

Independent School District of Boise City

0202 Computer Applications 2 (Computer Skill Development 2)

Open to: 7, 8, & 9

Prerequisite: Computer Applications 1 (Computer Skill Development 1 with a passing grade)

Students will learn how to create a variety of publications using Microsoft Publisher. Student will learn how to manipulate number data and create charts within Microsoft Excel. Students will continue exploring advanced features of Microsoft PowerPoint. Students will be given the opportunity to integrate the various components that make up the Microsoft Office Suite.

Adopted Materials

Title: Microsoft Office 2003 Introductory Course

Author: Pasewark and Pasewark

Publisher: Thomson Learning/South-Western

Course Scope & Sequence

Unit 1 Microsoft Publisher	20 days
Unit 2 Microsoft Excel	30 days
Unit 3 Microsoft PowerPoint	20-25 days
Unit 4 Microsoft Office Integration	5-7 days
Focus Project/EOC	15 days

Computer Applications 2		0202
Unit 1	Microsoft Publisher	20 days

Unit 1	Microsoft Publisher	20 days
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Instructional Objective		Standard Reference	
0202.01 Lesson - 1 Publisher Basics		1.1a, 1.1b, 1.2a, 1.2b, 3.1a	
No.	Performance Objective	Resource Reference	Assessment Correlation
0	Define Desktop Publishing - Introduction to Publisher	Page 3	TMA
1	Start Microsoft Publisher Starting Publisher	Page 4: Step-by-Step 1.1	TMA
2	Identify parts of the Publisher screen. MS Publisher opening screen MS Publisher screen	Page 4: Figure 1-1 Page 5: Figure 1-2	TMA

3	Create a project using a wizard. Starting a Project Using Task Panes New from a Design New Open	Page 4 Page 5 Page 5 Page 6 Page 6	TO TMA
4	Create a personal information set. Personal Information Sets	Page 6 Page 7 Step by Step 1.2	TO TMA
5	Save a publication. Saving a Publication	Page 9 Page 10 Step by Step 1.3	TO TMA
6	Modify a logo. Adding a Logo	Page 10 Page 10 Step by Step 1.4	TO TMA
7	Print a publication. Printing a Publication Closing a Publication	Page 11 Page 12 Page 12 Step by Step 1.5	TO TMA
8	Create a project using the Design Sets option. Design Sets Editing a Publication from a Design Set	Page 12 Page 12 Step by Step 1.6 Page 13	TO TMA
9	Insert clip art into a project.	Page 14-16 Step by Step 1.7	TO
	Other Types of Publications Summary Define: Vocabulary Review Review Questions	Page 16 Page 16 Step by Step 1.8 Page 18 Page 19 Page 19	TO TMA
10	Open and edit an existing Publisher project. Project 1-1 Card1 Project 1-2 Flyer1	Page 20 Page 21	TO TMA
11	Create your own Publisher project. Critical Thinking Activity 1-1 Activity 1-2 Activity 1-3	Page 21 Page 22 Page 23	TA

Instructional Objective 0202.02. Lesson 2 Enhancing Publisher Documents		Standard Reference 1.1a, 1.1b, 1.2a, 1.2b, 3.1a	
No.	Performance Objective	Resource Reference	Assessment Correlation
1	Enter text into a project. Enhancing Your Publisher Documents Beginning a Brochure Entering Text	Page 23 Page 24-25 Step-by- Step 2.1 Page 25 Page 26-28 Step-by- Step 2.2	TMA
2	Add Design Gallery objects to a project. Adding Design Gallery Objects and Adding Color	Page 28 Page 28-31 Step-by- Step 2.3	TMA
3	Add color and pictures to a project. Inserting Pictures	Page 31 Page 31-33 Step-by- Step 2.4	TO
4	Create a brochure and a newsletter. Creating a Newsletter	Page 33 Page 33-37 Step-by- Step 2.5	TMA
5	Insert text from a Word document into Publisher project. Inserting Text from a Word Document	Page 37 Page 37-39 Step-by- Step 2.6	TMA
	Summary Define: Vocabulary Review Review Questions	Page 40 Page 40 Page 40-41	TMA
	Projects Project 2-1 Make a postcard using Publisher Project 2-2 Use Publisher to create an advertisement	Page 41-42 Page 42-43	TMA
	Critical Thinking ACTIVITY 2-1 Using the wizards and graphics ACTIVITY 2-2 About adding objects ACTIVITY 2-3 Create and print project from Publications for Print task pane	Page 43 Page 43 Page 43	TMA

Unit Review Microsoft Publisher Review Questions	Page 45 Page 45-46	TA
Projects		
Project 1 Create a business card using the Bars Business Card template.	Page 46-47	
Project 2 Create a thank you card using the Greeting Cards wizard.	Page 47	
Simulation Create a postcard mailer	Page 48	

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Unit 2	Microsoft Excel	30 days

Instructional Objective		Standard Reference	
0202.10 Perform the tasks necessary to create and save a basic Excel workbook.		3.1b	
No.	Performance Objective	Resource Reference	Assessment Correlation
01	Open a new or existing spreadsheet file (workbook).	Lesson 1 Page 6	TMA
02	Identify the elements of the Excel window including the menu bar, the tool bars, and the status bar.	Lesson 1 Page 5	TMA
03	Move to various cells using the mouse, arrow keys, Page up, Page down, Home and End keys, as well as using the Go to command.	Lesson 1 Page 7	TMA
04	Using the mouse and keyboard combinations, select individual cells, ranges of cells, rows, columns, and the entire sheet.	Lesson 1 Page 8	TMA
05	Select and name sheets, move sheets, insert and delete sheets.	Lesson 7 Page 141	TMA
06	Insert text, numbers and formulas into cells.	Lesson 1 Page 9	TMA
07	Save and close workbooks.	Lesson 1 Page 14	TMA
Instructional Objective		Standard Reference	
0202.11 Modify and print existing workbooks.		3.1a	
No.	Performance Objective	Resource Reference	Assessment

			Correlation
01	Delete the contents of a cell.	Lesson 1 Page 11	TMA
02	Revise text, numbers and formulas.	Lesson 2 Page 10	
03	Rotate and indent text.	Lesson 2 Page 24	
04	Use absolute and relative references to copy and move data.	Lesson 3 Page 43	
05	Insert, resize, and delete rows and columns.	Lesson 2 Page 21 Lesson 3 Page 50	
06	Preview and print worksheets, use Fit to Page , and print headers and footers.	Lesson 1 Page 14 Lesson 3 Page 54-55	
Instructional Objective 0202.12 Format cells and worksheets.		Standard Reference 3.1.a	
No.	Performance Objective	Resource Reference	Assessment Correlation
01	Modify cell size and alignment.	Lesson 2 Page 21	TMA
02	Use cell borders and fill color.	Lesson 2 Page 30	TMA
03	Format text using fonts, font sizes and font colors.	Lesson 2 Page 27	TMA
04	Format numbers to percents, currency, and general number format, and increase and decrease decimal places, formulas.	Lesson 2 Page 32	TMA
Instructional Objective 0202.13 Use Functions.		Standard Reference 3.1b, 6.1.a	
No.	Performance Objective	Resource Reference	Assessment Correlation
01	Use the SUM, AVERAGE, MAX, MIN, COUNT, and Calculator functions.	Lesson 5 Page 89-93	TMA
02	Use AutoSum to quickly find the total of a range of cells.	Lesson 4 Page 74	TMA
03	Use the Function Wizard to search for, modify and insert a function.	Lesson 5 Page 88	TMA
Instructional Objective 0202.14 Create, format, and modify charts.		Standard Reference 3.1a, 3.1b, 3.1c	
No.	Performance Objective	Resource Reference	Assessment Correlation
01	Use the Chart Wizard to create various charts such as column, line and pie charts.	Lesson 8 Page 159	TMA
02	Modify charts by changing the patterns, fonts, and properties of various elements within the chart.	Lesson 8 Page 171	TMA
03	Adjust the range of the Y-axis to better display chart data.	Lesson 8 Page 170	TMA
04	Add chart and axis titles, as well as data labels to a chart.	Lesson 8 Page 162	TMA
05	Preview and print charts.	Lesson 8 Page 165	TMA

Instructional Objective		Standard Reference	
0202.15 Use spreadsheets to develop a solution to a problem.		6.1a, 3.1b, 3.1d	
No.	Performance Objective	Resource Reference	Assessment Correlation
01	Analyze a problem in order to break it down into its parts.	Unit Review Pages 183-192	TMA
02	Organize data and devise a plan by experimenting using trial and error and asking "what if" questions.	Teacher Guided	TMA
03	Gather experimental data and look for a pattern or eliminate possibilities.	Teacher Guided	TMA

Computer Applications I		0201
Unit 3	Microsoft PowerPoint	20-25 Days

Instructional Objective		Standard Reference	
0201.07 Create, Save, and Print a Presentation		1.1a, 1.1b, 1.1c, 1.2a, 3.1c, 4.1b	
No.	Performance Objective	Resource Reference	Assessment Correlation
01	Create a blank presentation, select a slide design Task Pane, and add text to the placeholders.	Lesson 1 Pages 9-10 Lesson 2 Pages 21-22	TMA
02	Add slides to a presentation.	Lesson 2 Pages 29 & 43-49	TMA
03	Demonstrate how to move, copy, duplicate, and delete slides.	Lesson 1 Pages 11-14	TMA
04	Demonstrate how to change slide layout and apply a template.	Lesson 2 Pages 25-26	
05	Open an existing presentation and show the various slide views: slide, outline, note pages, slide show, and slide sorter.	Lesson 1 Pages 8 ,11,& 47	TO
06	Demonstrate how to navigate from slide to slide within a presentation.	Lesson 1 Page 7 Lesson 2 Pages 26, 29, & 45	TO
07	Save a presentation to a disk or to the server.	Lesson 1 Pages 7-8	TMA
08	Print a presentation using slides and handout options.	Lesson 1 Page 15 Lesson 2 Page 37	TMA
Instructional Objective		Standard Reference	
0201.08 Enhance slides and work with text and objects.		1.1a, 1.2a, 2.2b, 2.2c, 5.1a, 6.1a	
No.	Performance Objective	Resource Reference	Assessment Correlation
01	Enhance the appearance of text on a slide by changing the font style, size, case, and alignment.	Lesson 2 Pages 34-36 Lesson 4 Pages 116-118	TMA

02	Demonstrate how to change a slide's color scheme.	Lesson 2 Page 27-33	TMA
03	Demonstrate how to copy text formatting by using Format Painter.	Lesson 4 Pages 115-116, & 118	TMA
04	Demonstrate how to move and size placeholders.	Lesson 2 Page 45	TMA
05	Demonstrate how to place and copy text into a shape.	Lesson 3 Page 87 Lesson 4 Page 131	TMA
06	Demonstrate paragraph formatting by increasing and decreasing paragraph spacing.	Lesson 5 Pages 80,82,83,86,96,98 Lesson 6 Pages 107,125	TMA
07	Demonstrate how to place items such as slide numbers, date, time, and footers using slide and title master.	Lesson 4 Pages 45 Lesson 3 Pages 95-96	TMA
08	Demonstrate how to add graphics, format text, and format bullets using slide and title master.	Lesson 2 Pages 29-31, & 49	TMA
09	Demonstrate how to work with graphic images using the drawing objects.	Lesson 3 Page 74 Lesson 2 Page 33	TMA
10	Demonstrate how to group, ungroup, and layer drawing objects.	Lesson 3 Pages 74-77, 88	TMA
11	Create a chart, table, and an organization chart slide.	Lesson 3 Pages 61-73	TMA
12	Insert an Excel worksheet into a presentation.	Lesson 4 Page 105	TMA
Instructional Objective		Standard Reference	
0201.09 Work with slide shows.		1.1a, 1.1b, 1.2a, 3.1c, 4.1b	
No.	Performance Objective	Resource Reference	Assessment Correlation
01	Create a slide show from a presentation adding transitions, animation effects, sounds, and timings, Video, and MP3 or WAV files.	Lesson 2 Pages 53-56	TMA
02	Animate text and objects.	Lesson 2 Page 28 & 51	TMA
03	Create a continuously running slide show.	Lesson 1-2 Pages 34-35 Lesson 4 Pages 121-123	TMA
04	Deliver presentation	Projects 3 and 4 Pages 142-143	TMA

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Unit 4	Microsoft Office Integration	5-7 Days

Instructional Objective 0202.25 Microsoft Office Program Integration		Standard Reference 1.2a, 1.2b, 2.1b, 2.2b, 2.2c, 3.1a, 3.1b, 3.1c, 3.1d, 4.1b, 5.1a, 5.2a, 6.1a	
No	Performance Objective	Resource Reference	Assessment Correlation
01	Sending presentation to MS Word	Lesson 4 Page 110	TMA
01	Use Windows files from different applications simultaneously Integrate an Excel worksheet and a word document	DDC Learning Exercise 1,2 Pages 448, 452	TMA
02	Object linking and embedding Link files Edit a linked file Embed a file Office links	DDC Learning Exercise 3 Pages 458	TMA
03	Integrate an Excel chart and a Word document Embed Chart Link a chart Edit a chart	DDC Learning Exercise 4 Pages 463	TMA
04	Hyperlinks Link an Excel worksheet Create Hyperlinks in Word	DDC Learning Exercise 7,8 Pages 475, 478	TMA
05	Export a PowerPoint slide or file into a Word document Import a PowerPoint Presentation into a Word Document	DDC Learning Exercise 9 Pages 486	TMA
06	Link a Word table in PowerPoint Link an Excel Chart in PowerPoint	Google Search: Publisher 2003 Tutorial http://www.microsoft.com/education/?ID=modelpd	TMA

Computer Applications 2		0202
Unit 5	Microsoft Office Focus Project/EOC	15 Days

Project Options	
Front Page	
Access	
Graphics	
Visual Basic	
Logo Writer	
Teacher discretion/Reviews	

Idaho Student Information Technology Standards Rationale

Students will live, learn and work in an increasingly complex, technology-driven society. These technology standards are designed to identify foundational skills and processes that students need in order to be productive and successful.

It is essential that computer and technology education be integrated in all grade level content standards. All educators share responsibility for student success.

The eighth grade was chosen because it is considered to be the culmination of the elementary/middle grades and sets the standard for a student entering his or her high school career. Therefore, the following standards are what we expect an eighth grader to know and be able to do in the area of technology.

STANDARD 1: Basic Operations and Concepts

The student will:	Content Knowledge and Skills:
1. Demonstrate a sound understanding of the basic nature and operation of technology systems.	a. Use developmentally appropriate and accurate technology terminology.
	b. Identify the appropriate technology device to complete a task.
	c. Make informed choices among technology systems, resources and services.
2. Demonstrate proficiency in the use of technology.	a. Demonstrate increasingly sophisticated operation of technology components.
	b. Apply strategies for identifying and solving routine software and hardware problems that occur in everyday use.

STANDARD 2: Social, Ethical, and Human Issues

The student will:	Content Knowledge and Skills:
1. Demonstrate an understanding of the ethical, cultural, and societal issues related to technology.	a. Demonstrate knowledge of current changes in technologies and the effect those changes have on the workplace and society.
	b. Demonstrate knowledge of legal and ethical issues when using technology, information sources, and consequences of misuse.
2. Practice responsible use of technology systems, information, and software.	a. Practice responsible use of technological devices and software.
	b. Demonstrate respect for others while using technology.
	c. Exhibit legal and ethical behaviors when using technology and information.

STANDARD 3: Technology Productivity Tools

The student will:	Content Knowledge and Skills:
1. Use technology tools to enhance learning, increase productivity, and promote creativity.	a. Use formatting capabilities of technology for communicating and illustrating.
	b. Use a variety of technology tools for data collection and analysis.
	c. Publish and present information using technology tools.
	d. Use technology tools to support system analysis and modeling.

STANDARD 4: Technology Communications Tools

The student will:	Content Knowledge and Skills:
1. Use telecommunications to collaborate, publish, and interact with peers, experts, and other audiences.	a. Use telecommunications efficiently and effectively to access remote information and communicate with others in support of facilitated and independent learning.
	b. Use technology tools for individual and collaborative writing, communication and publishing activities to create curricular related products for audiences inside and outside the classroom.
	c. Collaboratively use telecommunications and online resources.

STANDARD 5:

Technology Research Tools

The student will:	Content Knowledge and Skills:
1. Use technology to locate, evaluate, and collect information from a variety of sources.	a. Locate information from electronic resources.
	b. Evaluate the accuracy, relevance, appropriateness, comprehensiveness and bias of electronic information sources.
2. Use technology tools to process data and report results.	a. Select appropriate technology tools for data analysis and reporting.

STANDARD 6: Technology Problem-Solving and Decision Making Tools

Problem solving is inherent in all disciplines. Technology Standard 6 is designed to provide a cumulative (capstone) experience.

The student will:	Content Knowledge and Skills:
1. Use technology resources for solving problems and making informed decisions.	a. Determine when technology is useful, select and use the appropriate tools, and technology resources to solve the problem, and report findings.