Portage Northern High School
Computer Applications * Microsoft Office 2010
Course Syllabus – Mrs. Meyer
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Course Description

This course is recommended for ALL high school students! Using technology is an essential skill for home, college and work applications! Employers tell us using Microsoft Office is imperative! Students will utilize Word, Excel, and PowerPoint, in addition to Internet resources and apps. Students will create PowerPoint presentations, Excel spreadsheets and business documents using Word. This course prepares students to format and design work that is used in the home, school and office environments. An online textbook is utilized which will guide the students' comprehension of the material in a step-by-step instructional format. Once students master the applications, creative projects will be given to test the students' understanding of the software applications. Online quizzes will be taken by the student and scores are sent to the instructor. *This course earns .5 Visual Performing Arts credit.*

Textbook

iCheck Series, Microsoft Office 2010, Real World Applications, 2010 Edition McGraw Hill Glencoe.

Curriculum Guide

The student will execute the following operations in Microsoft Word:

Create a Document

After taking this class you will no longer feel like THIS…when it comes to computers…

- Identify parts of the **word screen**
- Use the **Ribbon**, **Tabs**, and **Groups**
- Use **screentips** and different **views**
- Customize the Quick Access Toolbar
- Create a **new folder**
- **Name** and **save and recover** a document
- **Insert text** into a document
- **Wrap** and **select** text
- Correct **spelling** errors
- **Delete** text
- **Undo** and **redo** actions
- **Close** a document
- **Open** an existing document
- **Combine and split** paragraphs
- **Use the Zoom options**
- **Name, rename** a **folder** and **organize files**
- Use the **help** feature
- **Preview, protect** and **print** a document

Formatting Content

- Set **margins**
- Set **tab stops**
- Modify **font** and **size**

- Modify **font style** and **color**
- Apply and clear **styles** from text
- Repeat **character formatting**
- Use **Format Painter**
- Apply **character effects**
- Change **line spacing**
- Change **paragraph alignment**
- Create and customize a **numbered list**
- Create and customize a **bulleted list**
- **Apply** and **clear styles** from lists
- Modify and remove **tab stops**
- Set **indents** using the ruler
- Add **borders** and **shading** to paragraphs
- Modify **character spacing**
- **Apply Quick Styles** to a document
- **Change** the **Style Set** and **color themes**
- Create a **memo** using a template

Using Word Tools

- Create a **business letter**
- Set **margins** in print layout view
- Insert a **date/time field**
- Use **cut** and **paste**
- Use **copy** and **paste**
- Use **drag-and-drop** to move text
- Inset **symbols** and **special characters**
- Use the **thesaurus**
- **Spell check** and **grammar check** a document
- Use the **research task pane** to locate and insert information
- Print an **envelope**
- **Use** the **Find and Go To** commands
- **Find text** in a document
- Find and **replace** text
- Use replace to **delete text**
- Create and insert **AutoText**
- Use **AutoCorrect**
- Use the **office clipboard**
- Use a **Template** to create a professional letter
- **Create** and **insert Building Blocks**
- **Sort** and **edit Building Blocks**

Managing Lengthy Documents

- Use **Reveal Formatting** to format an academic report
- Create the first page of a **report**
- Insert and modify **page numbers**
- Create and modify a **header** and **footer**
- **Navigate** a document
- **Show** and **hide** white space
- Use **zoom** view
- Use **word count**
- Insert and delete **page breaks**
- Insert and format a **citation**
- Insert and format an **endnote**
- Insert and format a **footnote**

- Insert and delete **sections breaks**
- Create and format a **table of contents**
- **Format** different **sections** of a document
- **Format long quotations**
- Select **reference styles** and add a **citation source**
- **Insert a bibliography**
- **Update** a table of contents
- Use **Select Browse Object** and **Go To**
- Review and modify **document properties**
- Use **Reading Layout View** and **Full Screen View**
- **Split windows** and **arrange panes**
- Use **Outline View**
- **Arrange** open **windows**

Columns, Tables, and Graphics

- Create **columns**
- Insert **column breaks**
- **Format** columns and column text
- **Insert** a **table**
- **Key text** in a table
- **Insert columns** and **rows** in a table
- **Delete columns** and **rows** in a table
- **Format** a **table**
- Modify **cell formats**
- Apply and clear **styles** from tables
- Insert **Clip Art**
- **Move** and **size** Clip Art
- Insert, position, and size a **text box**
- Create and modify a **SmartArt**
- Inset, position, and size a **shape**
- Use **WordArt**
- Create and modify a **chart**
- **Convert** text to tables
- Apply **predefined formats** to tables

The student will execute the following operations in Excel:

Excel Basics

- Identify Parts of the **Excel Screen**
- Use **Tabs, Groups, and Buttons**
- **Close** and **Create** a Workbook
- **Scroll** Through a Worksheet
- **Move** Between Worksheets
- Create a **New Folder**
- **Name** and **Save** a Workbook
- Insert and View **Cell Contents**
- **Change** the **view of a screen**
- Use **Undo** and **Redo**
- **Open** an Existing Workbook
- Calculate a **Sum**
- **Preview** and **Print** a Worksheet
- Use the **Help** Feature

Creating Data and Content

- **Go** to a Specific Cell
- **Enter** Cell Contents
- Use **AutoSum**, **Average**, **Min**, and **Max**
- **Edit** Cell Contents
- **Clear** Cell Contents
- **Find** and **Replace** Cell Contents
- **Move** Selected Cells
- **Cut**, **Copy**, and **Paste** Cells
- **Delete** Rows and Columns
- **Insert** Rows and Columns
- Insert and Delete Cells
- Use the **Fill Handle**
- Insert and Edit **Hyperlinks**

Formatting Data and Content

- Change **Font**, Font Size, and Style
- Apply **Borders and copy cell contents**
- **Convert Text to Columns**
- Change Font **Color**
- Use **AutoFormat**
- Apply Table **Styles**
- **Modify Tables to Show New Data**
- **Change Font Color**
- **Apply Cell Styles**
- Change **Column Width**
- Change Row Height
- **Hide** and **Unhide** Columns and Rows
- Change **Horizontal Alignment**
- **Show and Hide Gridlines and Headings**
- **Center** Across Selection
- Change **Vertical Alignment**
- **Rename** a Worksheet and Change the **Tab Color**
- Choose a **Background**
- **Hide** and **Unhide** Worksheets
- **Insert, Move, and Size SmartArt Graphics**

Analyzing Data

- Use **AutoFilter**
- **Sort** Data
- Key a Basic **Formula**
- **Edit** Formulas
- **Create** Formulas
- **Copy** and **Move** Formulas
- Enter a Range by **Dragging**
- Use **Relative References**
- Use **Absolute References**
- Use the **NOW** and **PMT** Functions
- Use the **IF** Function
- Use the **Count Function**
- Create **Diagrams** and **Charts**
- **Modify** and **Position** Diagrams and Charts

Managing Workbooks

- **Create** a **Workbook** From a Template
- Enter Data into a **Template**
- **Insert** and **Delete** Worksheets
- **Rearrange** Worksheets
- **Split**, **Freeze**, and **Unfreeze** Workbooks
- **Hide**, **Unhide**, and **Arrange** Workbooks
- **Save** and **Preview** Worksheets as **Web Pages**
- Use **Print Preview** Features
- Change **Page Orientation**
- Set the **Print Area**
- Create **Headers** and **Footers**
- Preview and Modify **Page Breaks**
- **Setup Options** for Printing
- **Print** a **Selection**
- **Print** a **Workbook**
- **Rename** Folders
- **Convert** Files to Different Formats

The student will execute the following operations in <u>PowerPoint:</u>

PowerPoint Basics

- Identify Parts of the **PowerPoint Screen**
- Use **Ribbons, Tabs, and Groups**
- **Open** and **View** a Presentation in Normal View
- Create a **New Folder**
- **Name** and **Save** a Presentation
- Switch Between **Slides Tab** and **Outline Tab**
- Use **Slide Sorter View**
- **Move** Among Slides
- **Add Text** to a Slide
- **Edit Text** on a Slide
- Set Up and Run a **Slide Show**
- **Select Slides** for a Show
- Use the **Help** Feature
- **Preview** a Presentation
- **Print** Slides
- Print a Presentation **Handout**
- **Close** a Presentation

Create Content and Collaborate

- Create a Presentation Using a **Template**
- **Add Text** to Slides
- **Delete Text** from Slides
- **Import Text** from Other Sources
- **Cut, Copy and Paste Text**
- **Promote** and **Demote** Text
- Create a SmartArt **Diagram and apply Styles**
- Create a **Table**
- **Apply Quick Styles to Tables**
- Add **Clip Art** to a Slide

- Create a **Chart and apply Styles**
- Add a **Picture** to a Slide
- Add **Shapes** to Slides
- Add **WordArt** to a Slide
- Use the **Thesaurus**
- Use the **Spelling Checker**
- Add, Edit, and Delete **Comments**

Formatting Content

- Apply **Design Themes**
- Customize **Slide Backgrounds**
- Modify **Slide Layout**
- Modify **Fonts** and **Font Styles**
- Modify Font **Size** and **Color**
- **Align** Text and **Line Spacing**
- **Use the Format Painter**
- Modify **Bulleted and Numbered Lists**
- Change the **Size** and **Color** of a **Graphic**
- Add an **Effect** to a **Graphic**
- Format and Add an **Effect** to a **Shape**
- **Rotate**, **Resize**, and **Recolor** a **Picture**
- **Align** and **Connect Pictures**
- Add **Effects** to **Connectors** and **Pictures**
- **Rotate** and **Align Shapes** and Other **Graphics**
- Apply an **Animation Scheme and Custom Animation**
- Apply **Transition Effects** and **Run** the **Slide Show**
- Modify **Page Setup**
- Customize a **Template**
- Use a **Title Master**
- Use a **Slide Master**
- Add, Delete, and Modify **Placeholders**
- Use **Footers** and **Headers**

Managing Presentations

- **Add**, **Delete**, and **Rearrange Slides**
- **Copy Slides** Between Presentations
- **Size and Format Textboxes**
- Add **Hyperlinks** to Slides
- Create and Modify an **Action Button**
- Display **Grids** and **Guides**
- **Insert Audio and Video into Slides**
- Use **Notes Pages** and **Zoom Views**
- Print **Outlines** and **Speaker Notes**
- Change **Preview** Options
- **Hide Slides**
- Create and Edit a **Custom Show**
- Navigate in **Slide Show Views**
- Use **Pens**, **Highlighters**, and **Arrows**
- Rehearse and Save **Timings**
- Package Presentations for **Storage on a CD**
- Save Slides with Different **Names** and **Formats** in Different **Folders**
- **Save** Presentations as **Web Pages**
- **Publish** Presentations as **Web Pages**