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	15.4.12.G.	Microsoft Office Suite 2016 (Word,	Student created Word document
create and manage documents.	Create an advanced digital project using sophisticated design and	Excel, and PowerPoint) – Software	files.
Microsoft Word can be used to	appropriate software/applications.		Cengage MindTap – Online
format text, paragraphs, and sections.		Shelly Cashman Series® Microsoft® Office 365 & Office 2016: Intermediate – Textbook	Microsoft Office prep software assignments.
Microsoft Word can be used to create and manage references.		Cengage MindTap – Online license software for Microsoft	MOS 725 Exam - Microsoft Office Word 2016 Core - Certification Exam
Microsoft Word can be used to insert and format graphic		Office 2016 (MOS Certification prep software)	
elements.		MOS 729 Exam - Certipoint 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	15.4.12.G.	Microsoft Office Suite 2016 (Word,	Student created Microsoft Excel
create and manage spreadsheets	Create an advanced digital project	Excel, and PowerPoint) –	spreadsheet files.
and workbooks.	using sophisticated design and	Software	O
	appropriate software/applications.		Cengage MindTap – Online
Microsoft Excel can be used to		Shelly Cashman Series®	Microsoft Office prep software
manage data cells and ranges.		Microsoft® Office 365 & Office	assignments.
Microsoft Event on he wood to		2016: Intermediate – Textbook	MOC 707 Every Migragett Office
Microsoft Excel can be used to		Canada MindTan Onlina	MOS 727 Exam - Microsoft Office Word 2016 Core - Certification
create tables.		Cengage MindTap – Online license software for Microsoft	Exam
Microsoft Excel can be used to		Office 2016 (MOS Certification	LAAIII
perform operations with formulas		prep software)	
and functions.		prop contrary	
		MOS 729 Exam - Certipoint Exam	
Microsoft Excel can be used to			
create charts and objects.			

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	15.4.12.G.	Microsoft Office Suite 2016 (Word,	Student created Microsoft Excel
to create and manage	Create an advanced digital project	Excel, and PowerPoint) –	spreadsheet files.
presentations.	using sophisticated design and	Software	O Min IT Oulin
Misrosoft DawarDaint can be used	appropriate software/applications.	Shally Cashman Sarias®	Cengage MindTap – Online
Microsoft PowerPoint can be used		Shelly Cashman Series® Microsoft® Office 365 & Office	Microsoft Office prep software
to insert and format text, shapes and images.		2016: Intermediate – Textbook	assignments.
and images.		2010. Intermediate Textbook	MOS 729 Exam - Microsoft Office
Microsoft PowerPoint can be used		Cengage MindTap – Online	Word 2016 Core - Certification
to insert tables, charts, SmartArt,		license software for Microsoft	Exam
and images.		Office 2016 (MOS Certification	
		prep software)	
Microsoft PowerPoint can be used		1400 700 5	
to transitions and animations.		MOS 729 Exam - <u>Certipoint Exam</u>	
Microsoft PowerPoint can be used			
to manage multiple presentations.			
Vocabulary			

Vocabulary

Slide, slide sorter, clip art, transition, animation.