

Advanced Computer Applications – Grade level 10th through 12th			
Big Idea – Microsoft Word can be utilized in a variety of ways to create effective communication documents.			
Essential Question- How is Microsoft Word utilized to create effective communication documents?			
Concepts	PA Core/Competencies	Resources	Assessments
Microsoft Word can be used to create and manage documents. Microsoft Word can be used to format text, paragraphs, and sections. Microsoft Word can be used to create and manage references. Microsoft Word can be used to insert and format graphic elements.	15.4.12.G. Create an advanced digital project using sophisticated design and appropriate software/applications.	Microsoft Office Suite 2016 (Word, Excel, and PowerPoint) – Software Shelly Cashman Series® Microsoft® Office 365 & Office 2016: Intermediate – Textbook Cengage MindTap – Online license software for Microsoft Office 2016 (MOS Certification prep software) MOS 729 Exam - Certipoint Exam	Student created Word document files. Cengage MindTap – Online Microsoft Office prep software assignments. MOS 725 Exam - Microsoft Office Word 2016 Core - Certification Exam
Vocabulary Ribbon, tab, group, drop down menu, document, file, file extension, icon, font, text, margin, field, insertion point, cursor.			

Advanced Computer Applications – Grade level 9th through 12th			
Big Idea – Microsoft Excel can be utilized in a variety of ways to create spreadsheets.			
Essential Question- How is Microsoft Excel utilized to create spreadsheets?			
Concepts	PA Core/Competencies	Resources	Assessments
Microsoft Excel can be used to create and manage spreadsheets and workbooks. Microsoft Excel can be used to manage data cells and ranges. Microsoft Excel can be used to create tables. Microsoft Excel can be used to perform operations with formulas and functions. Microsoft Excel can be used to create charts and objects.	15.4.12.G. Create an advanced digital project using sophisticated design and appropriate software/applications.	Microsoft Office Suite 2016 (Word, Excel, and PowerPoint) – Software Shelly Cashman Series® Microsoft® Office 365 & Office 2016: Intermediate – Textbook Cengage MindTap – Online license software for Microsoft Office 2016 (MOS Certification prep software) MOS 729 Exam - Certipoint Exam	Student created Microsoft Excel spreadsheet files. Cengage MindTap – Online Microsoft Office prep software assignments. MOS 727 Exam - Microsoft Office Word 2016 Core - Certification Exam
Vocabulary Worksheet, workbook, cell, column, row, range, function call, formula, formula bar.			

Advanced Computer Applications – Grade level 9th through 12th			
Big Idea – Microsoft PowerPoint can be utilized in a variety of ways to create effective presentations.			
Essential Question- How is Microsoft PowerPoint utilized to create effective presentations?			
Concepts	PA Core/Competencies	Resources	Assessments
Microsoft PowerPoint can be used to create and manage presentations. Microsoft PowerPoint can be used to insert and format text, shapes and images. Microsoft PowerPoint can be used to insert tables, charts, SmartArt, and images. Microsoft PowerPoint can be used to transitions and animations. Microsoft PowerPoint can be used to manage multiple presentations.	15.4.12.G. Create an advanced digital project using sophisticated design and appropriate software/applications.	Microsoft Office Suite 2016 (Word, Excel, and PowerPoint) – Software Shelly Cashman Series® Microsoft® Office 365 & Office 2016: Intermediate – Textbook Cengage MindTap – Online license software for Microsoft Office 2016 (MOS Certification prep software) MOS 729 Exam - Certipoint Exam	Student created Microsoft Excel spreadsheet files. Cengage MindTap – Online Microsoft Office prep software assignments. MOS 729 Exam - Microsoft Office Word 2016 Core - Certification Exam
Vocabulary Slide, slide sorter, clip art, transition, animation.			