SPRING GROVE AREA SCHOOL DISTRICT

PLANNED COURSE OVERVIEW

Course Title: Computer Applications Level 2	**Length of Course:** 15 cycles
Grade Level(s): 9-12	**Periods Per Cycle:** 6
Units of Credit: .5	**Length of Period:** 43 minutes
Classification: Elective	**Total Instructional Time:** 64.5 hours

Course Description

This course prepares students with advanced content needed to successfully obtain the Microsoft Office Specialist: Microsoft Office 2010 (MOS) Certification. Focus- MS Word, Excel, and PowerPoint. *MOS Certification is given at the completion of this course at no cost to students.
Prerequisite: Computer Applications Level 1

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"

Final Project
Professional Certifications
Guest Speakers/Success Stories
Online Competitions

Assessments

Word, Review
Word, Schoology Intro.
Word, Steps and Skills Review (4)
Word MOS Review Packet
Word MOS Certification
FINAL PROJECT, Word Section

Excel, Review
Excel, Schoology Intro.
Excel, Steps and Skills Review (4)
Excel MOS Review Packet
Excel MOS Certification
FINAL PROJECT, Excel Section

PowerPoint, Review
PowerPoint, Schoology Intro.
PowerPoint, Steps and Skills Review (4)
PowerPoint MOS Review Packet
PowerPoint MOS Certification
FINAL PROJECT, PowerPoint Section
Complete Final Project

Materials/Resources

Microsoft® Office Software And Illustrated Edition Textbook, Second Course

Microsoft® Office Specialist, Certiport Site License

iPad, VMware Horizon (Virtual Desktop) App

Adopted: 5/21/2012

Revised: 5/21/18

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Microsoft WORD

CONTENT/KEY CONCEPTS	OBJECTIVES/STANDARDS
Unit E: Creating and Formatting Tables Unit F: Illustrating Documents with Graphics Unit G: Working with Themes and Building Blocks Unit H: Merging Word Documents <u>Related Vocabulary:</u> table cell borders sorted ascending order descending order header row merge split cell reference nested tables gridlines bitmap graphics sizing handles rotate handle anchored scaled text box WordArt shapes drawing canvas chart SmartArt	The students will be able to: • Insert a table. • Insert and delete rows and columns. • Modify rows and columns. • Sort table data. • Split and merge cells. • Perform calculations in tables. • Apply a table style. • Customize a table format. • Insert a graphic. • Size and scale a graphic. • Position a graphic. • Create a text box. • Create WordArt. • Draw shapes. • Create a chart. • Finalize page layout. • Apply quick styles to text. • Apply a theme. • Customize a theme. • Insert a sidebar. • Insert Quick Parts. • Add a cover page. • Create building blocks. • Insert building blocks. • Demonstrate their ability to use mail merge. • Create a main document. • Design a data source. • Enter and edit records. • Add merge fields. • Merge data. • Create labels. • Sort and filter records.

Microsoft WORD (continued)	
CONTENT/KEY CONCEPTS	**OBJECTIVES/STANDARDS**
<u>Related Vocabulary:</u> (continued) style quick style sets theme building blocks sidebar pull quote property control mail merge main document data source merged document boilerplate text data field data record field names merge field sorting filtering	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
Unit E: Analyzing Data Using Formulas Unit F: Managing Workbook Data Unit G: Managing Data Using Tables Unit H: Analyzing Table Data <u>Related Vocabulary:</u> delimiter consolidate 3-D references link external reference indicator scope logical formula stated conditions logical test returns instance lock data entry area read-only format views watermark properties keywords metadata shared workbook hyperlink target publish intranet	The students will be able to: • Format data using text functions. • Sum a data range based on conditions. • Consolidate data using a formula. • Check formulas for errors. • Construct formulas using named ranges. • Build a logical formula with the IF function. • Build a logical formula with the AND function. • Calculate payments with the PMT function. • View and arrange worksheets. • Protect worksheets and workbooks. • Save custom views of a worksheet. • Add a worksheet background. • Prepare a workbook for distribution. • Insert hyperlinks. • Save a workbook for distribution. • Group worksheets. • Plan a table. • Create and format a table. • Add table data. • Find and replace table data. • Delete table data. • Sort table data. • Use formulas in a table. • Print a table. • Filter a table. • Create a custom filter. • Filter a table with the advanced filter. • Extract table data. • Look up values in a table. • Summarize table data. • Validate table data. • Create subtotals.

Microsoft EXCEL (Continued)	
CONTENT/KEY CONCEPTS	**OBJECTIVES/STANDARDS**
Related Vocabulary: (continued) HyperText Markup Language (HTML) single-file web page macros workspace table record fields field name header row table styles banding wildcards sort ascending order descending order multilevel sort calculated columns structure reference table total row print title print area AutoFilter filter list arrows filter search criterion logical conditions criteria range and condition or condition color scale icon sets extract	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 POWERPOINT	
CONTENT/KEY CONCEPTS	**OBJECTIVES/STANDARDS**
Unit E: Working with Advanced Tools and Masters Unit F: Enhancing Charts Unit G: Inserting Graphics, Media, and Objects Unit H: Using Advanced Features <u>Related Vocabulary:</u> indent levels indent markers tab selector hanging indent margins paragraph spacing leading trendlines error bars major gridlines tick marks minor gridlines source program source file destination file link fixed layout format clip art videos clip organizer digital video action button hyperlink template slide library	The students will be able to: • Draw and format connectors. • Use advanced formatting tools. • Customize animation effects. • Create custom slide layouts. • Format master text. • Change master text indents. • Adjust text objects. • Use templates and add comments. • Work with charts in PowerPoint. • Change chart design and style. • Customize a chart. • Format chart elements. • Animate a chart. • Embed an excel chart. • Link an Excel worksheet. • Update a linked Excel worksheet. • Create custom tables. • Design a SmartArt graphic. • Enhance a SmartArt graphic. • Insert and edit digital video. • Insert and trim audio. • Edit and adjust a picture. • Add action buttons. • Insert a hyperlink. • Customize handouts and notes masters. • Send a presentation for review. • Combine reviewed presentations. • Set up a slide show. • Create a custom show. • Prepare a presentation for distribution. • Create a phot album. • Deliver a presentation online.

Microsoft POWERPOINT (Continued)	
CONTENT/KEY CONCEPTS	**OBJECTIVES/STANDARDS**
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