

Course Title Microsoft Office II

Revision 06-07

Department Career & Technical / Business

Course Length 1-2 Semesters

Course Description:

Welcome back to the world of Microsoft Office (WORD, EXCEL, and POWERPOINT)! This advanced class provides students the opportunity to learn and practice advanced applications in word processing, spreadsheet, Internet, and multimedia presentations, and then utilize these skills to create individual presentations integrating all programs. Learn real-life applications for Microsoft Office and work toward certification!

Course Outcomes/Standards:

Outcome 1. Create a Document with a Table, Chart, and Watermark

National Standards for Business Education (NBEA): None

AK Performance Standards: Reading, Writing: W3.4; W4.3 *Math*

AK Content Standards: EA1, 7; Technology

AK Employability Standards: A1, 2, 3, 4

AK Cultural Standards

All Aspects of Industry: Management, Community, Technology, Work Habits, Production Skills, Labor

- 1.1 Add a border and shading to a paragraph
- 1.2 Center page contents vertically on a page
- 1.3 Insert a section break
- 1.4 Insert a Word document into an open document
- 1.5 Create and format a header and footer different from the previous header and footer
- 1.6 Modify and format a Word table
- 1.7 Sum columns in a table using the Auto Sum button
- 1.8 Select and format nonadjacent text
- 1.9 Create a chart from a Word table and modify the chart in Microsoft Graph
- 1.10 Add picture bullets to a list
- 1.11 Create and apply a character style
- 1.12 Use the Draw Table feature to create a table
- 1.13 Insert a text watermark
- 1.14 Reveal formatting

Outcome 2. Generate Form Letters, Mailing Labels, and Directories

National Standards for Business Education (NBEA): None

AK Performance Standards: Reading, Writing: W3.4; W4.3 *Math*

AK Content Standards: EA1, 7; Technology

AK Employability Standards: A1, 2, 3, 4

AK Cultural Standards:

All Aspects of Industry: Management, Community, Technology, Work Habits, Production Skills, Labor

- 2.1 Explain the merge process
- 2.2 Use the Mail Merge task pane and the Mail Merge toolbar
- 2.3 Use a letter template
- 2.4 Insert and format an AutoShape on a drawing canvas
- 2.5 Create and edit a data source
- 2.6 Insert and edit merge fields in a main document
- 2.7 Use an IF field in a main document
- 2.8 Create an outline numbered list
- 2.9 Merge and print form letters
- 2.10 Sort data records
- 2.11 Address and print mailing labels and envelopes
- 2.12 Change page orientation
- 2.13 Modify table properties

Outcome 3. Create a Professional Newsletter

National Standards for Business Education (NBEA): None

AK Performance Standards: Reading, Writing, Math

AK Content Standards: EA1, 7; Technology

AK Employability Standards: A1, 2

AK Cultural Standards

All Aspects of Industry: Management, Community, Technology, Work Habits, Production Skills, Labor

- 3.1 Create and format a WordArt drawing object
- 3.2 Insert a symbol into a document
- 3.3 Insert and format a floating graphic
- 3.4 Format a document into multiple columns
- 3.5 Format a character as a drop cap
- 3.6 Insert a column break
- 3.7 Place a vertical rule between columns
- 3.8 Insert and format a text box
- 3.9 Use the Paste Special command to link items in a document
- 3.10 Balance columns
- 3.11 Insert and format a diagram
- 3.12 Use the Format Painter button
- 3.13 Add a page border
- 3.14 Enhance a document for online viewing

Outcome 4. Integration Feature - Using Word's Collaboration Tools

National Standards for Business Education (NBEA): None

AK Performance Standards: Reading, Writing, Math – M.E.1

AK Content Standards: EA1, 7; Technology

AK Employability Standards

AK Cultural Standards

All Aspects of Industry: Management, Community, Technology, Work Habits, Production Skills, Labor

- 4.1 Create an outline
- 4.2 E-mail a document for review
- 4.3 Insert comments
- 4.4 Track changes
- 4.5 Review tracked changes
- 4.6 Send an outline to PowerPoint

Outcome 5. Financial Functions, Data Tables, Amortization Schedules, and Hyperlinks

National Standards for Business Education (NBEA):

AK Performance Standards: Reading, Writing, Math – M.E.1

AK Content Standards: EA1, 7; Technology

AK Employability Standards: A3

AK Cultural Standards

All Aspects of Industry: Management, Community, Technology, Work Habits, Production Skills, Labor

- 5.1 Control the color and thickness of outlines and borders
- 5.2 Assign a name to a cell and refer to the cell in a formula using the assigned name
- 5.3 Determine the monthly payment of a loan using the financial function PMT
- 5.4 Use the financial functions PV (present value) and FV (future value)
- 5.5 Create a data table to analyze data in a worksheet
- 5.6 Add a pointer to a data table
- 5.7 Create an amortization schedule
- 5.8 Analyze worksheet data by changing values
- 5.9 Add a hyperlink to a worksheet element
- 5.10 Use names and the Set print Area command to print sections of a worksheet
- 5.11 Set print options
- 5.12 Protect and unprotect cells in a worksheet
- 5.13 Use the formula checking features of Excel
- 5.14 Hide and unhide cell gridlines, rows, columns, sheets, and workbooks

Outcome 6. Create, Sort, and Query a List

National Standards for Business Education (NBEA):

AK Performance Standards: Reading, Writing, Math – M.E.1

AK Content Standards: EA1, 7; Technology

AK Employability Standards

AK Cultural Standards

All Aspects of Industry: Management, Community, Technology, Work Habits, Production Skills, Labor

- 6.1 Create and manipulate a list
- 6.2 Delete sheets in a workbook
- 6.3 Validate data
- 6.4 Add computational fields to a list
- 6.5 Use the VLOOKUP function to look up a value in a table
- 6.6 Use the Toggle Total Row in a list
- 6.7 Print a list
- 6.8 Use a data form to display, add, and delete records and change field values in a list
- 6.9 Sort a list on one field or multiple fields
- 6.10 Display automatic subtotals
- 6.11 Use Group and Outline features to hide and unhide data
- 6.12 Query a list
- 6.13 Apply database functions, the SUMIF function, and the COUNTIF function to generate information from a list
- 6.14 Save a workbook in different file formats

Outcome 7. Create Templates and Work with Multiple Worksheets and Workbooks

National Standards for Business Education (NBEA):

AK Performance Standards: Reading, Writing, Math – M.E.1

AK Content Standards: EA1, 7; Technology

AK Employability Standards

AK Cultural Standards

All Aspects of Industry: Management, Community, Technology, Work Habits, Production Skills, Labor

- 7.1 Create and use a template
- 7.2 Use the ROUND function
- 7.3 Utilize custom format codes
- 7.4 Define, apply, and remove a style
- 7.5 Use the Research task pane to find a synonym
- 7.6 Add a worksheet to a workbook

- 7.7 Create formulas that use 3-D cell references
- 7.8 Draw a 3-D Cylinder chart
- 7.9 Use WordArt to create a title and create and modify lines and objects
- 7.10 Assign comments to cells
- 7.11 Use the Research task pane to research a topic
- 7.12 Add a header or footer, change margins, and insert a page break
- 7.13 Use the Find and Replace commands
- 7.14 Search for files and create and use a workspace file
- 7.15 Consolidate data by linking workbooks

Outcome 8. Integration Feature - Object Linking and Embedding (OLE) and Web Discussions

National Standards for Business Education (NBEA):

AK Performance Standards: Reading, Writing, Math – M.E.1

AK Content Standards: EA1, 7; Technology

AK Employability Standards

AK Cultural Standards

All Aspects of Industry: Management, Community, Technology, Work Habits, Production Skills, Labor

- 8.1 Differentiate among the three methods of copying objects between applications
- 8.2 Link and Excel worksheet and chart to a Word document
- 8.3 Edit a linked Excel workbook
- 8.4 Save and access and Office document using a discussion server

Outcome 9. Use Visuals to Enhance a Slide Show

National Standards for Business Education (NBEA):

AK Performance Standards: Reading, Writing, Math – M.E.1

AK Content Standards: EA1, 7; Technology

AK Employability Standards

AK Cultural Standards

All Aspects of Industry: Management, Community, Technology, Work Habits, Production Skills, Labor

- 9.1 Create presentations using visuals
- 9.2 Open a Microsoft Word outline as a presentation
- 9.3 Add a picture to create a custom background
- 9.4 Format text-based content
- 9.5 Insert and modify a clip
- 9.6 Customize bullets using the slide master
- 9.7 Insert a format a table
- 9.8 Create and format an organization chart
- 9.9 Apply a new design template to a single slide

- 9.10 Rearrange slides
- 9.11 Add an animation scheme to selected slides
- 9.12 Print slides as handouts

Outcome 10. Modify Visual Elements and Presentation Formats

National Standards for Business Education (NBEA):

AK Performance Standards: Reading, Writing, Math – M.E.1

AK Content Standards: EA1, 7; Technology

AK Employability Standards

AK Cultural Standards

All Aspects of Industry: Management, Community, Technology, Work Habits, Production Skills, Labor

- 10.1 Create a presentation using the AutoContent Wizard
- 10.2 Create and scale a WordArt element and add it to a slide
- 10.3 Add sound effects and hyperlinks to slides
- 10.4 Insert a chart, an Excel chart, and a Word table
- 10.5 Revise and customize individual slides
- 10.6 Use the Thesaurus
- 10.7 Modify a presentation template by changing the color scheme
- 10.8 Add information to the slide master Footer Area
- 10.9 Add an action button and action setting
- 10.10 Apply transition effects to a presentation
- 10.11 Rehearse presentation timings and run a slide show with hyperlinks
- 10.12 Print speaker notes and save slide presentations as Rich text Format outlines

Outcome 11. Collaboration Feature – Delivering Presentations to and Collaborating with Workgroups

National Standards for Business Education (NBEA):

AK Performance Standards: Reading, Writing, Math – M.E.1

AK Content Standards: EA1, 7; Technology

AK Employability Standards: B2

AK Cultural Standards

All Aspects of Industry: Management, Community, Technology, Work Habits, Production Skills, Labor

- 11.1 Merge slide shows
- 11.2 Insert, review, accept, and reject comments
- 11.3 Schedule and deliver online broadcasts
- 11.4 Save presentations using the Package for CD option

INSTRUCTIONAL MATERIALS:

Textbook

Shelly, Gary B., Thomas J. Cashman and Misty E. Vermaat. *Shelly Cashman Series® Microsoft Office 2003 Advanced Concepts and Techniques*. Boston: Thomson Course Technology, 2004.

Shelly Cashman Series®. *Instructor Resources Microsoft® Office 2003, Version 3 CD*, Thomson Course Technology, 2004.

SAM 2003.5 Assessment and Training provides testing in preparation for the Microsoft Office Specialist Exam.

TECHNOLOGY RESOURCES:

Computers and Internet

Flash Drive

Digital Projector

Printers

Software: Microsoft Office Suite