Moon Area School District Curriculum Map

Course: Microsoft Office Applications
Grade Level: 9-12
Content Area: Business/Computer
Frequency: One-Semester

Big Ideas

1. Provide a hands-on, practical learning environment where students will use a variety of standard office applications in the PC environment.
2. Students will acquire and utilize software skills such as word processing, electronic spreadsheets, desktop publishing, graphic presentations, and the Windows Operating environments, including file and folder management, which will prepare them for college and the workplace.
3. Learn and apply the concepts and skills necessary to complete the real-world task at hand by using the computer, related software, and the Internet.

Essential Questions

4. Why is it important to create attractive-looking personal and business documents?
5. Personal and business communication are important to individuals and organizations. How can well-created documents and graphic presentations aid in promoting effective communication?
6. Why is it important to identify, locate, and utilize the ribbon, tools, menus, and other components of each of the Microsoft Office Applications user-interfaces?
7. Why is it important to be able to communicate the results of research findings via a research paper?
8. Why is a well-created and formatted research paper considered professional?
9. How can a basic Word document be formatted as a research paper using the main components and guidelines according to MLA standards?
10. How are business documents organized to convey a message clearly and concisely?
11. Why is it important, on both a personal and professional level, to learn the skill of writing business letters using the essential components and guidelines?
12. Why is it essential to have a resumé for any career path?
13. What are the important resumé formatting guidelines based on purpose and layout?
14. What is an Excel worksheet, and how is it used to summarize and convey data with or without formulas and functions?
15. How can a table and chart be formatted and how are they used to convey a visual representation and organization of data?
16. Why is it important to identify the target audience, tone, layout, and main idea of a publication before it is designed in Publisher?
17. Why is it important to identify the target audience, tone, layout, and main idea of a presentation before it is designed in PowerPoint?
18. How is formatting used to enhance the readability of a document, publication, worksheet, or graphic presentation?

19. Why is the color, design, and other formatting of a document, worksheet, publication, and graphic presentation just as important as the message/text?
20. Why is the skill of creating documents, worksheets, publications, and graphic presentations important and beneficial on a personal level and in any career path?
21. Why is it essential to proofread all documents, worksheets, publications, and graphic presentations?
22. Why is learning the skill of using several types of Microsoft Office Applications beneficial on both a personal and professional level?
23. Why are attractive and accurately formatted documents, worksheets, publications, and graphic presentations essential in projecting a professional image for businesses and organizations?
24. Why should a student or professional be able to evaluate the task at hand and apply the appropriate software application tool?

Primary Resource(s) & Technology:

Textbook Series: Shelly Cashman Microsoft Office Textbooks (Excel, PowerPoint, Publisher, and Word), Microsoft Office Software,
Microsoft Teams, Promethean Board, Student Desktops/Laptops

Pennsylvania and/or focus standards referenced at:
www.pdesas.org
www.education.pa.gov

Big Ideas/EQs	Focus Standard(s)	Assessed Competencies (Key content and skills)	Timeline
		Unit 1: Microsoft Word	Approx.
1-3/4-13, 18-24	15.4.12.A 15.4.12.G 15.3.12.S	• Create electronic folders and organize files • Identify, locate, and utilize various components of the tools, menus, and other Ribbon features as documents are formatted. • Identify the purpose and components of a flyer. • Format flyers: business, personal, etc. • Identify the purpose of using MLA formatting for reports and research papers. • Format research reports with a Works Cited page using MLA formatting. • Identify the purpose, types, and components of a resumé. • Format resumés: high school student resumé and post-secondary education/career resumé. • Identify the purpose, types, and components of a business letter. • Format business letters: cover letter, thank-you, business correspondence, etc.	7 weeks

		Unit 2: Microsoft Excel	Approx.
1-3, 4-6, 14-15, 18-24	15.4.12.A 15.4.12.G 15.3.12.S	• Identify, locate, and utilize various components of the Ribbon as several types of worksheets are formatted. • Format a worksheet to summarize and convey data in order to enhance the readability of a worksheet or other business document. • Identify the purpose of columns, rows, cells, and a table in a worksheet. • Format a table to organize data and enhance a worksheet's readability. • Identify the purpose of a chart in a worksheet. • Analyze and identify the correct chart to provide a pictorial analysis of data. • Format a chart to convey a visual, graphic representation of data in a worksheet • Identify and format basic formulas and functions. • Insert formulas and functions in worksheets to automate data analysis and provide results using real-world scenarios.	3 weeks
		Unit 3: Microsoft Publisher	Approx.
1-3, 4-6, 16, 18-24	15.4.12.A 15.4.12.G 15.3.12.S	• Design, create, edit, save, proofread, send, convert, and print publications using creativity along with the ribbons, tools, and menus in Microsoft Publisher. • Define vocabulary terms and apply concepts pertaining to Microsoft Publisher and Desktop Publishing during class discussions and when designing publications. • The students will demonstrate an understanding of general topics that will be discussed throughout unit: 1. Discuss color and white space and the importance of balancing it with text and graphics in a publication. 2. Analyze and discuss similarities and differences between effective and ineffective publications. 3. Discuss effective ways to convey a message in a publication by taking into consideration the target audience, tone, layout, and main idea of the publication. 4. Benefits and purpose of flyers, brochures, and other publications. 5. Basic functions: open/edit/save/print a publication; add/format text, graphics, objects, etc. • Flyers: 1. Create flyers from scratch and use templates; discuss purpose, benefits, and advantages of each method/layout. 2. Select publication options, change properties, format	3 weeks

		text (e.g., bulleted lists, placeholders, tear-off text, replacing, etc.) • Brochures: 1. Create brochures from scratch and from templates using design options; discuss purpose, benefits, and advantages of various methods/layouts. 2. Insert and format text (formatting marks, word wrap, effects, format painter, etc.) 3. Insert and format graphics, objects, images, clip art, and captions. • Designing a Newsletter or Article (if time permits): 1. Create newsletter or article from scratch and/or from template design options; discuss purpose, benefits, and advantages 2. Change number of pages in a newsletter or article, edit the masthead, add text, and customize the ribbon. 3. Edit Stories in Microsoft Word and insert into Publisher. 4. Insert graphics and Page Parts (e.g., side bar, pull quote, duplicate, and flip graphics). 5. Advertisements within newsletters or articles (e.g., insert an ad and/or coupon). • Discuss and view examples of various other publications that can be formatted using Publisher (e.g., invitations, event programs, greeting cards, web pages, business sets, etc.).	
		Unit 4: Microsoft PowerPoint	Approx.
1-3, 4-6, 17-24	15.4.12.A 15.4.12.G 15.3.12.S	• Students will use their own creativity, along with applying skills using Ribbon tools and menus, to design, edit, save, proofread, print, and electronically send graphic presentations in Microsoft PowerPoint. • Define vocabulary terms and apply concepts pertaining to Microsoft PowerPoint and designing graphic presentations during class discussions and when applying skills. • Discuss the importance of following design guidelines to convey professionalism. • Insert and format themes, backgrounds, text, graphics, objects, images, embedded audio, embedded video, embedded links and apply other formatting skills. • Insert other Microsoft Office application files into a graphic presentation.	3.5 weeks

		Final Exam Project	Approx.
1-24	15.4.12.A 15.4.12.G 15.3.12.S	Students will recall and apply cumulative skills, concepts, and vocabulary in order to complete a final exam project to demonstrate and evaluate their proficiency in formatting Microsoft Office professional documents, spreadsheets, publications, and graphic presentations.	1.5 weeks