

## *Microsoft Office Curriculum*

<i>Unit</i>	<i>Learning Objectives/ Performance Standards</i>	<i>Sample Activities</i>	<i>Assessment Strategies</i>	<i>Resources</i>
<b><u>Unit I:</u> Microsoft Word</b>	<p><u>Students will be able to:</u></p> <ol style="list-style-type: none"> <li>1. Create and edit a Word document</li> <li>2. Create a research paper</li> <li>3. Create a resume using wizard and a cover letter with a table</li> <li>4. Create a web page using Word</li> </ol>	<ol style="list-style-type: none"> <li>1. Lesson 1, In the Lab</li> <li>2. Lesson 2, In the Lab</li> <li>3. Lesson 3, In the Lab</li> <li>4. Create a celebrity resume &amp; cover letter</li> <li>5. Create own resume &amp; cover letter (graded using school wide rubric #4)</li> </ol>	<ol style="list-style-type: none"> <li>√ Classwork</li> <li>√ Lesson 1 Case (test grade)</li> <li>√ Lesson 2 – Report (test grade)</li> <li>√ Lesson 3 – Resume &amp; Cover Letter (test grade)</li> </ol>	<ol style="list-style-type: none"> <li>√ Microsoft Word</li> <li>√ Textbook</li> <li>√ Internet</li> </ol>
<b><u>Unit II:</u> Microsoft Excel</b>	<p><u>Students will be able to:</u></p> <ol style="list-style-type: none"> <li>1. Create a worksheet and an embedded chart</li> <li>2. Use formulas, functions, formatting and web queries</li> <li>3. Use what-if analysis, charting, and work with large worksheet</li> </ol>	<ol style="list-style-type: none"> <li>1. Lesson 1, In the Lab</li> <li>2. Lesson 2, In the Lab</li> <li>3. Lesson 3, In the Lab</li> </ol>	<ol style="list-style-type: none"> <li>√ Classwork</li> <li>√ Lesson 1 Case (test grade)</li> <li>√ Lesson 2 Case (test grade)</li> <li>√ Lesson 3 Case (test grade) (graded using school wide rubric #4)</li> </ol>	<ol style="list-style-type: none"> <li>√ Microsoft Excel</li> <li>√ Textbook</li> <li>√ Internet</li> </ol>

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<b><u>Unit III:</u> Microsoft Access</b>	<p><u>Students will be able to:</u></p> <ol style="list-style-type: none"> <li>1. Create and use a database</li> <li>2. Query a database using the select query window</li> <li>3. Maintain a database using the design and update features of Access</li> </ol>	<ol style="list-style-type: none"> <li>1. Lesson 1, In the Lab</li> <li>2. Lesson 2, In the Lab</li> <li>3. Lesson 3, In the Lab</li> </ol>	<ul style="list-style-type: none"> <li>√ Classwork</li> <li>√ Lesson 1 Case (test grade)</li> <li>√ Lesson 2 Case (test grade) (Graded using school wide rubric #4)</li> <li>√ Lesson 3 Case (test grade)</li> </ul>	<ul style="list-style-type: none"> <li>√ Microsoft Access</li> <li>√ Textbook</li> <li>√ Internet</li> </ul>
<b><u>Unit IV:</u> Microsoft PowerPoint</b>	<p><u>Students will be able to:</u></p> <ol style="list-style-type: none"> <li>1. Use a design template and text slide layout to create a presentation</li> <li>2. Use the outline tab and clipart to create a slide show</li> <li>3. Create a presentation on the web using PowerPoint</li> </ol>	<ol style="list-style-type: none"> <li>1. Lesson 1, In the Lab</li> <li>2. Lesson 2, In the Lab</li> <li>3. 3 Independent Projects:               <ul style="list-style-type: none"> <li>○ All About Me</li> <li>○ Dream Vacation</li> <li>○ Career</li> </ul> </li> <li>4. Group Project</li> </ol>	<ul style="list-style-type: none"> <li>√ Classwork</li> <li>√ Lesson 1 Case (test grade)</li> <li>√ Lesson 2 Case (test grade) (graded using school wide rubric #4)</li> <li>√ Independent Projects</li> <li>√ Group Projects</li> <li>√ Oral Presentations (graded using school wide rubric)</li> </ul>	<ul style="list-style-type: none"> <li>√ Microsoft PowerPoint</li> <li>√ Textbook</li> <li>√ Internet</li> </ul>

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<b><u>Unit V:</u> Microsoft Publisher</b>	<p><u>Students will be able to:</u></p> <ol style="list-style-type: none"> <li>1. Create a flyer</li> <li>2. Create a newsletter and integrate a picture</li> <li>3. Create a magazine</li> <li>4. Create a website</li> </ol>	<ol style="list-style-type: none"> <li>1. Flyer</li> <li>2. Newsletter</li> <li>3. Magazine</li> <li>4. Website</li> </ol>	<ul style="list-style-type: none"> <li>√ Classwork</li> <li>√ Independent Projects</li> <li>√ Group Projects</li> <li>√ Oral Presentations (graded using school wide rubric #4)</li> </ul>	<ul style="list-style-type: none"> <li>√ Microsoft Publisher</li> <li>√ Internet</li> </ul>
<b><u>Unit VI:</u> Integration</b>	<p><u>Students will be able to:</u></p> <ol style="list-style-type: none"> <li>1. Integrate Office 2003 applications and the World Wide Web</li> </ol>	<ol style="list-style-type: none"> <li>1. Leland Mortgage Integration Project</li> </ol>	<ul style="list-style-type: none"> <li>√ Test Grade – Leland Mortgage</li> </ul>	<ul style="list-style-type: none"> <li>√ Microsoft Word, Excel, PowerPoint, Access</li> <li>√ Textbook</li> <li>√ Internet</li> </ul>