Curriculum Alignment with State Goals, Standards

UNIT 1: MICROSOFT WORD

Chapter 1: Microsoft Word Basics/Getting Started

8.1.12A.1-5, 8.1.12.B.1, 8.1.12.D.1-5   *3 weeks*
8.1.12.F.1, 8.2.12.B.4, 8.2.12.E.1, 2

Lesson 1: Creating Word Documents with Headers/Footers
SWBAT:

Show/Hide Nonprinting characters
Type in a document and header/footer.
Split a Word window

Lesson 2: Formatting Documents with Themes and Styles
SWBAT:

Use "click and type"
Apply themes and styles
Analyze a press release (and how themes/styles illustrate effectiveness)

Lesson 3: Editing and Correcting Documents
SWBAT:

Differentiate between insert/overtype modes.
Utilize undo, redo, and repeat
Select/Replace text.

Lesson 4: Adjusting Alignment/Spacing
SWBAT:

Align text horizontally
Align a document vertically on a page
Set line and paragraph spacing
Analyze spacing/alignment in memos

Lesson 5: Creating Letters/Envelopes
SWBAT:

Indent text
Set and modify tabs
Insert date/time

Insert a watermark
Write a business letter
Create an envelope

Lesson 6: Formatting Text with Fonts and Effects

SWBAT:

Change font, font size, color
Apply font styles, effects, and underlines
Clear formatting
Edit a built-in style

Lesson 7 Formatting and Sorting Lists.

SWBAT:

Create a bulleted, numbered, and multilevel list.
Change bullet/number formatting
Sort paragraphs.

Lesson 8: Inserting Pictures, Text Boxes, and Shapes

SWBAT:

Insert, resize, and delete pictures, text box, shapes, and objects

Lesson 9: Formatting Graphic Objects

SWBAT:

Wrap text around and object
Move and position an object
Modify pictures and text boxes
Add text and captions to a shape

Lesson 10: Working with Smart Art, Graphics, Text Effects, and Page Borders

SWBAT:

Insert, enter text and modify design of a SmartArt graphic
Apply text effects and WordArt styles
Apply a page border

ASSESSMENTS (pp.81-183):

Practice and Apply projects (1-10)
End of Chapter Activities

Chapter 2: Editing Documents and Working with Tables

8.1.12A.1-5, 8.1.12B.1, 8.1.12.D.1-5, 8.1.12.F.1   *2-3 weeks*

8.2.12.B.4, 8.2.12.E.1, 2

Lesson 11: Checking Spelling/Grammar
SWBAT:

Check and correct spelling/grammar as you type
Use thesaurus

Lesson 12: Moving a Selection
SWBAT:

Move text using "drag and drop" and "cut/paste"
Utilize "paste special" and "paste options"

Lesson 13: Copying a Selection
SWBAT:

Use copy/paste vs cut/paste

Lesson 14: Inserting a Table
SWBAT:

Analyze, insert/delete, and enter text in a table
Change and format table structure
View gridlines

Lesson 15: Aligning Tables
SWBAT:

Convert text to table
Set column width, row height, table cell alignments, and table position on page

Lesson 16: Drawing a Table
SWBAT:

Draw, move, resize, and set text wrap in a table.
Merge/split cells
Change text direction in a table cell

Lesson 17: Performing Calculations in a Table
SWBAT:

Perform additions in a table

Apply a number format, sort rows in table

Apply cell borders and shading in rows

ASSESSMENTS (pp. 187-268):

Practice and Apply projects (11-17)

End of Chapter Assessments

Enrichment activities to instill table skills

Chapter 3: Creating Reports and Newsletters

8.1.12A.1-5, 8.1.12B.1, **8.1.12.F.1***,*   *2-3 weeks*

8.2.12.B.4, 8.2.12.E.1, 2

Lesson 20: Changing Case and Managing Document Properties
SWBAT:

Use uppercase mode instead of caps lock

Change case to enhance a document

Manage and customize document properties and ribbon.

Lesson 21: Formatting a One-Page Report
SWBAT:

Analyze document production

Set: margins, page numbers, page orientation, and section breaks

Check word count

Lesson 22: Managing Sources and Controlling Text Flow
SWBAT:

Insert: hard page breaks, footnotes, endnotes, and citations

Create a reference/works cited page

Lesson 23: Work with Newsletter Columns
SWBAT:

Create newsletter columns

Balance columns, set column width, and insert breaks

Insert page layout and design

Lesson 24: Enhancing Paragraphs with Formatting

SWBAT:

Insert dropped capitals
Apply and analyze paragraph enhancement (desktop publishing) with borders and shading

Lesson 25: Using Format Painter, Highlights, Symbols, and Quick Parts

SWBAT:

Copy formatting using painter (time management)
Highlight text
Insert symbols, quick parts and building blocks

ASSESSMENTS (pp. 272-338):

Practice and Apply Projects (20-25).
End of Chapter Assessments
Desktop publishing creations (applied to current events)

UNIT 2: MICROSOFT EXCEL

Chapter 1: Getting Started with Microsoft Excel

8.1.12A.1-5, 8.1.12B.1, 8.1.12.D.1-5, 8.1.12.F.1   *2-2.5 weeks*

8.2.12.B.4, 8.2.12.E.1, 2, 4

Lesson 1: Touring/Navigating Excel

SWBAT:

Name and save workbooks in Excel
Explore and navigate Excel windows, workbooks, and interface
Change worksheet views

Lesson 2: Worksheet and Workbook Basics

SWBAT:

Create a workbook, enter and edit text/labels
Clear cell contents
Insert a built-in header/footer

Lesson 3: Adding Worksheet Contents

SWBAT:

Enter and edit numeric values and labels
Use AutoComplete, AutoComplete and "Pick From List"

Lesson 4: Worksheet Formatting

SWBAT:

Choose and apply themes, cell styles, and font/number formats to enhance cells' appearance
Merge and center across cells
Change worksheet views

Lesson 5: More on Cell Entries and Formatting

SWBAT:

Enter dates and fill a series (dates, numbers, formats, etc).
Align data and wrap text in a cell
Change column width and row height

Lesson 6: Working with Ranges

SWBAT:

Select ranges smoothly.
Enter data by range

Lesson 7: Creating Formulas

SWBAT:

Enter and edit a formula using arithmetic operators
Copy a formula using the fill handle (to entire rows/columns)
Using the SUM function

Lesson 8 Copying/Pasting

SWBAT:

Copying/pasting data, formats, and formulas
Create/edit/differentiate between absolute and relative references.

Lesson 9: Techniques for Moving Data

SWBAT:

Insert, delete, hide/unhide cells, columns, and rows.
Cut/paste data
Apply and edit drag and drop method
Transpose columns and rows

Lesson 10: Sheet, Display, and Print Operations

SWBAT:

Show/hide formulas
Print titles
Scale a worksheet to fit to page, change orientation

ASSESSMENTS (pp. 343-425):

Practice and Apply Projects (1-10).
End of Chapter Assessments
Formula and formatting enrichment assignments

Chapter 2: Working with Formulas and Functions

8.1.12A.1-5, 8.1.12B.1, 8.1.12.D.1-5, 8.1.12.F.1   *2-2.5 weeks*

8.2.12.B.4, 8.2.12.E.1, 2 4

Lesson 11: Getting Started with Functions

SWBAT:

Insert and use functions for effective calculations
Utilize AutoCalculate
Insert subtotals

Lesson 12: Using Excel Tables

SWBAT:

Create, format, sort, and filter an Excel Table
Convert a table to a range

Lesson 16: Using Frozen Labels and Panes

SWBAT:

Freeze labels while scrolling
Understand the advantage of freezing labels/splitting a worksheet into panes

Lesson 17: Using Conditional Formatting

SWBAT:

Effectively apply conditional formatting
Understand the reasoning behind conditional formatting and how it could be effective in the workforce

Lesson 18: Rotating Entries and Resolving #### Errors
SWBAT:

Rotate cell entries to various degrees and directions to achieve a clean, desired appearance

Widen rows/columns to resolve #### errors in cells.

Lesson 19: Managing Worksheets and Performing Multi-Worksheet Operations
SWBAT:

Insert, delete, copy, move , and rename worksheets

Change color and position of worksheet tabs

Group, hide worksheets

Lesson 20: Modifying Print Options
SWBAT:

Print a selection, set print area

Insert page breaks and repeat row/column labels

ASSESSMENTS (pp. 428-502):

Practice and Apply Projects (11-20).

End of Chapter Assessments

Additional enrichment assignments for skill enhancement

Chapter 3: Charting Data

8.1.12.A.1-5, 8.1.12.B.1, 8.1.12.D.1-5, 8.1.12.F.1   *2 weeks*
8.2.12.B.4, 8.2.12.E.1, 2, 4
Lesson 21: Building Basic Charts
SWBAT:

Create a chart based off of chart basics, data, and elements

Explore and change between chart types

Resize, copy, move, and delete a chart

Lesson 22: Showing Percentages with a Pie Chart
SWBAT:

Calculate percentages

Create a pie chart on a chart sheet

Lesson 23: Enhancing a Pie Chart
SWBAT:

Apply 3-D and rotate slices in a pie chart
Explore, enhance with color, and format chart area of a pie chart.

Lesson 24: Adding Special Elements to a Chart or Sheet
SWBAT:

Apply 3-D and rotate slices in a pie chart
Explore, enhance with color, and format chart area of a pie chart.

Lesson 25: Completing Chart Formatting
SWBAT:

Change data series orientation
Format and enhance: chart text, plot area, and category/value axes

ASSESSMENTS (pp. 506-563):

Practice and Apply Projects (21-25).
"Fast Food Meal" project (creating various charts based off data collected for a fast food meal)
Additional chart creation enrichment assignments

UNIT 3: MICROSOFT POWERPOINT

Chapter 1: Getting Started with Microsoft PowerPoint

8.1.12.A.1-5, 8.1.12.C.1, *8.1.12.D.1-5, 8.1.12.F.1*   1.5 weeks
8.2.12.E.1, 2

Lesson 1: Getting Started with PowerPoint
SWBAT:

Use a storyboard to plan a presentation
Enter text and apply a theme into a presentation
Save, close, and open a presentation

Lesson 2: Working with Slides
SWBAT:

Customize the quick access toolbar
Insert new slides and alter slide layouts
Navigate from slide to slide, change list levels

Lesson 2: Working with Slides

SWBAT:

Customize the quick access toolbar
Insert new slides and alter slide layouts
Navigate from slide to slide, change list levels

Lesson 3: Working with Headers, Footers, and Notes

SWBAT:

Reuse slides from other presentations
Add notes, change slide size, and orientation
Insert headers and footers on slides

Lesson 4: Inserting and Formatting Pictures

SWBAT:

Insert and format pictures using format task pane and Picture Tools Format tab

Lesson 5: Formatting Text

SWBAT:

Find and replace text and font styles in a presentation
Alter and enhance the appearance of text using fonts, various sizes, styles and colors.
Utilize undo/redo and clear formatting concept

Lesson 6: Aligning Text

SWBAT:

Align text horizontally and vertically
Adjust line/paragraph spacing and indents
Utilize autofit to adjust/format placeholders

Lesson 7: Displaying the Presentation Outline

SWBAT:

Work in outline and reading views to reorder a presentation
Change from color to grayscale and black/white

Lesson 8: Arranging Slides

SWBAT:

Copy, duplicate, rearrange, and delete slides

Lesson 9: Adding Slide Transitions

SWBAT:

Identify guidelines for using graphics, fonts, and special effects in presentations
Add slide transitions
Control and alter slide advance

ASSESSMENTS (pp. 566-620):

All Practice and Apply projects from lessons
End of Chapter Powerpoint presentation on a city of student's choice (fulfilling all necessary requirements or skills learned thus far).

Chapter 2: Working with Lists and Graphics

8.1.12.A.1-5, 8.1.12.C.1, *8.1.12.D.1-5, 8.1.12.F.1*   2.5 weeks

8.2.12.E.1, 2

Lesson 10: Working with Lists

SWBAT:

Apply, modify and remove bullet and numbered lists.

Lesson 11: Inserting Online Pictures

SWBAT:

Insert, resize, and position online pictures
Remove background in pictures

Lesson 12: Insert Symbols and Text Boxes

SWBAT:

Insert symbols
Insert and format a textbox
Use multiple columns in a text box

Lesson 13: Drawing and Formatting Shapes

SWBAT:

Use rulers, guides, and gridlines for precise drawing, moving, and sizing shapes
Pick up a color with the "eyedropper" and apply to parts of a shape
Apply shape effects, styles, and text to shapes

Lesson 14: Positioning and Grouping Shapes
SWBAT:

Stack, group, duplicate, align, rotate, flip, and distribute shapes
Combine shapes to create a new shape

Lesson 15: Creating WordArt
SWBAT:

Understand WordArt
Apply WordArt styles to existing text
Insert and format WordArt

Lesson 16: Creating SmartArt Diagrams
SWBAT:

Add, remove, resize, and reorder shapes in a SmartArt diagram
Change diagram type, color, and style
Create picture-based SmartArt

Lesson 17: Creating a Photo Album
SWBAT:

Create and edit a photo album
Add text and captions
Compress images

ASSESSMENTS (pp. 626-722):

All Practice and Apply projects from lessons
End of unit PowerPoint Presentation: "All About Me"

UNIT 3: MICROSOFT PUBLISHER

Chapter 1: Getting Started with Microsoft Publisher

8.1.12.A.1-5, 8.1.12.C.1, *8.1.12.D.1-5, 8.1.12.F.1*   1-1.5 weeks
8.2.12.E.1, 2

Lesson 1: Creating a New Publication
SWBAT:

Create a quick publication
Explore backstage view and work with the Publisher interface
Insert text in a placeholder

Lesson 2: Working with Objects

SWBAT:

Select, resize, move, and delete objects
Zoom in/out to better see objects

Lesson 3: Working with Text Boxes

SWBAT:

Place a new text box
Control automatic copyfitting
Insert and resize symbols
Utilize research and language options

Lesson 4: Basic Text Handling

SWBAT:

Select, delete, copy , and move text
Undo/redo

Lesson 5: Working with Business Information

SWBAT:

Create a business information set
Edit and insert business information
Insert current date/time

Lesson 6: Working with Text from Other Applications

SWBAT:

Open a file from another document and insert text into Publisher
Customize the ribbon
Edit a story in Word

ASSESSMENTS (pp. 4-51):

All Practice and Apply projects from lessons
End of Chapter Assessments

Chapter 2: Changing the Design and Layout

8.1.12.A.1-5, 8.1.12.C.1, *8.1.12.D.1-5, 8.1.12.F.1*   **1-2 weeks**
8.2.12.E.1, 2

Lesson 7: Customizing Template Elements
SWBAT:

Change the design and layout by creating and altering: color and font schemes

Lesson 8: Working with Page Settings, Columns, and Guides
SWBAT:

Chose a page size, publications and paper settings
Adjust margins, work with layout and ruler guides

Lesson 9: Inserting Pages, Headers/Footers, and Page Numbers
SWBAT:

Insert/delete pages, working with headers/footers, and inserting page numbers

Lesson 10: Linking Text Boxes
SWBAT:

Create linked text boxes to control text flow

Lesson 11: Using Master Pages
SWBAT:

Place objects on master page

Lesson 12: Working with Building Blocks
SWBAT:

Insert building blocks

ASSESSMENTS (pp. 58-108):

All Practice and Apply projects from lessons
End of Chapter Assessments

Chapter 3: Working with Fonts and Styles

8.1.12.A.1-5, 8.1.12.C.1, *8.1.12.D.1-5, 8.1.12.F.1*   **1-2 weeks**
8.2.12.E.1, 2

Lesson 13: Changing Font Formatting
SWBAT:

Alter font using size, color, and styles
Apply text effects and WordArt styles
Adjust character spacing
Create a drop-cap

Lesson 14: Applying Object Borders and Fills
SWBAT:

Apply borders, shape styles, and other effects for publication enhancement
Work with grouped objects

Lesson 15: Applying Special Border and Fill Effects
SWBAT:

Apply a patterned border and BorderArt
Use fill effects to enchance objects and graphics (shadow, 3D, bevel, etc)

Lesson 20: Working with Typographic Features
SWBAT:

Apply OpenType Fonts to publications
Apply stylistic sets, swashes, and stylistic alternates

Curriculum Addenda

2014 New Jersey Core Curriculum Content Standards-Technology

- **Grading Policies/Guidelines**

Grading Policies/Guidelines

The marking period grades for the course will be determined as follows:

1. **Projects/Assignments**   **65%**
2. **Participation**   **35%**

The number of/and frequency of additional assessments will be determined by the teacher. Additional assignments/assessments are produced depending on the class's grasp of particularly difficult skills.

The final grade for Microsoft Office will be determined by the following:

- **Four quarter grades, each worth 22.5%**   **90%**
- **One final exam**   **10%**

The final exam consists of student creations from all programs learned, based off a new start-up company of their choice.