12.E 15.4.12.G 15.6.12.M 15.6.12.H</p>

PowerP oint	Microsoft PowerPoint	25 days	Getting Started with Microsoft PowerPoint Working with Lists and Graphics Enhancing a Presentation	Getting Started with PowerPoint Working with Slides Working with Headers, Footers and Notes Inserting and Formatting Pictures Formatting Texts Aligning Text Displaying the Presentation outline Arranging Slides Adding Slide Transitions Working with List Inserting Pictures Drawing and Formatting Shapes Creating WordArt Modifying a Theme Modifying a Background Animating Slide Objects Creating Multimedia Presentations Working with Tables Working with Charts	Worksheets Activities Quiz Test Presentations	15.3.12.G 15.4.12.A 15.4.12.C 15.4.12.E 15.4.12.G 15.6.12.M
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