



Computer Applications

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COURSE DESCRIPTION:

Open to: Grades 9, 10, 11, 12

(½ Credit)

Prerequisite: None

****Approved Career & Technical Education Course***

This semester course provides students the opportunity to learn and to use Microsoft Office 2007 Suite. This popular software package is the standard for most offices, homes and computer companies. Topics of study include using Windows XP, Microsoft Word, MS Excel, MS Access and MS PowerPoint, and Adobe Photoshop CS3 and the Internet will also be utilized for various projects throughout the semester.

Microsoft Office 2007 is a collection of four major applications. Microsoft has designed each of these applications to have many similarities. Because of this, when you are familiar with one Office application, it takes less time to learn a new application. Another advantage of Office is that, in most cases, information stored in one application can be shared with another application. For example, a chart created in Excel (the spreadsheet program) can be included in a letter created in Word (the word processing program). This means not only that less time is spent retyping information but also that a document can be enhanced with features from another application.

MS OFFICE TOPICS:




















Using Windows XP

During this unit the students will be:

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|  My Computer Properties |  Changing mouse settings |
|  Use of Windows Explorer |  Changing pen settings |
|  Changing displays |  Changing taskbar properties |
|  Changing desktop settings |  Learning computer terminology |
|  Changing window appearances | |












Microsoft Word

During this unit the students will learn:

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|  Copying, cutting, and moving text |  Creating tables |
|  Changing fonts and font colors |  Inserting bullets and numbered lists |
|  Using wizards and templates |  Inserting footnotes and endnotes |
|  Spell Check and other language tools |  Inserting page numbers |
|  Adding hyperlinks |  Operating the mail merge feature |
|  Saving to various locations |  Utilizing and manipulating columns |
|  Printing |  Inserting and manipulating graphics |
|  Manipulating documents efficiently |  Scanning pictures |
|  Setting margins and tabs |  Operating a digital camera |
|  Adding borders and shading | |







Microsoft Excel

Students will learn how to:

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|  Enter Data into a spreadsheet |  Use multiple worksheets |
|  Edit Data |  Use formulas and functions |
|  Format Data |  Understanding of absolute and relative cell references |
|  Apply borders and shading |  Create and modify charts |
|  Apply conditional formatting |  Integrate Word and Excel together |
|  Insert and manipulate graphics | |


Microsoft Access

Students will learn the basics of Access including:

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|  Starting a New Database |  Creating tables |
|  Editing a database |  Creating forms |
|  Using filters and queries to sort data |  Creating reports |

Microsoft PowerPoint

Students will create a multimedia presentation on the topic of their choice in which they will be required to include the following:

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|  15-25 different slides |  Add graphics |
|  Use different backgrounds |  Animate text and graphics |
|  Add music and sounds |  Add videos, if appropriate |
|  Add text |  Use slide timings |

Evaluation:

Grading Scale:

- A 93-100
- B 85-92
- C 76-84
- D 65-75

Eighty percent of the students' grade will be determined through the use of daily application activities, review questions, quizzes, tests, and projects. The remaining 20% will be determined through a semester final which will be an application-based activity.