

Teacher: Core Computer

Applications and Programming
Course: Computer Applications
and Programming

Year: 2017-2018

Month: All Months

S Word Processing ~

Advanced Microsoft Word
Concepts and Documents

| e | Essential Questions | Content | Knowledge and Skills | Vocabulary | Assessments | Lessons | Resources | Standards |
|---|--|---|---|-------------------|-------------|---------|---|-----------|
| p | I A. Where do students save or access their work? | I A. The difference between all of the available drives | I A. Create main folders and subfolders in which to organize their files in a logical manner | - Save vs save as | | | I A. | |
| t | I B. What is a memorandum and when is it used? | I A. The importance of keeping their files organized in a logical manner | I A. Save to and/or access the appropriate drive for their work | - Open | | | | |
| e | I C. What is a business letter and when is it used? | I B. The purpose of a memorandum | I B. Format a memorandum in proper business form | - Print preview | | | • computer and internet usage contracts | |
| m | I D. What is mail merge and when is it used? | I C. The purpose of a business letter and all its parts | I C. Format a letter in proper business form according to its style | - Proofread | | | I B. | |
| b | I E. What are important meeting documents and when are they used? | I C. The purpose of advanced features in business letters | I C. Manipulate word processing features such as formatting, spacing, tab settings, and indentations | - Spellcheck | | | | |
| e | I F. What is a news release and when is it used? | I C. The purpose of letterhead in a business letter | I D. Create and merge main and data source documents | - Grammar check | | | computers with printing access | |
| r | | I D. What mail merge is | | - Thesaurus | | | Microsoft Word software internet access | |
| | | I D. What mail merge with conditions is | I D. Utilize the mail merge feature using the wizard option and access a template | - Drop down menus | | | | |
| | | I D. Appropriate times to utilize the mail merge feature | | - Ribbon | | | projector system | |
| | I E. What an agenda is and how to properly format one | I D. Edit the data source and merge with conditions | | - Tabs | | | | |
| | I E. What an itinerary is and how to properly format one | I D. Create and merge envelope and label main documents | | - Group | | | | |
| | I E. What minutes are and how to properly format them | I E. Format an agenda in proper business form | | - Dialog box | | | I C. | |

I F. What a news release is and how to properly format one

I F. The purpose of a news release

I E. Format an itinerary in proper business form

I E. Format minutes in proper business form

I E. Manipulate word processing features such as formatting, alignment, capitalization, indentations, and spacing

I F. Format a news release in proper business form

I F. Manipulate word processing features such as formatting, alignment, capitalization, indentations, and spacing

- Find/Replace

- Show/Hide

- Copy

- Cut

- Paste

- Memorandum

- Font

- Case

- Spacing:
single, double,
quadruple

- Defaults

- Heading

- Reference
initials

- Enclosure

- Attachment

- Margins

- Business letter

- Personal
business letter

- Block format

- Open
punctuation

- Salutation

• computers with printing access

• Microsoft Word, Excel, and Access software

• projector system

I D. • computers with printing access

• Microsoft Word software

• examples of merged documents

• projector system

I E.

• computers with printing access

• Microsoft Word software

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Complimentary
close

- Return

address

- Inside address

- Recipient

- Copy notation

- Letterhead

- Header and
footer

- Text box

- Images

- Borders and
shading

- Mail merge

- Envelopes and
labels

- Original
documents

- Database

- Spreadsheet

- Greeting line

- Address block

- Merge field

- Abbreviations
of titles and
states

- Alignment:
center, left,
right

- Bold

- Italic

- Underline

• internet access

• projector system

I F.

• computers with
printing access

• Microsoft Word
software

• internet access

• projector system

- Default tab stops
- Set tab stops
- Agenda
- Itinerary
- Minutes
- Adjournment
- News release
- Style

O Word Processing (continued) ~ Advanced Microsoft Word Concepts and Documents

| | Essential Questions | Content | Knowledge and Skills | Vocabulary | Assessments | Lessons | Resources | Standards |
|---|--|--|---|-----------------|-------------|---------|--|-----------|
| | | | | | | | | |
| t | I G. What is a business report and its pertinent parts? | I G. What a business report is and all its corresponding documents | I G. Format an outline in proper business form | - Outline | | | I G. • computers with printing access | |
| o | I H. What is a table and when/how is it used? | I G. Advanced word processing skills that correlate with the professional business report | I G. Format a report in proper business form | - Indents | | | | |
| b | | I H. What a table is and what it is used for | I G. Format a bibliography in proper business form | - Ruler | | | • Microsoft Word software | |
| e | | I H. Advanced word processing skills that correlate with tables | I G. Format a table of contents in proper business form | - Numbered list | | | | |
| r | | | I G. Manipulate word processing features such as formatting, spacing, editing, integration, multiple-pages, previewing and printing tools I G. Insert word processing features such as headers, footers, footnotes, style graphics, and page numbers into a report | - Bullets | | | • internet access | |
| | | | I H. Manipulate word processing table features such as formatting, inserting and deleting rows and columns, alignment, and shading | - Page numbers | | | • projector system | |

I H. Run basic formulas on table data such as sort, filter, and autosum

- Page break
- Endnotes
- Footnotes
- Superscript and subscript
- Table of contents
- Leader lines
- Bibliography
- Hanging indent
- Tables
- Rows
- Columns
- Shading
- Gridlines
- Sort
- Ascending
- Descending
- Filter
- Autosum

I H.

- computers with printing access
- Microsoft Word software
- internet access
- Projector system

Spreadsheets ~

Advanced Microsoft Excel
Functions and Documents

| Essential Questions | Content | Knowledge and Skills | Vocabulary | Assessments | Lessons | Resources | Standards |
|---|--|---|------------|-------------|---------|---|-----------|
| II A. What are spreadsheets? How and when are they used? | II A. What a spreadsheet is and what it's purpose is | II A. Manipulate spreadsheet features such as aligning data, applying borders and shading, inserting and deleting columns and rows, changing column widths, and applying automatic formats | -data | | | II A. • computers with printing access | |
| II A. How is data sorted and filtered in a spreadsheet? | II A. Basic and advanced features in Excel | II A. Format and enhance data | -bold | | | | |
| II B. How are formulas created and when are they used? | II A. The difference between sorting and filtering data and when to do both | II A. Perform a sort and a filter with the data | -width | | | • Microsoft Excel software | |

| | | | | |
|---|---|--|---|--|
| | <p>II B. The purpose of formulas and their parts</p> <p>II B. Appropriate times to utilize formulas and plan ahead with formulas by utilizing copying techniques and relative and absolute cell referencing</p> | <p>II B. Develop both basic and complex formulas according to corresponding data</p> <p>II B. Create an IF statement</p> <p>II B. Link data from one workbook with data from another workbook</p> | <p>-center align</p> <p>-proofread</p> <p>-analyze</p> | <p>• paper</p> |
| <p>II B. What are IF statements and how are they used?</p> | | | <p>-print area</p> <p>-print preview</p> <p>-page setup</p> | <p>• handout on formulas</p> <p>• <u>Excel It!</u> textbook</p> |
| <p>II B. How is data from one workbook linked with data in another workbook?</p> | <p>II B. What an IF statement is</p> <p>II B. The parts that make up an IF statement (relational operators)</p> <p>II B. The importance of linking data between workbooks</p> | | <p>-formulas</p> <p>-AutoFill</p> <p>-display formulas</p> <p>-format</p> <p>-AutoFit</p> <p>-column width</p> <p>-header</p> <p>-footer</p> <p>-underline</p> <p>-merge and center</p> <p>-formulas</p> <p>-AutoFill</p> <p>-display formulas</p> <p>-left align</p> <p>-right align</p> | <p>II B. • computers with printing access</p> <p>• Microsoft Excel software</p> <p>• paper</p> <p>• <u>Excel It!</u> textbook</p> |

- AutoFill
- display
- formulas
- merge and center
- absolute cell reference
- relative cell reference
- decimal
- percentages
- formulas
- purchase discount
- subtotal
- sales tax
- amount owed
- AutoFill
- Totals
- Average
- Maximum
- Minimum
- Gross Pay
- Federal Tax
- Soc. Sec. Tax
- Medicare Tax
- State Tax
- Pension
- Net Pay-sort
-
- ascending/desc
- ending
- Balance
- AutoSum
- dates
- Totals
- Average
- Maximum
- Minimum
- right align
- dates

- right align
- decimal
- percentages
- formulas
- purchase discount
- subtotal
- sales tax
- amount owed
- AutoSum
- all formula references
- text orientation
- wrap text
- negative numbers
- fill color
- insert comments
- negative numbers
- fill color

N Spreadsheets (continued) ~ Advanced Microsoft Excel Functions and Documents

| | Essential Questions | Content | Knowledge and Skills | Vocabulary | Assessments | Lessons | Resources | Standards |
|---|--|---|--|------------------------|-------------|---------|---|-----------|
| v | II C. What is the purpose of a chart/graph? | II C. What a chart/graph is | II C. Create a chart/graph using the wizard option | -pie chart | | | II C. • computers with printing access | |
| e | II D. What is the purpose of a pivot table and pivot chart? | II C. The difference between the different types of charts/graphs | II C. Edit and enhance charts/graphs | -format chart area | | | | |
| m | II E. What is a macro? | II D. The benefits of using a pivot table/chart over another form of table/chart | II D. Create a pivot table and pivot chart from an existing spreadsheet | -format colors | | | • Microsoft Excel software | |
| b | II E. How is Excel used for computer programming? | II E. What a macro is | II D. Sort and filter data in a pivot table and pivot chart | -format chart's legend | | | | |
| e | | II E. What Visual Basic for Applications (VBA) is and how it is used in Excel | II E. Record and run a macro | -format chart's titles | | | • paper | |

II E. Write VBA code to format a command button within an Excel spreadsheet

- insert data labels

-column chart
-line chart
- bar chart

-multiple ranges
-Fill Effects

-aligning text
-exploded pie chart
- pivot table
- pivot chart
- slicer
- filter

- sort

- macro
- vba
- ribbon
- programming
- coding
- controls
- command button

•Excel It! textbook

II D. • computers with printing access

• Microsoft Excel software

• paper

•Excel It! textbook

II E. • computers with printing access

• Microsoft Excel software

• paper

•Excel It! textbook

Database Management

| Essential Questions | Content | Knowledge and Skills | Vocabulary | Assessments | Lessons | Resources | Standards |
|--|------------------------------------|------------------------|----------------|-------------|---------|----------------------------------|-----------|
| III. A. What is Access used for and how do you perform functions in databases? | III. A. What databases are | III. A. | -database | | | III. A. | |
| | III. A. Formatting fields | | -format fields | | | - computers with printing access | |
| | III. A. Running a query | -Format a time field | -time field | | | -Microsoft Access software | |
| | III. A. Setting properties | | -yes/no field | | | -paper | |
| | III. A. Sorting by multiple fields | -Format a yes/no field | -query | | | - <u>Access It!</u> textbook | |

- Sort by multiple fields
 - Create a query
 - III. A.
 - Add a description property
 - Set field properties
 - Set a field size
 - Set a field format
 - Set a caption property
- description property
 - field properties
 - Field size
 - Field format
 - Caption property
 - currency field
 - sort
 - ascending order
 - descending order

D Graphic Design ~

Advanced Microsoft Publisher Functions and Documents

| | Essential Questions | Content | Knowledge and Skills | Vocabulary | Assessments | Lessons | Resources | Standards |
|---|--|--|---|---------------|-------------|---------|--------------------------------------|-----------|
| c | IV A. How do you use Publisher for advanced graphic design publications? | IV A. What Publisher is used for | IV A. Understand the different elements of design | - Publication | | | - Computers with Microsoft Publisher | |
| e | IV B. How do you use advanced features in Microsoft Publisher? | IV A. The advantages and disadvantages of templates | IV A. Explore and use Publisher templates | - Harmony | | | - Printers | |
| m | | IV B. The features that are available for use in Publisher | IV B. Create projects and templates | - Emphasis | | | - Paper | |
| b | | IV B. Different ways to create, modify, and save layouts | IV B. Manipulate graphic design features such as text boxes, word art, borders, background colors, clip art, images, shapes, templates, and print preview | - Proportion | | | - Business card paper | |
| e | | IV B. The advantages and disadvantages of templates | IV B. Use guides, margins, and rulers | - Contrast | | | - Internet access | |

IV B. Insert, align, edit, and group objects

- Balance

- Samples of business cards, bumper stickers, flyers, menus, and brochures

IV B. Create boxes, lines, and shapes

- Template

- *Frillios Pizza* textbooks

IV B. Modify shapes with color

- Text box

- Projector system

IV B. Duplicate and move items

- Word art

IV B. Navigate, select, cut, copy, and paste text

- Clip art

- Shapes

- Borders

- Margins

- Rulers

- Guides

- Grouping

- Ungrouping

- Alignment

- Wrap text

- Advertisement

- Logo

- Slogan

- Business card

- Bumper

sticker

- Menu

- Brochure

- Flyer

- Print preview

J Graphic Design (continued)

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| Essential Questions | Content | Knowledge and Skills | Vocabulary | Assessments | Lessons | Resources | Standards |
|--|--|--|--------------------------------|-------------|---------|--|-----------|
| IV C. How do you create personal and professional advertisements? | IV C. What makes a publication professional IV C. What common advertisements are used in businesses | IV B. Use guides, margins, and rulers IV B. Create boxes, lines, and shapes | - Publication - Harmony | | | - Computers with Microsoft Publisher - Printers | |

| | | | | |
|---|--|--|---|--|
| a | IV C. Different methods for inserting text, including text boxes and word art | IV B. Insert, align, edit, and group objects | - Emphasis | - Paper |
| r | IV C. Different methods for inserting and editing images | IV B. Duplicate and move items | - Proportion | - Business card paper |
| y | IV C. About grouping drawing elements into a single object | IV B. Modify shapes with color | - Contrast | - Internet access |
| | | IV B. Navigate, select, cut, copy, and paste text | - Balance | - Samples of business cards, bumper stickers, flyers, menus, and brochures |
| | | IV C. Create a bumper sticker advertisement | - Template | - <i>Frillios Pizza</i> textbooks |
| | | IV C. Create a business card | - Text box | - Projector system |
| | | IV C. Create a menu and/or brochure | - Word art | |
| | | IV C. Create an event flyer | - Clip art - Shapes - Borders - Margins - Rulers - Guides - Grouping - Ungrouping - Alignment - Wrap text - Advertisement | |
| | | | - Logo - Slogan - Business card - Bumper sticker - Menu - Brochure - Flyer - Print preview | |