

**Computer Applications II (Master)**

Teacher: Dana Stanton  
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Content	Skills	Learning Targets	Assessment	Resources & Technology
<p><b>CEQS</b></p> <ul style="list-style-type: none"> <li>• <b>WHAT ARE THE INTERMEDIATE FEATURES OF MICROSOFT WORD AND HOW ARE THEY USED?</b></li> <li>• <b>WHAT ARE THE INTERMEDIATE FEATURES OF MICROSOFT EXCEL AND HOW ARE THEY USED?</b></li> <li>• <b>WHAT ARE THE INTERMEDIATE FEATURES OF MICROSOFT ACCESS AND HOW ARE THEY USED?</b></li> <li>• <b>WHAT ARE THE INTERMEDIATE FEATURES OF MICROSOFT POWERPOINT AND HOW ARE THEY USED?</b></li> </ul>	<p><b>A. Creating a Document with a Table, Chart and Watermark</b> A1. Create a title page A2. Insert an existing document into an open</p>	<p><b>A. Creating a Document with a Table, Chart and Watermark</b> CAR-Use current computer applications related articles from newspaper/internet sources as appropriate</p>	<p><b>A. Creating a Document with a Table, Chart and Watermark</b> A1-A8. Word Project 4 WD4.04-WD4.68, In the lab 1 WD 4.72, In the lab 2 WD 4.74, In the lab 3 WD 4.76,</p>	<p><b>A. Creating a Document with a Table, Chart</b> A1-A8. Course Textbook: Microsoft Office 200 Techniques, Shelly Cashman Series, Each student access</p>

<p><i>UEQ</i>                  • How do you create a document with a table, chart and watermark?</p> <p><b>A. Creating a Document with a Table, Chart and Watermark</b>                  A1. Creating a title page                  A2. Inserting an existing document into an open document                  A3. Creating headers and footers                  A4. Formatting and charting a table                  A5. Formatting paragraphs and characters                  A6. Drawing a table                  A7. Creating a watermark                  A8. Revealing formatting</p> <p><i>UEQ</i>                  • How do you generate a form letter, mailing labels, envelopes, and directories?</p> <p><b>B. Generating Form letters, Mailing Labels, Envelopes, and Directories</b>                  B1. Identifying the main</p>	<p>document                  A3. Create headers and footers                  A4. Format and chart a table                  A5. Format paragraphs and characters                  A6. Draw a table                  A7. Create a watermark                  A8. Reveal formatting</p> <p><b>B. Generating Form letters, Mailing Labels, Envelopes, and Directories</b>                  B1. Identify a main document for form letters                  B2. Work with autoshapes and the drawing canvas                  B3. Create a data source                  B4. Compose the main document for</p>	<p><b>B. Generating Form letters, Mailing Labels, Envelopes, and Directories</b>                  CAR-Use current computer applications related articles from newspaper/internet sources as appropriate</p> <p><b>C. Creating a Professional Newsletter</b>                  CAR-Use current computer</p>	<p>Word Test</p> <p><b>B. Generating Form letters, Mailing Labels, Envelopes, and Directories</b>                  B1- B7. Word Project 5 WD5.04-WD5.71, Apply you knowledge 1 WD 5.73, In the lab 1 WD 5.74, In the lab 2 WD 5.76, In the Lab 3 WD 5.78, Word Test</p>	<p><b>B. Generating Form letters, Mailing Labels, B1-B7.</b> Course Textbook: Microsoft Office 2000 Techniques, Shelly Cashman Series, Each student access</p> <p><b>C. Creating a Professional Newsletter C1- C7.</b> Course Textbook: Microsoft Office 2000 Techniques, Shelly Cashman Series, Each student access</p>
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<p>document for form letters  B2. Working with autosshapes and the drawing canvas  B3. Creating a data source  B4. Composing the main document for form letters  B5. Addressing and printing mailing labels  B6. Addressing envelopes  B7. Merging all data records to a directory</p> <p><i>UEQ</i>  • <i>How do you create a professional newsletter?</i></p> <p><b>C. Creating a Professional Newsletter</b>  C1. Creating a nameplate  C2. Formatting the first page of the body of the newsletter  C3. Creating a pull-quote  C4. Formatting the second page of the newsletter  C5. Enhancing the newsletter with color and a page border  C6. Enhancing a document for online viewing  C7. Collaborating with others on a document</p>	<p>form letters  B5. Address and print mailing labels  B6. Address envelopes  B7. Merge all data records to a directory</p> <p><b>C. Creating a Professional Newsletter</b>  C1. Create a nameplate  C2. Format the first page of the body of a newsletter  C3. Create a pull-quote  C4. Format the second page of a newsletter  C5. Enhance the newsletter with color and a page border  C6. Enhance a</p>	<p>applications related articles from newspaper/internet sources as appropriate</p>	<p><b>C. Creating a Professional Newsletter</b>  C1-C7. Word Project 6  WD6.04-WD6.74, Apply your knowledge  1 WD6.76, In the lab 1  WD6.77, In the lab 2  WD 6.78, In the lab 3  WD 6.79, Word Test</p> <p><b>CA=Word Test,</b>  Students will create a document with a table, chart and watermark. They will also create a form letter and a newsletter. A checklist of required features will be given and used to grade performance.</p>
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	document for online viewing C7. Collaborate with others on a document			
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Content	Skills	Learning Targets	Assessment	Re
<p><i>UEQ</i></p> <ul style="list-style-type: none"> <li>• How do you use functions, data tables, amortization schedules, and hyperlinks in a spreadsheet?</li> </ul> <p><b>D. Financial Functions, Data Tables, Amortization Schedules, and Hyperlinks</b></p> <p>D1. Adding borders to a range D2. Creating cell names based on row titles D3. Using a data table to analyze worksheet data D4. Adding a pointer to the data table using conditional formatting D5. Creating an amortization schedule D6. Adding a hyperlink to the worksheet D7. Print sections of the worksheet D8. Protecting the worksheet D9. Formula checking</p> <p><i>UEQ</i></p>	<p><b>D. Financial Functions, Data Tables, Amortization Schedules, and Hyperlinks</b></p> <p>D1. Add borders to a range D2. Create cell names based on row titles D3. Use a data table to analyze worksheet data D4. Add a pointer to the data table using conditional formatting D5. Create an amortization schedule D6. Add a hyperlink to the worksheet D7. Print sections of</p>	<p><b>D. Financial Functions, Data Tables, Amortization Schedules, and Hyperlinks</b></p> <p>CAR-Use current computer applications related articles from newspaper/internet sources as appropriate</p>	<p><b>D. Financial Functions, Data Tables, Amortization Schedules, and Hyperlinks</b></p> <p>D1-D9. Excel Project 4 E4.04-E4.54, Apply your knowledge 1 E4.56, In the lab 1 E4.57, In the lab 2, E4.59, In the lab 3, E4.61, Excel Test</p> <p><b>E. Creating, Sorting and Querying a</b></p>	<p><b>D. Ta an</b></p> <p><b>D1</b></p> <p><b>M</b></p> <p><b>Co</b></p> <p><b>Ca</b></p> <p><b>a c</b></p>

<p>• <i>How do you create, sort, and query a worksheet database</i></p> <p><b>E. Creating, Sorting and Querying a Worksheet Database</b></p> <p>E1. Creating a database E2. Adding computational fields to the database E3. Data forms to view records and change data E4. Sorting a database E5. Displaying automatic subtotals in a database E6. Finding records using a data form E7. Filtering a database using autofilter E8. Using a criteria range on the worksheet E9. Extracting Records E10. Comparison criteria E11. Using database functions</p> <p><i>UEQ</i></p> <p>• <i>How do you create a template in Excel and use it to work with multiple worksheets and workbooks?</i></p> <p><b>F. Creating Templates and Working with Multiple Worksheets and Workbooks</b></p>	<p>the worksheet D8. Protect the worksheet D9. Check formulas</p> <p><b>E. Creating, Sorting and Querying a Worksheet Database</b></p> <p>E1. Create a database E2. Add computational fields to a database E3. Use data forms to view records and change data E4. Sort a database E5. Display automatic subtotals in a database E6. Find records using a data form E7. Filter a database using autofilter E8. Use a criteria range on the worksheet E9. ExtractRecords E10. Comparison criteria E11. Use database functions</p>	<p><b>E. Creating, Sorting and Querying a Worksheet Database</b></p> <p>CAR-Use current computer applications related articles from newspaper/internet sources as appropriate</p> <p><b>F. Creating Templates and Working with Multiple Worksheets and Workbooks</b></p> <p>CAR-Use current computer applications related articles from newspaper/internet sources as appropriate</p>	<p><b>Worksheet Database</b></p> <p>E1-E11. Excel Project 5 E5.04-E50, Apply you knowledge 1 E5.52, In the lab 1 E5.53, In the lab 2 E5.55, In the lab 3 E5.59, Excel Test.</p> <p><b>F. Creating Templates and Working with Multiple Worksheets and Workbooks</b></p> <p>F1-F10. Excel Project 6 E6.04-E6.68, Apply your knowledge 1 E6.70, In the lab 1 E6.71, In the lab 2 E6.72, In the lab 3 E6.74, Excel Test.</p> <p><b>CA=Excel Test.</b>Students will create a spreadsheet with financial functions, data</p>	<p><b>E. Qu</b></p> <p>E1</p> <p>M</p> <p>Co</p> <p>Ca</p> <p>a c</p> <p><b>F. W</b></p> <p><b>W</b></p> <p>F1</p> <p>M</p> <p>Co</p> <p>Ca</p>
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<p>F1. Creating the template                  F2. Formatting the template                  F3. Alternative uses of templates                  F4. Creating a workbook from a template                  F5. Drawing the 3D cylinder chart                  F6. Adding a chart using the word art tool                  F7. Adding comments to a workbook                  F8. Adding a header, changing margins, and printing the workbook                  F9. Find and replace commands                  F10. Consolidating data by linking workbooks</p> <p><i>UEQ</i>                  • How do you use Access to create advanced reports, forms, and combo boxes?</p> <p><b>G. Reports, Forms, and Combo Boxes</b></p> <p>G1. Report Creation                  G2. Grouping in a report                  G3. Reviewing the report design                  G4. Report design considerations                  G5. Creating and using custom</p>	<p><b>F. Creating Templates and Working with Multiple Worksheets and Workbooks</b></p> <p>F1. Create the template                  F2. Format the template                  F3. Identify alternative uses of templates                  F4. Create a workbook from a template                  F5. Draw a 3D cylinder chart                  F6. Add a chart using the word art tool                  F7. Add comments to a workbook                  F8. Add a header, changing margins, and printing the workbook                  F9. Find and replace commands                  F10. Consolidate data by linking workbooks</p>	<p><b>G. Reports, Forms, and Combo Boxes</b></p> <p>CAR-Use current computer applications related articles from newspaper/internet sources as appropriate</p>	<p>tables, amortization schedules, and hyperlinks</p> <p><b>G. Reports, Forms, and Combo Boxes</b></p> <p>G1-G6. Access Project 4 A4.04-A4.53, Apply your knowledge 1 A4.56, In the lab 1 A4.57, In the lab 2 A4.58, In the lab 3 A4.59</p> <p>CA=Access Test. Students will be given a database and asked to create a custom report and form. A checklist of required features will be given and used for grading performance.</p>
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<p>forms G6. From design considerations</p>	<p><b>G. Reports, Forms, and Combo Boxes</b></p> <p>G1. Create a report G2. Use grouping in a report G3. Review the report design G4. Select an appropriate report design G5. Create and use a custom form G6. Select an appropriate form design</p>		
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Content	Skills	Learning Targets	Assessment
<p><i>UEQ</i> • <i>How do you create and use a database?</i></p> <p><b>G. Creating and Using a Database</b> G1. What is Microsoft Access? G2. Starting Access G3. Creating a new database G4. The Access window G5. Creating a table</p>	<p><b>G. Creating and Using a Database</b> G1. Describe databases and database management systems G2. Start Access G3. Create a database G4. Use the Access window G5. Create a table</p>	<p><b>H. Creating and Using a Database</b> CAR-Use current computer applications related articles from newspaper/internet sources as appropriate</p>	<p><b>G. Creating and Using a Database</b> G1-G11. Access Project 1 AC 4 AC 51, A knowledge 1 AC 54, In the Lab 1 AC 56, 2 AC 59, Personal Database, Favorite Mo Database, Access Test</p>

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

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

**COURSE FINAL ASSESSMENT**

**CA=A** final test will be given during the days of the quarter. Students will be required to create a business advertisement in Microsoft Word, a spreadsheet in Microsoft Excel, and a database in Microsoft Access.