



SPRING GROVE AREA SCHOOL DISTRICT



PLANNED COURSE OVERVIEW

Course Title: Computer Applications Level 1 Grade Level(s): 9-12 Units of Credit: .5 Classification: Elective	Length of Course: 15 cycles Periods Per Cycle: 6 Length of Period: 43 minutes Total Instructional Time: 64.5 hours
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Course Description

This course prepares students with beginning content needed to obtain the Microsoft Office Specialist: Microsoft Office 2010 (MOS) Certification. Focus-MS Word, Excel and PowerPoint. There is no prerequisite for this course.

* Please note, MOS Certification is not offered until Completion of COMPUTER APPLICATIONS LEVEL 2.

Instructional Strategies, Learning Practices, Activities, and Experiences

Word, Excel, PowerPoint Software Exploration Content Introductions Teacher Demonstrations	Hands-On Practice Through Completion Of "Steps" Hands-On Review Through Completion of "Skills Review"	Projects Guest Speakers/Success Stories
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Assessments

Word, Steps and Skills Review (4) Word Project	Excel, Steps and Skills Review (4) Excel Project	PowerPoint, Steps and Skills Review (4) PowerPoint Project
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Materials/Resources

Microsoft® Office Software And Illustrated Edition Textbook, First Course	Microsoft® Office Specialist, Certiport Site License	iPad, VMware Horizon (Virtual Desktop) App
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Adopted: 5/21/2012

Revised: 5/21/2018

Microsoft WORD	
CONTENT/KEY CONCEPTS	OBJECTIVES/STANDARDS
<p>Unit A: Creating Documents with Word Unit B: Editing Documents Unit C: Formatting Text and Paragraphs Unit D: Formatting Documents</p> <p><u>Related Vocabulary:</u> word processing program documents screen tip quick access toolbar backstage view ribbon groups status bar word-wrap autocorrect autocomplete cloud computing formatting marks toggle button mini toolbar template content control print layout view draft view full screen reading view web layout view outline view</p>	<p>The students will be able to:</p> <ul style="list-style-type: none"> • Perform basic functions using Word processing software. • Explore the Word program window. • Start a document. • Save a document. • Select text. • Format text using the mini toolbar and the ribbon. • Use a document template. • Navigate a document. • Cut and paste text. • Copy and paste text. • Use the Office clipboard. • Find and replace text. • Check spelling and grammar. • Research information. • Add hyperlinks. • Work with document properties. • Format with fonts. • Use the format painter. • Change line and paragraph spacing. • Align paragraphs. • Work with tabs. • Work with indents. • Add bullets and numbering. • Add borders and shading. • Insert online pictures. • Set document margins. • Create sections and columns. • Insert page breaks. • Insert page numbers. • Add headers and footers. • Insert a table. • Add footnotes and endnotes. • Insert citations. • Manage sources and create a bibliography.

Microsoft WORD (Continued)	
CONTENT/KEY CONCEPTS	OBJECTIVES/STANDARDS
<p>Related Vocabulary: (continued)</p> <ul style="list-style-type: none"> clipboard system clipboard office clipboard shortcut key hyperlink document properties theme drop cap format painter quick styles tab stop indent markers clip organizer inline graphic floating graphic portrait orientation landscape orientation section section break automatic page break manual page break quick parts header footer table style footnote citation bibliography 	<ul style="list-style-type: none"> 15.4.12.A ~ Apply the creative and productive use of emerging technologies for educational and personal success. 15.4.12.B ~ Evaluate the impact of social, legal, ethical, and safe behaviors on digital citizenship. 15.4.12.C ~ Develop criteria for analyzing hardware options to meet defined needs. 15.4.12.D ~ Evaluate emerging input technologies. 15.4.12.F ~ Compare and contrast network environments, including the function of network devices and connectivity issues. 15.4.12.G ~ Create an advanced digital project using sophisticated design and appropriate software/applications. 15.4.12.L ~ Find and use primary documentation; employ an accepted protocol for citation. 15.4.12.M ~ Evaluate the impact of emerging technologies on various career paths and provide examples of industry certifications within the field.

Microsoft EXCEL	
CONTENT/KEY CONCEPTS	OBJECTIVES/STANDARDS
<p>Unit A: Getting Started with Excel Unit B: Working with Formulas and Functions Unit C: Formatting a Worksheet Unit D: Working with Charts</p> <p><u>Related Vocabulary:</u> electronic spreadsheet worksheet workbook what-if analysis name box formula bar cell address cell pointer active cell sheet tabs sheet tab scrolling buttons mode indicator range cloud computing formula labels values function arguments formula prefix calculation operators arithmetic operators comparison operators text concatenation operators reference operators</p>	<p>The students will be able to:</p> <ul style="list-style-type: none"> • Perform basic functions using spreadsheet software. • Identify Excel window components. • Perform basic functions using formulas. • Enter labels and values and use the sum button. • Edit cell entries. • Enter and edit a simple formula. • Switch worksheet views. • Choose print options. • Create a complex formula. • Insert a function. • Type a function. • Copy and move cell entries. • Perform basic functions using relative and absolute cell references. • Copy formulas with relative cell references. • Copy formulas with absolute cell reference. • Round a value with a function. • Format values. • Change font and font size. • Change font styles and alignment. • Adjust column width. • Insert and delete rows and columns. • Apply colors, patterns, and borders. • Apply conditional formatting. • Rename and move a worksheet. • Check spelling. • Plan a chart. • Create a chart. • Move and resize a chart. • Change the chart design. • Change the chart format. • Format a chart. • Annotate and draw on a chart. • Create a pie chart.

Microsoft EXCEL (Continued)	
CONTENT/KEY CONCEPTS	OBJECTIVES/STANDARDS
<p>Related Vocabulary: (continued)</p> <p>normal view page layout view page break preview complex formulas order of precedence functions relative cell reference absolute cell reference mixed reference auto fill options button cell format table styles AutoFit cell styles conditional formatting charts category axis value axis Z-axis plot area tick marks gridline data point data marker data series legend sizing handles embedded chart chart sheet combination chart text annotations SmartArt graphics</p>	<p>15.4.12.A ~ Apply the creative and productive use of emerging technologies for educational and personal success.</p> <p>15.4.12.B ~ Evaluate the impact of social, legal, ethical, and safe behaviors on digital citizenship.</p> <p>15.4.12.C ~ Develop criteria for analyzing hardware options to meet defined needs.</p> <p>15.4.12.D ~ Evaluate emerging input technologies.</p> <p>15.4.12.F ~ Compare and contrast network environments, including the function of network devices and connectivity issues.</p> <p>15.4.12.G ~ Create an advanced digital project using sophisticated design and appropriate software/applications.</p> <p>15.4.12.L ~ Find and use primary documentation; employ an accepted protocol for citation.</p> <p>15.4.12.M ~ Evaluate the impact of emerging technologies on various career paths and provide examples of industry certifications within the field.</p>

Microsoft POWERPOINT	
CONTENT/KEY CONCEPTS	OBJECTIVES/STANDARDS
<p>Unit A: Creating a Presentation in PowerPoint Unit B: Modifying a Presentation Unit C: Inserting Objects into a Presentation Unit D: Finishing a Presentation</p> <p><u>Related Vocabulary:</u> presentation software outline tab slides tab thumbnails slides pane notes pane text placeholders title placeholders subtitle placeholder slide layout content placeholder theme effects cloud computing mini toolbar SmartArt graphics quick style adjustment handle rotate handle groups clip art clip organizer collections</p>	<p>The students will be able to:</p> <ul style="list-style-type: none"> • Define presentation software. • Plan an effective presentation. • Examine the PowerPoint window. • Enter slide text. • Add a new slide. • Apply a design theme. • Compare and contrast presentation views. • Print a PowerPoint presentation. • Enter text in the outline tab. • Format text. • Convert text to SmartArt. • Insert and modify shapes. • Rearrange and merge shapes. • Edit and duplicate shapes. • Align and group objects. • Add slide footers. • Insert text from Microsoft Word. • Insert and style a picture. • Insert a text box. • Insert a chart. • Enter and edit chart data. • Insert slides from other presentations. • Insert a table. • Insert and format WordArt. • Modify masters. • Customize the background and theme. • Use slide show commands. • Set slide transitions and timings. • Animate objects. • Use proofing and language tools. • Inspect a presentation. • Evaluate a presentation.

Microsoft POWERPOINT (Continued)	
CONTENT/KEY CONCEPTS	OBJECTIVES/STANDARDS
<p>Related Vocabulary: (continued)</p> <p>picture cropping Microsoft Graph chart worksheet embedded object series in rows series in columns WordArt masters background background graphic annotate slide transitions slide timing document inspector metadata digital signature template</p>	<p>15.4.12.A ~ Apply the creative and productive use of emerging technologies for educational and personal success.</p> <p>15.4.12.B ~ Evaluate the impact of social, legal, ethical, and safe behaviors on digital citizenship.</p> <p>15.4.12.C ~ Develop criteria for analyzing hardware options to meet defined needs.</p> <p>15.4.12.D ~ Evaluate emerging input technologies.</p> <p>15.4.12.F ~ Compare and contrast network environments, including the function of network devices and connectivity issues.</p> <p>15.4.12.G ~ Create an advanced digital project using sophisticated design and appropriate software/applications.</p> <p>15.4.12.L ~ Find and use primary documentation; employ an accepted protocol for citation.</p> <p>15.4.12.M ~ Evaluate the impact of emerging technologies on various career paths and provide examples of industry certifications within the field.</p>