

Wilson Area School District Planned Course Guide

Title of planned course: Microsoft Office 2007

Subject Area: Business

Grade Level: 9 - 12

Course Description:

Time/Credit for this Course: 1 credit / Full year

Curriculum Writing Committee: Mrs. Joan Hughes

**Wilson Area School District
Planned Course Materials**

Course Title: Microsoft Office 2007

Textbook: Office 2007 – Pasework & Pasework, 2008

Supplemental Books:

Teacher Resources:

Curriculum Map

- August: Introduction to Vista
- September: Microsoft Word – Basic Features
- October: Microsoft Word – Advanced Features
- November: Excel – Creating worksheet, using formulas, advanced formatting and editing
- December: Excel – Applying various advanced functions and combing data linking objects / files
- January: Excel – Pivot tables / charts
Access – Database organization, exporting and publishing
- February: Access – Importing, data sheets, filtering, working with a query
- March: Access – Editing/formatting a query, report creation, data merge
- April: PowerPoint – Creating presentation and using advanced features
Publisher – Creating publication
- May: Publisher – Modify publication and using basic features
Outlook – Using basic features
- June: Integration using other applications

Curriculum Scope & Sequence

Planned Course: Microsoft Office 2007

Unit: Introduction to Vista Basics

Time frame: 1 week

State Standards: 3.7.10.C, 3.7.12.C, 3.7.10.D

Anchor(s) or adopted anchor:

Essential content/objectives: At end of the unit, students will be able to:

- Start Windows
- Use a pointing device
- Navigate Windows
- Manage Files & Folders
- Use Windows help

Core Activities: Students will complete/participate in the following:

- Use step by steps to complete content objective
- Identify and use commands and buttons
- Assign names to ensure efficient file management
- Access the Help menu to find specific solutions

Extensions:

Remediation:

- Repeat demonstration of application procedure
- Teacher assistance
- Extra time outside of class.

Instructional Methods:

- Application demonstration
- Questions and answers
- Compare and contrast

Materials & Resources:

- Computer hardware and software
- Textbooks
- Internet

Assessments:

- Quiz
- Lab applications
- Graded assignments
- Peer editing
- Rubric guided assignments
- Teacher observation

Curriculum Scope & Sequence

Planned Course: Microsoft Office 2007

Unit: Microsoft Word

Time frame: 8 weeks

State Standards: 3.7.10, 3.7.12.C, 3.7.10.D

Anchor(s) or adopted anchor:

Essential content/objectives: At end of the unit, students will be able to:

- Understand the five ways to view your document on the screen
- Enter text in a document
- Create a folder for documents
- Use the zoom feature to view a document
- Show and hide formatting marks
- Understand toggle commands
- Move and copy text using drag and drop and clip board
- Find and replace text
- Use the Go To command
- Identify number of words in a document or a selection
- Use auto features of Word
- Insert current date and time
- Use the Thesauruses
- Insert symbols
- Use format painter
- Apply quick styles
- Use basic and advanced Microsoft word features to create professional and personal documents.

Core Activities: Students will complete/participate in the following:

- Compose, edit and enhance a memo
- Compose, edit and proofread minutes from a meeting
- Compose, edit and enhance an application letter using peer editing
- Define word terms for reference manual
- Complete components of Microsoft Word
- Practice exercises using Microsoft Word

Extensions:

- Create an announcement or ad for a retail chain of stores
- Use online research to create informational document detailing good employee traits

Remediation:

- Review of application
- Additional time for assignment
- Teacher assistance

Instructional Methods:

- Application demonstration
- Compare and contrast
- Direct instruction

Materials & Resources:

- Computer hardware and software
- Textbooks
- Internet

Assessments:

- Quiz (vocabulary)
- Graded applications with rubric
- Questions and answers
- Peer editing
- Teacher observation
- Unit simulations

Curriculum Scope & Sequence

Planned Course: Microsoft Office 2007

Unit: Excel

Time frame: 9 weeks

State Standards: 3.7.10, 3.7.12.C, 3.7.10.D

Anchor(s) or adopted anchor:

Essential content/objectives: At end of the unit, students will be able to:

- Use formulas to calculate within various financial statements
- Work with and manipulate functions
- Apply various printing options and set up worksheets
- Apply advanced formatting and editing in a worksheet
- Work with multiple worksheets
- Apply advanced formulas and functions
- Apply 3-D formulas
- Apply PMT functions
- Apply what-if data tables
- Goal seek
- Apply look-up functions
- Link and embed objects and files within a worksheet
- Extract and combine data
- Create charts and chart types
- Use data map feature
- Work with pivot tables and pivot charts
- Export an access object to an Excel worksheet
- Use Excel to create, save and edit a worksheet and report

Core Activities: Students will complete/participate in the following:

- Create a stock portfolio using Excel features, commands, and formulas
- Use a chart tool to create a visual pie or bar chart to show grade distribution
- Practice exercises using Microsoft Excel

Extensions:

- Create an Excel document to illustrate a savings and interest plan for college tuition

Remediation:

- Review applications
- Additional time for assignments

Instructional Methods:

- Application demonstration
- Compare and contrast methods
- Direct instruction

Materials & Resources:

- Textbook
- Internet sources
- Computer hardware and software
- Projection hardware

Assessments:

- Quiz
- Graded application with rubric
- Peer editing
- Question and answers
- Teacher observation
- Simulations

Curriculum Scope & Sequence

Planned Course: Microsoft Office 2007

Unit: Microsoft Access

Time frame: 10 weeks

State Standards: 3.7.10.C, 3.7.12.C, 3.7.10.D

Anchor(s) or adopted anchor:

Essential content/objectives: At end of the unit, students will be able to:

- Define database management systems and business applications
- Define how Access database is organized and how tables are related
- Export an Access object to an Excel worksheet
- Publish an Access object to a word document
- Demonstrate effective use of database formatting, editing and printing
- Import Excel data into an Access table (link)
- Enforce referential integrity
- Set subdatasheets
- Find information on a data sheet
- Work with multiple sorts.
- Filter records
- Use advanced filter sort and list
- Define a query, create a query and list, criteria in a query
- Change query design
- Print a query datasheet
- Change field format in query design
- Add calculations to a query
- Create query using data from multiple tables
- Report basic using Access
- Create report using auto report
- Change control properties
- Add report statistics
- Create merge envelopes and labels
- Use advanced features to create a database for professional or personal use.

Core Activities: Students will complete/participate in the following:

- Practice exercises using Microsoft Access
- Create a database and query using filters

Extensions:

- Gather data and create a database for a real estate agency to list properties
- Query the real estate agency database to create a report using filters

Remediation:

- Review applications
- Teacher assistance
- Additional time for assignments

Instructional Methods:

- Application demonstration
- Compare and contrast methods
- Direct instruction

Materials & Resources:

- Textbook
- Computer hardware and software
- Projection hardware and software

Assessments:

- Student demonstration
- Quiz
- Graded application with rubric
- Peer editing
- Teacher observation
- Simulations

Curriculum Scope & Sequence

Planned Course: Microsoft Office 2007

Unit: Microsoft PowerPoint

Time frame: 3 weeks

State Standards: 3.7.10.C, 3.7.12.C, 3.7.10.D, 3.7.10.E, 3.7.12.D

Anchor(s) or adopted anchor:

Essential content/objectives: At end of the unit, students will be able to:

- Insert and manipulate objects in a presentation
- Work with various slide views
- Change slide and presentation layout
- Integrate data created in other programs
- Link Excel worksheet within presentation
- Apply slide color schemes and backgrounds to enhance presentation
- Create slide and title masters
- Work with auto shapes
- Embed a PowerPoint slide in a Word document
- Add transitions, sound and timings
- Show a presentation
- Use an animation in a Power Point
- Use annotation feature
- Add music and movie files to presentation
- Create notes, pages and handouts for audience.
- Work with notes master and handout master
- Use pack and go feature
- Save presentation as website
- Publish a presentation
- Export a presentation to overhead
- Define and key all Power Point terms
- Demonstrate proficiency in PowerPoint features and commands to create and present a PowerPoint for professional use.

Core Activities: Students will complete/participate in the following:

- Create a PowerPoint presentation on a select topic using various features taught using advanced features
- Practice exercises using Microsoft PowerPoint

Extensions:

- Create a PowerPoint presentation on a select topic using advanced features

Remediation:

- Review applications
- Question and answers
- Teacher assistance
- Additional time for assignments

Instructional Methods:

- Application demonstration
- Compare and contrast methods
- Direct instruction

Materials & Resources:

- Textbook
- Computer hardware and software
- Projection hardware

Assessments:

- Quiz
- Student demonstrations
- Graded application with rubric
- Peer editing
- Teacher observation
- Simulations

Curriculum Scope & Sequence

Planned Course: Microsoft Office 2007

Unit: Microsoft Publisher

Time frame: 3 weeks

State Standards: 3.7.10.C, 3.7.12.C, 3.7.10.D, 3.7.12.D

Anchor(s) or adopted anchor:

Essential content/objectives: At end of the unit, students will be able to:

- Choose a template
- Understand the Publisher window and task panes
- Save a publication
- Modify a publication
- Insert a design gallery object
- Use the design checker
- Print a publication
- Insert pictures
- Work with objects
- Use the content literary
- Insert text from a word document

Core Activities: Students will complete/participate in the following:

- Create a business information set using Microsoft Publisher

Extensions:

- Create a logo for a business set to include: business card, stationary letterhead, envelope for Wilson Area High School
- Create a travel brochure to include an ad and coupon
- Create a business set for a movie theatre

Remediation:

- Review applications
- Questions and answers
- Teacher assistance
- Additional time for assignments

Instructional Methods:

- Application demonstration
- Compare and contrast methods
- Direct instruction

Materials & Resources:

- Textbook
- Computer hardware and software
- Projection hardware

Assessments:

- Student demonstration
- Quiz
- Graded application with rubric
- Peer editing
- Teacher observation
- Simulations

Curriculum Scope & Sequence

Planned Course: Microsoft Office 2007

Unit: Microsoft Outlook

Time frame: 2 weeks

State Standards: 3.7.10.C, 3.7.12.C, 3.7.10.D, 3.7.12.D

Anchor(s) or adopted anchor:

Essential content/objectives: At end of the unit, students will be able to:

- Create a tasks list
- Manage tasks
- Assign tasks
- View and print a tasks list
- Use the journal
- Use notes
- Exit Outlook
- Create and use an address book
- Create a distribution list
- Create a signature
- Create a contact list
- Attach files to e-mail
- Create, move and archive folders
- Schedule and change appointments using a calendar
- Customize the calendar.
- Utilize Outlook as a desktop information manager that will organize information, communicate with others and manage time efficiently.

Core Activities: Students will complete/participate in the following:

- Define key terms for Outlook
- Create a personal calendar to include classes, social activities and recurring events as well as appointments
- Use tasks to keep track of employee's workloads

Extensions:

- Customize calendar using advanced Outlook features
- Categorize the ways individuals can utilize Outlook

Remediation:

- Review applications
- Questions and answers
- Teacher assistance
- Additional time for assignments

Instructional Methods:

- Application demonstration
- Compare and contrast methods
- Direct instruction

Materials & Resources:

- Textbook
- Computer hardware and software
- Projection hardware
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Assessments:

- Student demonstration
- Quiz
- Graded application with rubric
- Peer editing
- Teacher observation
- Simulations

Curriculum Scope & Sequence

Planned Course: Microsoft Office 2007

Unit: Capstone

Time frame: 2 weeks

State Standards: 3.7.10.C, 3.7.12.C, 3.7.10.D, 3.7.12.D

Anchor(s) or adopted anchor:

Essential content/objectives: At end of the unit, students will be able to utilize correct procedures to complete a project that integrates all Office applications.

Core Activities: Students will complete/participate formatting, composing, proofreading, editing and printing Excel, Word, Access, Publisher and PowerPoint documents.

Extensions:

- Create a PowerPoint presentation of Green Way Lawn Care Services
- Create a calendar to record jobs and appointments
- Use Access to maintain customer address and billing information
- Use Excel to maintain earnings and expenses data
- Integrate Access and Word to create customer invoices
- Use Publisher to create effective advertising for the business

Remediation:

- Review applications
- Questions and answers
- Teacher assistance
- Additional time for assignments

Instructional Methods:

- Application demonstration
- Compare and contrast methods
- Direct instruction

Materials & Resources:

- Textbook
- Computer hardware and software
- Projection hardware

Assessments: Rubric