



## **Microsoft Technology I**

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## General Course Information

<b>Course Name: Microsoft Technology I</b>	
Department: Business and Marketing	Grade Level(s): 10-12
Duration/Credits: 1 sem/.5 credit	Prerequisites: none
BOE Approval Date:	Course Code H5070
<b>Course Description:</b>	
<p>Students are exposed to a variety of educational technologies; however, college and career technology can differ greatly from the tools they use in school. Students will review and expand their knowledge of Microsoft Word and PowerPoint as it applies to the business world. Students will have the opportunity to earn Core Microsoft Office Specialization certification which is highly valued in industry. Students enrolled in Microsoft Technology I are eligible to join a student business organization (FBLA).</p>	
<b>Course Rationale:</b>	
<p>Microsoft Office is still the standard for business. Students earning certification in Microsoft programs have higher earning potential and more career opportunities. This course prepares our students for college and career readiness.</p>	
<b>Course Objectives:</b>	
<p>The student will create visual presentations and written documents through the operation of Microsoft software. (A+ Speaking and Listening, A+ Writing)</p> <p>The student will use application software independently or in an integrated fashion to perform tasks efficiently.</p> <p>The student will research ethical issues regarding the use of technology. (A+ Research)</p> <p>The student will read about and discuss various types of security issues in information technology, including the privacy of the cloud, cyber crime, identity theft, hackers, and computer viruses. (A+ Reading)</p>	
<b>Standards Alignment:</b>	
<a href="https://dese.mo.gov/sites/default/files/curr-mls-standards-computer-science-k-12-sboe-2019.pdf">https://dese.mo.gov/sites/default/files/curr-mls-standards-computer-science-k-12-sboe-2019.pdf</a>	

<https://certiport.pearsonvue.com/Certifications/Microsoft/MOS/Certify/MOS-2016.aspx>

## Power Standards

List Standards -
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<b>Unit I:</b> Create & Manage Documents in Microsoft Word	<b>Duration: 2 Weeks</b>
<b>Unit Description:</b>	
<b>Unit Standards</b>	<b>Key Learning Targets</b>
<ul style="list-style-type: none"> <li>-Applying proofreading and editing skills</li> <li>- Demonstrate and interpret nonverbal communications</li> <li>-Analyze and determine appropriate software applications for specific tasks.</li> <li>-Demonstrate proper business etiquette</li> <li>-Use correct grammar, spelling, punctuation.</li> <li>- Compare and contrast ethical, unethical, legal, and illegal business practices</li> </ul>	<p>I can . . .</p> <ul style="list-style-type: none"> <li>- Create a document in Microsoft Word</li> <li>- Insert hyperlinks and insert bookmarks</li> <li>- Format a documents with headers, footers, and other styles</li> <li>- Change document views</li> <li>- Customize toolbars and change views</li> <li>- Save documents in alternative file formats and print in various ways</li> </ul>
<b>Essential Questions</b>	<b>Enduring Understandings</b>
How do you create a business/professional document using Microsoft Word?	A well developed Microsoft Word document includes: proper formatting, grammar, punctuation and follows proper business practices.
<b>Resources:</b>	
<b>Previous knowledge and skills needed:</b>	
<b>Key Unit Vocabulary:</b> Microsoft word, blank document, template, PDF, external source, text, hyperlinks, bookmarks, format, page setup, themes, style sets, headers and footers, background elements, toolbar, window split, document properties, symbols, print settings, alternative file formats, print settings, hidden properties, document compatibility	
<b>Additional Information:</b>	

<b>Unit II:</b> Insert Text & Paragraphs Document in Microsoft Word	<b>Duration: 1.5 Weeks</b>
<b>Unit Description:</b>	
<b>Unit Standards</b>	<b>Key Learning Targets</b>
-Applying proofreading and editing skills - Demonstrate and interpret nonverbal communications -Analyze and determine appropriate software applications for specific tasks. -Demonstrate proper business etiquette	I can... <ul style="list-style-type: none"> <li>- Find and replace text</li> <li>- Cut, Copy, and Paste text</li> <li>- Format text and paragraph</li> <li>- Insert page, section, and column breaks</li> </ul>
<b>Essential Questions</b>	<b>Enduring Understandings</b>
How do I use the special tools in Microsoft Word to efficiently edit a document?	Microsoft Word has many features that allows quick editing and formatting.
<b>Resources:</b>	
<b>Previous knowledge and skills needed:</b>	
<b>Key Unit Vocabulary:</b> find and replace; cut, copy, paste; AutoCorrect; special characters; font formatting; Format Painter; line and paragraph spacing and indentation; clear formatting; text highlight, built-in styles; WordArt; columns; insert page, section, column breaks; page setup options	
<b>Additional Information:</b>	

<b>Unit III:</b> Create Tables & List Document in Microsoft Word	<b>Duration: 2 Weeks</b>
<b>Unit Description:</b>	
<b>Unit Standards</b>	<b>Key Learning Targets</b>
-Applying proofreading and editing skills - Demonstrate and interpret nonverbal communications -Analyze and determine appropriate software applications for specific tasks. -Demonstrate proper business etiquette	I can... - Create a table and apply table styles - Sort table data -resize tables, rows, and columns -merge and split -create number and bulleted list, customize bullet character or number format
<b>Essential Questions</b>	<b>Enduring Understandings</b>
How do I create a table using the special features within Microsoft Word?	Microsoft Word allows users to apply styles and features that enhance business documents.
<b>Resources:</b>	
<b>Previous knowledge and skills needed:</b>	
<b>Key Unit Vocabulary:</b> Tables; tables to text; rows and columns; table styles; sort data; cell margins and spacing; merge and split cells; resize tables, rows, and columns; split tables; configure repeating row; numbered or bulleted list; bullet characters or numbers; list numbering; number values	
<b>Additional Information:</b>	

<b>Unit IV:</b> Create & Manage Reference Document in Microsoft Word	<b>Duration: 2 Weeks</b>
<b>Unit Description:</b>	
<b>Unit Standards</b>	<b>Key Learning Targets</b>
-Applying proofreading and editing skills - Demonstrate and interpret nonverbal communications -Analyze and determine appropriate software applications for specific tasks. -Demonstrate proper business etiquette	I can... -Create and modify bibliography citation sources -Insert endnotes and footnotes -Insert and update table of contents
<b>Essential Questions</b>	<b>Enduring Understandings</b>
How do I use the tools in Microsoft Word to properly create a research document?	Microsoft Word allows for easy creation of research paper including bibliography, citations, table of contents, etc.
<b>Resources:</b>	
<b>Previous knowledge and skills needed:</b>	
<b>Key Unit Vocabulary:</b> footnotes and endnotes, footnotes and endnotes properties, bibliography citations, figure and table captions, caption properties, table of contents, cover page	
<b>Additional Information:</b>	



<b>Unit V:</b> Insert & Format Graphic Elements Document in Microsoft Word	<b>Duration: 2 Weeks</b>
<b>Unit Description:</b>	
<b>Unit Standards</b>	<b>Key Learning Targets</b>
-Applying proofreading and editing skills - Demonstrate and interpret nonverbal communications -Analyze and determine appropriate software applications for specific tasks. -Demonstrate proper business etiquette	I can... -Insert shapes, pictures, and text boxes -Format and position objects and wrap text around objects - Create format and modify SmartArt graphics
<b>Essential Questions</b>	<b>Enduring Understandings</b>
How do I create graphics and illustrations using Microsoft Word?	Using Microsoft Word design elements allows for an enhanced document.
<b>Resources:</b>	
<b>Previous knowledge and skills needed:</b>	
<b>Key Unit Vocabulary:</b> Shapes, pictures, screenshot or screen clipping, text boxes, artistic effects, picture effects, picture backgrounds, objects, picture backgrounds, picture style, wrap around, alternative text, SmartArt graphics (create, format, modify)	
<b>Additional Information:</b>	

<b>Unit VI:</b> Create and Manage Presentations in Microsoft PowerPoint	<b>Duration: 2 Weeks</b>
<b>Unit Description:</b>	
<b>Unit Standards</b>	<b>Key Learning Targets</b>
<ul style="list-style-type: none"> <li>-Deliver oral presentations using appropriate tools.</li> <li>-Applying proofreading and editing skills</li> <li>- Demonstrate and interpret nonverbal communications</li> <li>-Analyze and determine appropriate software applications for specific tasks.</li> <li>-Demonstrate proper business etiquette</li> <li>-Compare and contrast ethical, unethical, legal, and illegal business practices</li> </ul>	I can... <ul style="list-style-type: none"> <li>-Create a Presentation</li> <li>-Insert and Format Slides</li> <li>-Modify Slides, Handouts, and Notes</li> <li>-Order and Group Slides</li> <li>-Change Presentation Options and Views</li> <li>-Configured a Presentation for Points</li> <li>-Configure and Present a Slide Show</li> </ul>
<b>Essential Questions</b>	<b>Enduring Understandings</b>
How do you create a business/professional presentation using Microsoft PowerPoint?	A well developed PowerPoint presentation includes proper formatted slides, and business etiquette.
<b>Resources:</b>	
<b>Previous knowledge and skills needed:</b>	
<b>Key Unit Vocabulary: Presentation, format slides, handouts, notes page,</b>	
<b>Additional Information:</b>	

<b>Unit VII:</b> Create and Manage Presentations in Microsoft PowerPoint	<b>Duration: 2 Weeks</b>
<b>Unit Description:</b>	
<b>Unit Standards</b>	<b>Key Learning Targets</b>
-Deliver oral presentations using appropriate tools. -Applying proofreading and editing skills - Demonstrate and interpret nonverbal communications -Analyze and determine appropriate software applications for specific tasks. -Demonstrate proper business etiquette	I can... -Insert and Format Text -Insert and Format Shapes and Text Boxes -Insert and Format Images -Order and Group Objects
<b>Essential Questions</b>	<b>Enduring Understandings</b>
How do I use the special tools in Microsoft PowerPoint to efficiently edit a presentation?	PowerPoint has many features that allows quick editing and formatting.
<b>Resources:</b>	
<b>Previous knowledge and skills needed:</b>	
<b>Key Unit Vocabulary: format text, shapes and text, images, group objective</b>	
<b>Additional Information:</b>	

<b>Unit VIII:</b> Insert and Format Text, Shapes, and Images in Microsoft PowerPoint	<b>Duration: 2 Weeks</b>
<b>Unit Description:</b>	
<b>Unit Standards</b>	<b>Key Learning Targets</b>
Deliver oral presentations using appropriate tools. -Applying proofreading and editing skills - Demonstrate and interpret nonverbal communications -Analyze and determine appropriate software applications for specific tasks. -Demonstrate proper business etiquette	I can... -Insert and Format Tables -Insert and Format Charts Insert and Format SmartArt Graphics -Insert and Manage Media
<b>Essential Questions</b>	<b>Enduring Understandings</b>
How do I include graphics and illustrations in PowerPoint presentations?	Using PowerPoint design elements to enhance presentations.
<b>Resources:</b>	
<b>Previous knowledge and skills needed:</b>	
<b>Key Unit Vocabulary: Format tables, chars, smartart graphics, media</b>	
<b>Additional Information:</b>	

<b>Unit IX: Insert and Format Text, Shapes, and Images in Microsoft in PowerPoint</b>	<b>Duration: 2 Weeks</b>
<b>Unit Description:</b>	
<b>Unit Standards</b>	<b>Key Learning Targets</b>
Deliver oral presentations using appropriate tools. -Applying proofreading and editing skills - Demonstrate and interpret nonverbal communications -Analyze and determine appropriate software applications for specific tasks. -Demonstrate proper business etiquette	I can . . . -Apply Slide Transitions -Animate Slide Content -Set Timing for Transitions and Animations
<b>Essential Questions</b>	<b>Enduring Understandings</b>
What tools can I use to enhance PowerPoint presentation oral presentation?	Presenters must understand how to apply the tools for a professional oral presentation.
<b>Resources:</b>	
<b>Previous knowledge and skills needed:</b>	
<b>Key Unit Vocabulary: slide transitions, slide content,</b>	
<b>Additional Information:</b>	

<b>Unit X:</b> Insert Tables, Charts, SmartArt, and Media in Microsoft PowerPoint	<b>Duration: 2 Weeks</b>
<b>Unit Description:</b>	
<b>Unit Standards</b>	<b>Key Learning Targets</b>
<ul style="list-style-type: none"> <li>-Deliver oral presentations using appropriate tools.</li> <li>-Applying proofreading and editing skills</li> <li>- Demonstrate and interpret nonverbal communications</li> <li>-Analyze and determine appropriate software applications for specific tasks.</li> <li>-Demonstrate proper business etiquette</li> </ul>	I can... <ul style="list-style-type: none"> <li>-Merge Content from Multiple Presentations</li> <li>- Finalize Presentations</li> </ul>
<b>Essential Questions</b>	<b>Enduring Understandings</b>
How do you create a business/professional presentation using Microsoft PowerPoint?	A well developed PowerPoint presentation includes proper formatted slides, and business etiquette.
<b>Resources:</b>	
<b>Previous knowledge and skills needed:</b>	
<b>Key Unit Vocabulary:</b> merge, presentations	
<b>Additional Information:</b>	