

Computer Applications I

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September 2020

Content	Skills	Learning Targets	Assessment	Resources & Technology
<p>CEQ:</p> <ul style="list-style-type: none"> • WHAT IS MICROSOFT WORD AND WHAT CAN IT DO? • WHAT IS MICROSOFT EXCEL AND WHAT CAN IT DO? • WHAT IS MICROSOFT ACCESS AND WHAT CAN IT DO? • WHAT IS MICROSOFT POWER POINT AND WHAT CAN IT DO? <p><i>UEQ</i></p> <ul style="list-style-type: none"> • <i>How do you create and edit a Word document?</i> 	<p>A. Creating and Editing a Word Document</p> <p>A1. Describe the Word window</p> <p>A2. Use Speech recognition</p> <p>A3. Enter text in a document</p> <p>A4. Save a document</p> <p>A5. Format text and paragraphs</p> <p>A6. Insert clipart in a document</p> <p>A7. Save an existing document</p> <p>A8. Print a document</p> <p>A9. Quit Word</p> <p>A10. Start Word and open a document</p> <p>A11. Correct errors in a document</p>	<p>A. Creating and Editing a Word Document</p> <p>LT-Use current computer applications related articles from newspaper/internet sources as appropriate</p>	<p>A. Creating and Editing a Word Document</p> <p>A1-11. Word project 1 WD2-WD47, Apply Your Knowledge WD 48, Extend Your Knowledge WD 50, In the Lab 1 WD 52, In the Lab 2 WD 52.</p> <p>Summative: Word 1 SAM Exam, Project 1, Project 2</p>	<p>A. Creating and Editing a Word Document</p> <p>A1-11. Textbook: Microsoft Office 2016 Introductory Concepts and Techniques Premium Edition, Shelly Cashman Mindtap</p>

<p>A. Creating and Editing a Word Document</p> <p>A1. The Word window A2. Speech recognition A3. Entering text A4. Saving a document A5. Formatting paragraphs and characters in a document A6. Inserting clipart in a Word document A7. Saving an existing document with the same file name A8. Printing a document A9. Quitting Word A10. Starting Word and opening a document A11. Correcting errors</p> <p><i>UEQ</i> • <i>How do you create a research paper?</i></p> <p>B. Creating a Research Paper B1. MLA</p>	<p>B. Creating a Research Paper B1. Describe the MLA documentation style for research papers B2. Change the margin settings and line spacing in a document B3. Use a header to number pages of a document B4. Apply formatting using shortcut keys and modify paragraph indentation B5. Create an alphabetical works cited page B6. Proofread and revise a research paper B7. Navigate to a hyperlink B8. Use the research task pane</p> <p>C. Creating a Business Letter with a Letterhead and Table C1. Create a resume using Words wizard C2. Fill in a document template C3. Set and use tab stops</p>	<p>B. Creating a Research Paper LT-Use current computer applications related articles from newspaper/internet sources as appropriate</p> <p>C. Creating a Business Letter with a Letterhead and Table LT-Use current computer applications related articles from newspaper/internet sources as appropriate</p>	<p>B. Creating a Research Paper B1-8. Word project 2 WD 59-WD 111, Apply Your Knowledge WD 112, Extend Your Knowledge WD 113 In the Lab 1 WD 116, In the Lab 2 WD 118. Summative: Word Chapter 2 SAM Exam, Project 1, Project 2</p> <p>C. Creating a Business Letter with a Letterhead and Table C1-9. Word project 3 WD 123-WD 173, Apply</p>	<p>B. Creating a Research Paper B1-B8. Textbook: Microsoft Office 2016 Introductory Concepts and Techniques Premium Edition, Shelly Cashman Mindtap</p> <p>C. Creating a Business Letter with a Letterhead and Table C1-C9. Textbook: Microsoft Office 2016 Introductory Concepts and Techniques Premium Edition, Shelly Cashman</p>
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<p>Documentation Style B2. Changing margins B3. Using a header to number pages B4. Typing the body of a research paper B5. Creating and alphabetical works cited page B6. Proofing and revising research paper B7. Navigating to a hyperlink B8. Using the research task pane</p>	<p>C4. Format paragraph and characters C5. Remove formatting from text C6. Identify component of a business letter C7. Insert current date C8. Insert a Word table, enter data into the table, and format the table C9. Address and print an envelope</p>		<p>Your Knowledge WD 174, Extend Your Knowledge WD175, In the Lab 1 WD 178, In the Lab 2 WD180. Word Test.</p> <p>CA=Microsoft Word Test, Students will create a 1 page flyer for a business that is opening in their town. A checklist of all required features will given and graded. Summative: Word Chapter 3 SAM Exam, Project 1, Project 2</p>	
<p><i>UEQ</i></p> <ul style="list-style-type: none"> • <i>How do you create a business letter with a letterhead and table?</i> <p>C. Creating a Business Letter with a Letterhead and Table</p> <p>C1. Resume wizard-creating resume C2. Personalizing the resume C3. Resume/cover letter letterhead C4. Creating a cover</p>				

letter C5. Envelopes and mailing labels				
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<p><i>UEQ</i></p> <p>• <i>How do you create a Microsoft Excel worksheet and embed a chart?</i></p> <p>D. Creating a Worksheet and an Embedded Chart D1. Microsoft Excel D2. Starting and customizing Excel D3. Worksheet window D4. Selecting a cell D5. Entering text D6. Entering numbers D7. Calculating a sum D8. Fill handle</p>	<p>D. Creating a Worksheet and an Embedded Chart D1. Explain the capabilities of Microsoft Excel D2. Start and quit Excel D3. Enter text and numbers D4. Select a cell D5. Enter text D6. Enter numbers D7. Calculate a sum D8. Copy a cell to a range of cells using the fill handle D9. Format a worksheet D10. Use the name box</p>	<p>D. Creating a Worksheet and an embedded chart LT-Use current computer applications related articles from newspaper/internet sources as appropriate</p>	<p>D. Creating a Worksheet and an Embedded Chart D1-13. Excel project 1 EX 2 EX 47, Apply Your Knowledge EX 50, Extend Your Knowledge EX 52, In the Lab 1 Ex 53, In the lab 2 EX 55, Excel Test, Personal Interests spreadsheet Summative: Excel Module 1 SAM Exam, Project 1, Project 2</p>	<p>D. Creating a Worksheet and an embedded chart D1-D13. Textbook: Microsoft Office 2016 Introductory Concepts and Techniques Premium Edition, Shelly Cashman Mindtap</p>

<p>D9. Formatting worksheet D10. Name box D11. Charting D12. Saving D13. Printing</p> <p><i>UEQ</i> • <i>How do you use formulas, functions and formatting in an Excel spreadsheet?</i></p> <p>E. Function, Formulas and Formatting a Worksheet E1. Entering titles and numbers E2. Entering formulas E3. Using the Average, Max, and Min functions E4. Verifying formulas using the range finder E5. Formatting the worksheet E6. Check spelling E7. Previewing and printing E8. Printing formulas E9. Renaming worksheets</p>	<p>D11. Create a chart D12. Save a spreadsheet D13. Print a spreadsheet</p> <p>E. Function, Formulas and Formatting a Worksheet E1. Enter titles and numbers E2. Enter formulas using the keypad and point mode E3. Apply the AVERAGE, MAX, and MIN functions E4. Enter numbers with format symbols E5. Format worksheet using buttons and commands E6. Check the spelling of the worksheet E7. Preview how a printed copy of the worksheet would look E8. Print a partial or complete worksheet E9. Rename sheets in a workbook</p> <p>F. What-If Analysis,</p>	<p>E. Function, Formulas and Formatting a Worksheet LT-Use current computer applications related articles from newspaper/internet sources as appropriate</p> <p>F. What-If Analysis, Charting and Working with Large Worksheets LT-Use current computer applications related articles</p>	<p>E. Function, Formulas and Formatting a Worksheet E1-E10. Excel Project 2 EX 58- EX 104, Apply your knowledge 1 EX 106, In the lab 1 EX 109, In the Lab 2 EX 110, Excel test, Dream Cars Spreadsheet Summative: Excel Module 2 SAM Exam, Project 1, Project 2</p>	<p>E. Function, Formulas and Formatting a Worksheet E1-E10. Textbook: Microsoft Office 2016 Introductory Concepts and Techniques Cashman Mindtap</p> <p>F. What-If Analysis, Charting and Working with Large Worksheets F-F12. Textbook: Microsoft Office 2016 Introductory Concepts and Techniques Premium Edition, Shelly Cashman Mindtap</p>
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<p><i>UEQ</i> • <i>How do I use what-if analysis and charting in a worksheet?</i></p> <p>F. What-If Analysis, Charting and Working with Large Worksheets F1. Rotating text and using the fill handle F2. Copying a cells format using the format painter button F3. Copying a range of cells F4. Inserting and deleting cells F5. Entering numbers with format symbols F6. Freezing worksheet titles F7. Displaying a system date F8. Absolute vs. relative addressing F9. The IF function F10. Formatting the worksheet F11. Renaming and reordering sheets F12. Check spelling,</p>	<p>Charting and Working with Large Worksheets F1. Rotate text in a cell F2. Create a series of month names F3. Copy a range of cells F4. Insert and delete cells F5. Format numbers using format symbols F6. Freezing and unfreeze worksheet titles F7. Show and format the system date F8. Compare absolute and relative addressing F9. Use the IF function to perform a logical test F10. Format the worksheet F11. Rename and reorder worksheets F12. Check spelling, save spreadsheet, preview the print job</p>	<p>from newspaper/internet sources as appropriate</p>	<p>F. What-If Analysis, Charting and Working with Large Worksheets F1-F12. Excel Project 3 EX 114- EX 171, In the lab 1 EX 177, In the lab 2 EX 181, Excel Test. Stock portfolio spreadsheet</p> <p>CA=Microsoft Excel Test. Students will create a spreadsheet showing quarterly sales for a business. A checklist of all required features will be given and graded. Summative: Excel Module 3 SAM Exam,</p>	
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saving previewing and printing.			Project 1, Project 2	
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<p><i>UEQ</i></p> <ul style="list-style-type: none"> • <i>How do you create and use a database?</i> <p>G. Creating and Using a Database</p> <p>G1. What is Microsoft Access? G2. Starting Access G3. Creating a new database G4. The Access window</p>	<p>G. Creating and Using a Database</p> <p>G1. Describe databases and database management systems G2. Start Access G3. Create a database G4. Use the Access window</p>	<p>G. Creating and Using a Database</p> <p>LT-Use current computer applications related articles from newspaper/internet sources as appropriate</p>	<p>G. Creating and Using a Database</p> <p>G1-G11. Access Project 1 AC 2 AC 55, Apply your knowledge AC 57, Extend Your Knowledge AC 58, In the Lab 1 AC 61, In the Lab 2 AC 63, AC test.</p>	<p>G. Creating and Using a Database</p> <p>G-G11. Textbook: Microsoft Office 2016 Introductory Concepts and Techniques Premium Edition, Shelly Cashman</p>

<p>G5. Creating a table G6. Closing and saving a table G7. Adding records to a table G8. Using queries G9. Using a form to view/enter data G10. Creating a report G11. Closing the database</p> <p><i>UEQ</i> • <i>How do use querying in a database?</i></p> <p>H. Querying a Database H1. Create queries using Design view H2. Include fields in the design grid H3. use text and numeric data in criteria H4. Save a query and use the saved query</p>	<p>G5. Create a table G6. Close and save a table G7. Add records to a table G8. Create a query G9. Create and use a form to view/enter data G10. Create a report G11. Close the database</p> <p>H. Querying a Database H1. Running the Query H2. To clear the design grid H3. To change join properties H4. To create a report from a query H5. To create a form for a query using a form H6. To export data to Xcel H7. Restrict the records in a join H8. Change a caption H9. Calculate statistics</p>	<p>H. Querying a Database LT-Use current computer applications related articles from newspaper/internet sources as appropriate</p>	<p>Summative: Access Module 1 SAM Exam, Project 1, Project 2</p> <p>H. Querying a Database H1-H11. Access Project 1 AC 68 AC 110, Apply your knowledge AC 114, Extend Your Knowledge AC 115, In the Lab 1 AC 117, In the Lab 2 AC 117, AC test.</p>	<p>H. Querying a Database H-H11. Textbook: Microsoft Office 2016 Introductory Concepts and Techniques Premium Edition, Shelly Cashman</p>
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<p>H5. Create and use parameter queries H6. Use compound criteria in queries H7. Sort data in queries H8. Join tables in queries H9. Create a report and a form from a query H10. Export data from a query to another application H11. Perform calculations and calculate statistics in queries H12. Create crosstab queries H13. Customize the Navigation Pane</p> <p><i>UEQ</i> • <i>How do you maintain a database?</i></p>	<p>H10. Use grouping H11. Create a crosstab query H12. Use a wildcard H13. Customize the Navigation Pane</p> <p>I. Maintaining a Database I1. Create a split form I2. Toggle a filter I3. Create a lookup field</p>	<p>I. Maintaining a Database LT-Use current computer applications related articles from newspaper/internet sources as appropriate</p>	<p>I. Maintaining a Database I1-I11. Access Project 1 AC 124 AC 169, Apply</p>	<p>I. Maintaining a Database I-I11. Textbook: Microsoft Office 2016 Introductory Concepts and Techniques Premium Edition, Shelly Cashman</p>
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<p>I. Maintaining a Database</p> <p>I1. Updating records I2. Filtering records I3. Changing the database structure I4. Mass changes I5. Validation rules I6. Making additional changes to the database I7. Changing the appearance of a datasheet I8. Multivalued fields in queries I9. Ordering records I10. Referential integrity</p>	<p>I4. Specify a range I5. Use an update query I6. Change the contents of a field I7. Include the totals on a datasheet I8. Include multiple values on a multiple rows of a query I9. Use the ascending order button to order records I10. Use a subdatasheet</p>		<p>your knowledge AC 170, Extend Your Knowledge AC 171, In the Lab 1 AC 173, In the Lab 2 AC 173, AC test. Summative: Access Module 2 SAM Exam, Project 1, Project 2</p>	
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<p><i>UEQ</i></p> <p>• <i>How do you create and edit a Presentation with pictures?</i></p> <p>J. Creating and Editing a Presentation with Pictures</p> <p>J1. Presentation with a bulleted list, photos, and and illustration</p> <p>J2. Choosing a document theme and variant</p> <p>J3. Creating a title slide</p> <p>J4. Formatting characters in a presentation</p> <p>J5. Adding a new slide to a presentation</p> <p>J6. Creating a text slide with a multi-level bulleted list</p> <p>J7. Adding new slides, changing slide layouts, and changing the theme</p> <p>J8. Inserting photos and illustrations into slides</p> <p>J9. Resizing photos and illustrations</p> <p>J10. Ending a slideshow</p>	<p>J. Creating and Editing a Presentation with Pictures</p> <p>J1. To choose a document theme and variant</p> <p>J2. Font and font styles</p> <p>J3. To add a new text slide with a bulleted list</p> <p>J4. Change the theme</p> <p>J5. Insert a picture from Office.com</p> <p>J6. Proportionally resize pictures</p> <p>J7. Duplicate a slide</p> <p>J8. Replace text in an existing slide</p> <p>J9. Add a transition between slides</p> <p>J10. To start slide show view</p> <p>J11. To print a presentation</p>	<p>J. Creating and Editing a Presentation with Pictures</p> <p>LT-Use current computer applications related articles from newspaper/internet sources as appropriate</p>	<p>J. Creating and Editing a Presentation with Pictures</p> <p>J1-J11. PowerPoint Project 1 PP 42 PP 48, Apply your knowledge PP 49, Extend Your Knowledge PP 50, In the Lab 1 PP 52, In the Lab 2 PP 53, PP test.</p> <p>Summative: PowerPoint Module 1 SAM Exam, Project 1, Project 2</p>	<p>J. Creating and Editing a Presentation with Pictures</p> <p>J-J11. Textbook: Microsoft Office 2016 Introductory Concepts and Techniques Premium Edition, Shelly Cashman Mindtap</p>

<p>with a closing slide J11. Making changes to a side text content J12. Adding a transition J13. Viewing a presentation in slideshow view J14. Printing a presentation</p> <p><i>UEQ</i> • <i>How do you enhance a presentation with pictures, shapes, and WordArt?</i></p> <p>K. Enhancing a presentation with pictures, shapes, and WordArt</p> <p>K1. Document Theme and Variant K2. Creating a title slide K3. Formatting characters in a presentation</p>	<p>K. Enhancing a presentation with pictures, shapes, and WordArt</p> <p>K1. Theme and variant K2. Enter presentation title K3. Fonts and font style K4. Add new text slide K5. Enter slide title K6. Change theme and variant K7. Move slide to normal view K8. Insert picture into title slide K9. Proportionally resize pictures K10. Duplicate a slide</p>	<p>K. Enhancing a presentation with pictures, shapes, and WordArt</p> <p>LT-Use current computer applications related articles from newspaper/internet sources as appropriate</p>	<p>K. Enhancing a presentation with pictures, shapes, and WordArt</p> <p>K1-K13.. PowerPoint Project 2 PP 59 PP 103, Apply your knowledge PP 104, Extend Your Knowledge PP 107, In the Lab 1 PP 111, In the Lab 2 PP 115, PP test.</p>	<p>K. Enhancing a presentation with pictures, shapes, and WordArt</p> <p>K1-K13. Textbook: Microsoft Office 2016 Introductory Concepts and Techniques Premium Edition, Shelly Cashman Mindtap</p>
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<p>K4. Adding adding a new slide to a presentation K5. Creating a text slide with multilevel bullet list K6. Adding new slides K7. PowerPoint Views K8. Inserting pictures into slides K9. Resizing photos and illustrations K10. Ending a slide show with a closing slide K11. Making changes to slide text content K12. Adding a transition K13. Viewing the presentation is slide show view</p> <p><i>UEQ</i> • <i>How do you reuse a presentation and add media and animation?</i></p> <p>L. Reusing a presentation and adding media and animation</p> <p>L1. Inserting photos and adding effects</p>	<p>K11. Replacing text with existing slide K12. Add transition between slide document properties K13. State slide show view</p> <p>L. Reusing a presentation and adding media and animation</p> <p>L1. Adjusting photo colors L2. Move a placeholder L3. Group/Ungroup objects L4. Add video options L5. Change exit animation direction L6. Change theme colors</p>	<p>L. Reusing a presentation and adding media and animation</p> <p>LT-Use current computer applications related articles from newspaper/internet sources as appropriate</p>	<p>Summative: Power Point Module 2 SAM Exam, Project 1, Project 2</p> <p>L. Reusing a presentation and adding media and animation</p> <p>L1-L13.. PowerPoint Project 3 PP 123 PP 162, Apply your knowledge PP 163,</p>	<p>L. Reusing a presentation and adding media and animation</p> <p>L1-L13. Textbook: Microsoft Office 2016 Introductory Concepts and Techniques Premium Edition, Shelly Cashman</p> <p>COURSE FINAL ASSESSMENT CA=A final test will be given during the last three days of the quarter. Students will be required to</p>
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<p>L2. Modifying placeholders L3. Copying an illustration L4. Adding media to slides L5. Animating slide Content L6. Customizing slide elements</p>			<p>Extend Your Knowledge PP 166, In the Lab 1 PP 170, In the Lab 2 PP 173, PP test. Summative: Power Point Module 3 SAM Exam, Project 1, Project 2</p>	<p>create a business advertisement in Microsoft Word, A spreadsheet in Microsoft Excel, and a database in Microsoft Access. Mindtap</p>
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