

BLACKHAWK SCHOOL DISTRICT

CURRICULUM

Course Title: Advanced Microsoft Applications

Course Number: 080_0782

Grade Level(s): 9 - 12

Periods Per Week: 5

Length of Period: 42 Minutes

Length of Course: 18 weeks

Credits: .5

Faculty Author(s): Naomi Equels,

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COURSE DESCRIPTION: Advanced Software Applications is an in-depth one-semester course using the Microsoft Office 2007 software (or current version). Advanced applications in Word, Excel, PowerPoint, Access, and Publisher are covered, going beyond the fundamentals. Students will learn and appreciate how the various applications can compliment, and be compatible, with one another. This course will be invaluable to the student now and for the remainder of their high school and college careers.

PA Standard	Description
3.7.10.C	Apply basic computer operations and concepts.
3.7.10.D	Utilize computer software to solve specific problems.
3.7.12.C	Evaluate computer operations and concepts as to their effectiveness to solve specific problems.
3.7.12.D	Evaluate the effectiveness of computer software to solve specific problems.
1.1.11.F	Understand the meaning of and apply key vocabulary across the various subject areas.
1.2.11.A	Read and understand essential content of informational texts and documents in all academic areas.

Class Resources

Microsoft Office 2007 Advanced Concepts and Techniques – Shelly, Cashman, Vermaat

Current Microsoft Office Software

Course Topic	Proposed Time	Topic Reflection
Introduction to Windows Operating System and Procedures	2 Days	
<ul style="list-style-type: none"> • Logging on/off District Computers • Logging into and Accessing Classroll.com • Internet and Acceptable Use Policy • File Management and Folders • Using Help and Support • Classroom Expectations 		

Course Topic	Proposed Time	Topic Reflection
Word Unit Chapters 4 and 6	15 Days	
<ul style="list-style-type: none"> • Border and Shade Paragraphs • Insert, Format, and Modify a SmartArt Graphic • Insert a watermark • Insert a section break • Insert a Word document into an open document • Insert/modify/de-link headers and footers • Modify and format a table • Draw tables • Sum Columns in a table • Create a chart(Excel Chart Graphic) from a Word table • Convert bullets to pictures • Create and apply character styles/fonts/colors • Create and Format WordArt • Insert a symbol into a document • Format a document in multiple columns • Balance columns • Format a character as a drop cap • Insert section, column, next page breaks • Copy and paste using a split window • Add and modify a page border 		

Course Topic	Proposed Time	Topic Reflection
Excel Unit Chapters 4,5, and 6	25 Days	
<ul style="list-style-type: none"> • Control color and thickness of outlines and borders • Assign a name to a cell and refer to the cell in a formula using the assigned name • Determine the monthly payment, present value, future value of a loan using special financial formulas/functions • Use the VLOOKUP function • Apply database functions, the SUMIF function, and the COUNTIF function • Use the ROUND function • Create formulas that use 3-D cell references • Create a data table to analyze data in a worksheet - manipulate that table • Create an amortization schedule • Analyze and validate worksheet data by changing values • Use names and set print area command to print sections of a worksheet • Protect and unprotect cells in a worksheet • Use the formula checking features of Excel • Hide and unhide cell gridlines, rows, columns, sheets, and worksheets • Use icons sets with conditional formatting • Query a table • Display automatic subtotals • Consolidate data by linking workbooks • Save a worksheet in different file formats 		

Course Topic	Proposed Time	Topic Reflection
Access Unit Chapters 4 and 5	25 Days	
<ul style="list-style-type: none"> • Create, modify, and edit an Access database • Create forms and reports using the wizard • Group and sort in a report • Add subtotals and totals to a report • Conditionally format controls • Filter records in reports and forms • Add/delete fields to a report • Change the format of a control and move control • Use yes/no, date, memo, OLE Object, attachment, and hyperlink fields • Update fields and enter data • Create a form with a subform in design view, and modify • Change tab index and tab order properties • Use the form to view data and attachments • Use a date, memo, and Yes/No fields in a query • View object dependencies 		

Course Topic	Proposed Time	Topic Reflection
PowerPoint Unit Chapters 3 and 4	23	
<ul style="list-style-type: none"> • Custom backgrounds and templates • Modify presentation through theme colors and fonts • Create a presentation from a Word outline • Background graphics and editing on the slide masters • Apply effects and styles to WordArt, SmartArt, and Graphics • Insert and modify text • Insert clips and pictures into slide without content placeholders • Apply effects • Add hyperlinks (internal and external) • Create and format tables and charts • Use thesaurus to enhance content • Add and edit action buttons and settings • Display guides to position slide elements • Run a slide show with hyperlinks • Enhance and improve public speaking skills 		