

Haddon Township High School  
Course Overview

Subject Area: Business Education

Course Name Microsoft Office

Summary: Microsoft Office is the latest version for productivity suite. Students will learn to create professional documents using Word, spreadsheets using Excel and presentations using PowerPoint. Students will be able to work on documents with virtually anyone, anywhere and the program is friendly with "Google Docs".

Students will be able to integrate all three programs in various combinations to complete project-based lessons. This course focuses on expanding technological skills to enable students to obtain an entry-level employment position or provide an essential foundation for the student's continuing education.

Unit Title	Student Learning Target	Standards	Resources	Assessment
Microsoft Word 2011 (Unit 1)	<ul style="list-style-type: none"> <li>• Create documents with header and footers, apply different fonts and formats, and work with SmartArt graphics and sort lists.</li> <li>• Create tables, apply different table properties, perform calculations and work with different templates.</li> <li>• Create business</li> </ul>	<p>8.1 Educational Technology: All students will use digital tools to access, manage, evaluate, and synthesize information in order to solve problems individually and collaboratively and to create and communicate knowledge.</p> <p>8.2 Technology Education, Engineering,</p>	<p>Computers</p> <p>Microsoft Office 2011</p> <p>Printfolio Bundle Software</p> <p>Whiteboards</p> <p>Overhead projector</p> <p>Printer and scanner</p> <p>Microsoft® Office 2011</p>	<p>The students will learn how to create business-oriented documents, edit and apply formatting options, and work with SmartArt graphics. They will design and create tables, perform calculations and work with new templates. Also, they will create reports and newsletters inserting symbols and</p>

	documents, reports, and change and manage document properties, work with Newsletters, insert symbols and merge mailing labels.	and Design: All students will develop an understanding of the nature and impact of technology, engineering, technological design, and the designed world, as they relate to the individual, global society, and the environment.	for Mac: Introductory, 1st Edition, A Guided Tour of Hot Technologies  Microsoft® Office 2011 for Mac CourseNotes Microsoft Office 2011 for Mac Illustrated Projects Binder, 1st Edition  Supplemental Office Simulations	merging mailing labels. They will complete various assignments focusing on problem solving, interpersonal and critical thinking skills.
Microsoft Excel 2011 (Unit 2)	<ul style="list-style-type: none"> <li>• Create, save, and close a workbook; enter data; use features such as Auto-Complete and Auto-Correct; align data and change column width and enter formulas.</li> <li>• Control printing and display of worksheets; create formulas that draw data from more than one worksheet.</li> <li>• Create different types of charts and identify the elements of a chart, modify and</li> </ul>	<p>8.1 Educational Technology: All students will use digital tools to access, manage, evaluate, and synthesize information in order to solve problems individually and collaboratively and to create and communicate knowledge.</p> <p>8.2 Technology Education, Engineering, and Design: All students will develop an understanding of the nature and impact of technology, engineering,</p>	Computers  Microsoft Office 2011  Printfolio Bundle Software  Whiteboards  Overhead projector  Printer and scanner  Microsoft® Office 2011 for Mac: Introductory, 1st Edition, A Guided Tour of Hot Technologies	The students will learn how to create workbooks, enter data and formulas to summarize and collect data. Also, they will share data between worksheets and create formulas that will enable them to summarize and collect data from different sources, create different types of charts and modify charts that will convey a visual representation of data. The students will use the software to solve problems and analyze data to better understand the information presented. They will complete various

	<p>format charts.</p> <ul style="list-style-type: none"> <li>• Apply advanced functions and use a number of Excel features to solve problems and analyze data.</li> </ul>	<p>technological design, and the designed world, as they relate to the individual, global society, and the environment.</p>	<p>Microsoft® Office 2011 for Mac CourseNotes Microsoft Office 2011 for Mac Illustrated Projects Binder, 1st Edition</p> <p>Supplemental Office Simulations</p>	<p>assignments focusing on problem solving, interpersonal and critical thinking skills.</p>
<p>Microsoft PowerPoint 2011 (Unit 3)</p>	<ul style="list-style-type: none"> <li>• Create, save, and print a presentation and modify the look of the presentation to deliver a professional-looking message to the audience.</li> <li>• Format slide lists, insert and format objects and work with clip art, WordArt and SmartArt to enhance the message that is being communicated to the audience.</li> <li>• Customize a theme, apply effects and animations and insert videos, tables and charts in a presentation to</li> </ul>	<p>8.1 Educational Technology: All students will use digital tools to access, manage, evaluate, and synthesize information in order to solve problems individually and collaboratively and to create and communicate knowledge.</p> <p>8.2 Technology Education, Engineering, and Design: All students will develop an understanding of the nature and impact of technology, engineering, technological design, and the designed world, as they relate to the individual, global</p>	<p>Computers</p> <p>Microsoft Office 2011</p> <p>Printfolio Bundle Software</p> <p>Whiteboards</p> <p>Overhead projector</p> <p>Printer and scanner</p> <p>Microsoft® Office 2011 for Mac: Introductory, 1st Edition, A Guided Tour of Hot Technologies</p> <p>Microsoft® Office 2011 for Mac CourseNotes Microsoft Office 2011 for</p>	<p>The students will learn how to create and modify a presentation to deliver a dynamic, professional-looking message to an audience (academic or business). Also, the students will format lists, insert and format objects, work with clip art, WordArt and SmartArt to enhance the speaker's message and help the audience retain the information presented. They will customize a theme, apply effects and animations, and insert videos, tables and charts in a presentation to make the presentation more effective and understandable. They will complete various assignments focusing on</p>

	provide a clear, concise message.	society, and the environment.	Mac Illustrated Projects Binder, 1st Edition  Supplemental Office Simulations	problem solving, interpersonal and critical thinking skills.
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