

Wallenpaupack Area School District

COURSE: Microsoft Office XP – Word/Excel

GRADE LEVEL: 11 & 12

LENGTH OF COURSE: 1 semester

TEXT: Microsoft Word 2002 Complete Tutorial & Microsoft Excel 2002 Complete Tutorial

PUBLISHER: South-Western

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COURSE DESCRIPTION:

This course covers the objectives outlined by Microsoft for the Office Specialist certifications for Word 2002 and Excel 2002. The Microsoft Office Specialist Program is the only Microsoft approved program in the world for certifying proficiency in Microsoft Office desktop applications. Core and expert level skills for each application are taught in the course.

CURRICULUM WRITING TEAM:

Loretta Franceski

DATE OF REVISION:

March 2005

Wallenpaupack Area School District

Course: Microsoft Office XP Word/Excel

Grade Level: 11 & 12

Unit: Overview of Course
 Management, Keyboarding,
 Hardware, Software and
 Networking

PA Standards: 3.7.10.C
 3.7.10.E
 3.7.12.C

Topics:	Skills:
<ul style="list-style-type: none"> Basic Hardware Software Packages Lab Network Lab Safety Course Expectations Keyboarding skills and techniques 	<ul style="list-style-type: none"> Identify and utilize available hardware Understand the concept of an integrated software package Define basic topology and network operations Practice necessary policy for lab safety Become familiar with the course goals Apply touch keyboarding skills and techniques at a speed and accuracy of (to be filled in at a later date)
Activities:	Performance Assessments:
<ul style="list-style-type: none"> Handouts Discussion Visuals Keyboarding software 	<ul style="list-style-type: none"> Question and answer forum Keyboarding timings

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Course: Microsoft Office XP Word/Excel

Grade Level: 11 & 12

Unit: Introductory Word

PA Standards: 3.7.10.D
3.7.10.E
3.7.12.C
3.7.12.D

Topics:	Skills:
<p>Word Basics Basic Editing Helpful Word Features Formatting Text, Paragraphs and Documents Desktop Publishing with Word Working with Documents Increasing Efficiency Using Word</p>	<p>Describe word processing Create a new word document Understand views Do text entry and word wrap Navigate through a document Save a file Locate and open a file Utilize print preview Print a document Change page orientation Select text using various methods Use overtyping Use undo, redo, backspace and delete Move and copy text Automate features Use the spelling and grammar checker Insert the date and time Use the thesaurus Use find and replace Use fonts Copy formats and style Set margins Change indents and spacing Change vertical alignment Use click and type Set tab stops and align text Create bulleted, numbered, and outlined lists Sort text in a document Define desktop publishing Create columns Use borders and shading Work with graphics Create diagrams and charts Switch between documents Copy and paste text between documents Insert page breaks Work with multipage documents Insert headers and footers Create footnotes and endnotes Create a section with formatting that differs from other sections</p>

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	Skills: (continued)
	Apply styles Insert and format tables Use outline view and assign outlining levels to paragraphs Use templates and wizards Workgroup collaboration Create and print envelopes and mailing labels Use mail merge Create a web page Link data
Activities:	Performance Assessments:
Teacher lead demonstration Class discussion Review questions	Teacher made quizzes Teacher made tests Online test preparation questions Class work Class participation Skill assessment exercises

Wallenpaupack Area School District

Course: Microsoft Office XP Word/Excel

Grade Level: 11 & 12

Unit: Advanced Word

PA Standards: 3.7.10.D
3.7.10.E
3.7.12.C
3.7.12.D

Topics:	Skills:
<ul style="list-style-type: none"> Sorting and Calculation Customizing Tables and Creating Charts Merging Form Documents, Directories, Mailing Labels, and Envelopes Formatting Columns and Sections Formatting Graphics and Text Boxes Working with Long Documents Editing in Workgroups Create Forms and Working with Web Documents Customizing Features 	<ul style="list-style-type: none"> Sorting text and tables Perform math calculations Customize tables Integrate Word and Excel Create a chart Create mail merge documents Create and edit data sources Prepare mailing labels and envelopes Create catalogs and directories Format columns and sections Control column breaks Use find and replace for formats, special characters, and nonprinting elements Format graphics Format text boxes Use AutoShapes as objects "Round-Trip" documents – HTML Work with multiple documents Use text flow options Work with styles Create and revise footnotes and endnotes Share documents Work with master documents Attach a digital signature Create a printed form Create an online form using form controls Create a form for a web page Working with templates Customize toolbars and menus Working with macros Customize the AutoCorrect feature Create a custom dictionary
Activities:	Performance Assessments:
<ul style="list-style-type: none"> Teacher lead demonstration Class discussion Review questions 	<ul style="list-style-type: none"> Teacher made quizzes Teacher made tests Online test preparation questions Class work Class participation Skill assessment exercises

Wallenpaupack Area School District

Course: Microsoft Office XP Word/Excel

Grade Level: 11 & 12

Unit: Introductory Excel

PA Standards: 3.7.10.D

3.7.10.E

3.7.12.C

3.7.12.D

Topics:	Skills:
<ul style="list-style-type: none"> Excel Basics Changing the Appearance of a Worksheet Organizing the Worksheet Worksheet Formulas Function Formulas Making the Worksheet Useful Working with Multiple Worksheets Worksheet Charts 	<ul style="list-style-type: none"> Define worksheet and workbook Highlight in a worksheet Select a group of cells Enter and change data in a cell Search for data Save and print a worksheet Change the size of a cell Position text within a cell Change cell appearance Format cells Copy and move data Insert and delete rows and columns Freeze title Change print options Check spelling Define formula Enter and edit formulas Use relative, absolute, and mixed cell references Print values and formulas Define function formula Create and edit function formulas Understand the parts of a function formula Use different types of functions Sort data Use AutoFilter Hide columns and rows Use draw in a worksheet Add a graphics Use templates Insert hyperlinks in files Save workbooks in different formats Add and delete worksheets Position worksheets in a workbook Consolidate workbook data Differentiate between the types of worksheet charts Create a chart from a worksheet Create a chart sheet and embedded chart

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Activities:	Performance Assessments:
Teacher lead demonstration Class discussion Review questions	Teacher made quizzes Teacher made tests Online test preparation questions Class work Class participation Skill assessment exercises

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Course: Microsoft Office XP Word/Excel

Grade Level: 11 & 12

Unit: Advanced Excel

PA Standards: 3.7.10.D
3.7.10.E
3.7.12.C
3.7.12.D

Topics:	Skills:
<ul style="list-style-type: none"> Applying Advanced Formats to Worksheets and charts Printing Workbooks Using Lists Filtering and Extracting Data Working with Analysis Tools and PivotTables Creating Macros and Menus Importing and Exporting Using Templates and Protection Working with Multiple Worksheets and Workbooks Working with Shared Workbooks Using Outlines, Subtotals, and Grouping Using Advanced Excel Tools 	<ul style="list-style-type: none"> Explore number formats Create a custom format Use AutoFormat and conditional formatting Use styles and data validation Enhance the appearance of charts Use print preview Choose sheet preferences Create page breaks Apply printing features Print formulas or zeros Troubleshoot printing Create a list Sort lists Search for records meeting specific criteria Search a list using AutoFilter Search for records using top 10 Display records using custom filters and search operators Display records using advanced filters Create scenarios Use Excel's auditing feature Create a PivotList and PivotTable report Create a PivotChart Use goal seek and solver Understand macros Create, record, and run a macro Edit a macro Customize a toolbar by adding macro buttons Removing a button from a toolbar Assigning a macro to a command button Creating a custom menu Import data Import external data from other data sources Export Excel data Publish Excel worksheets and workbooks in HTML Create and save a template Open and use a template Edit a template Use predefined templates

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	<p>Skills: (continued)</p> <ul style="list-style-type: none"> Add protection options Name ranges Copy data between worksheets Consolidate data Move data between workbooks Save a workspace Create and use a shared workbook Merge shared workbooks Track changes Add password protection Create outlines Create subtotals Group data Create LOOKUP functions Use XML to share data on the web Add trendlines
<p>Activities:</p>	<p>Performance Assessments:</p>
<ul style="list-style-type: none"> Teacher lead demonstration Class discussion Review questions 	<ul style="list-style-type: none"> Teacher made quizzes Teacher made tests Online test preparation questions Class work Class participation Skill assessment exercises

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Course Timeline:

Overview of Course, etc	1 Blocks
Introductory Word	24 Blocks
Advanced Word	26 Blocks
Introductory Excel	17 Blocks
Advanced Excel	18 Blocks
Final Exam (including review)	4 Blocks

Additional Resources and Activities:

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- Teacher made projects to review certain concepts throughout course
- Test preparation packets for Microsoft Office Specialist certifications
- Testing site for the Microsoft Office Specialist certifications – given twice throughout course at student's expense – optional
- Students will receive the optional to apply through Microsoft for college credits (at student's expense)