



Hamburg Area School District

Course Guide

Name:	Microsoft Office Certification 750
Grade(s):	10-12
Length:	<i>Place an X next to the correct option</i>
X	Full-Year (180 Sessions)
	Semester (90 Sessions)
	Quarter (45 Sessions)
	Other (Specify):
Text:	<p>Microsoft Office Excel 2007: Comprehensive Concepts and Techniques Author: Shelly, Cashman, Quasney Publisher: Course Technology, Cengage Learning 2008</p> <p>Microsoft Office PowerPoint 2007: Comprehensive Concepts and Techniques Author: Shelly, Cashman, Sebok Publisher: Course Technology, Cengage Learning 2008</p> <p>Microsoft Office Word 2007: Comprehensive Concepts and Techniques Author: Shelly, Cashman, Vermaat Publisher: Course Technology, Cengage Learning 2008</p>
Date Approved or Updated:	2020-2021

Description: Microsoft Office Certification will provide students to proficiently use basic and advanced applications of Microsoft Word, PowerPoint, and Excel. This course will be a preparation for Microsoft Office* Specialist (MOS) certification for Microsoft Office upon completion. The purpose of this course is to prepare students to qualify for entry-level positions in the business/office sector and prepare students for college courses in a computer related field. (Satisfies the computer technology requirements).

**Hamburg Area School District
Course Plan
(Computer)**

Course Name: Microsoft Office Certification
Unit: Microsoft Word

Time Line: 6 cycles

Essential Content/Essential Questions	Performance Objectives	Standards/Anchors
How do you create and edit a Word document?	Students will review how to: <ul style="list-style-type: none"> · Describe the Word window · Enter text in a document · Check spelling as you type · Save a document · Format text, paragraphs, and document elements · Undo and redo commands or actions · Insert a picture and format it · Print a document · Change document properties · Open a document · Correct errors in a document · Use Word's Help 	3.7.10 C 3.7.10 D 3.7.10 E 3.7.12 A 3.7.12 D 3.7.12 E 3.8.12 B
How do you create a research paper?	Students will be able to: <ul style="list-style-type: none"> · Describe the MLA documentation style for research papers · Change line and paragraph spacing in a document · Use a header to number pages of a document · Apply formatting using shortcut keys · Modify paragraph indentation · Create and modify styles · Insert and edit citations and their sources · Add footnotes to a document · Insert a manual page break · Create a bibliographical list of sources · Move text · Find and replace text · Use the research task pane to look up information 	3.7.10 C 3.7.10 D 3.7.10 E 3.7.12 A 3.7.12 D 3.7.12 E 3.8.12 B

<p>How do you create a cover letter and a resume?</p>	<p>Students will review how to:</p> <ul style="list-style-type: none"> • Format characters and paragraphs • Insert and format clip art • Set and use tab stops • Identify component of a business letter • Insert current date • Create and insert a building block • Insert a Word table, enter data into the table, and format the table • Use template to create a document • Fill in a document template • Copy and paste using the Office Clipboard • Indent paragraphs • Insert a Quick Part • Sort a list • Use print preview to view and print a document • Address and print an envelope 	<p>3.7.10 C 3.7.10 D 3.7.10 E 3.7.12 A 3.7.12 D 3.7.12 E 3.8.12 B</p>
<p>How do you create a document with a title page, table, chart, and watermark?</p>	<p>Students will be able to:</p> <ul style="list-style-type: none"> • Border and shade a paragraph • Insert and format a SmartArt graphics • Insert a watermark • Insert a section break • Insert a Word document in an open document • Insert headers and footers • Modify and format a Word table • Sum columns in a table • Create a chart from a Word table • Add picture bullets to a list • Create and apply a character style • Draw a table 	<p>3.7.10 C 3.7.10 D 3.7.10 E 3.7.12 A 3.7.12 D 3.7.12 E 3.8.12 B</p>

**Hamburg Area School District
Course Plan
(Computer)**

Course Name: Microsoft Office Certification
Unit: Microsoft Word

Time Line: 4 cycles

Essential Content/Essential Questions	Performance Objectives	Standards/Anchors
How do you generate form letters, mailing labels, and directions?	Students will be able to: <ul style="list-style-type: none"> • Explain the merge process • Use the Mail Merge task pane and the Mailing tab on the Ribbon • Use a letter template as the main document for a mail merge • Insert and format a shape on a drawing canvas • Create and edit a data source • Insert merge fields in a main document • Create a multilevel list • Use an IF field in a main document • Merge and print form letters • Sort data records • Address and print mailing labels and envelopes • Merge all data records to a directory • Change page orientation • Modify table properties 	3.7.10 C 3.7.10 D 3.7.10 E 3.7.12 A 3.7.12 D 3.7.12 E 3.8.12 B
How do you create a professional newsletter?	Students will be able to: <ul style="list-style-type: none"> • Create and format WordArt • Insert a symbol in a document • Insert and format a floating graphic • Format a document in multiple columns • Format a character as a drop cap • Insert a column break • Modify a style • Place a verticals rule between columns • Insert and format a text box • Copy and paste using a split window • Balance columns • Modify and format a SmartArt graphic • Add a page border 	3.7.10 C 3.7.10 D 3.7.10 E 3.7.12 A 3.7.12 D 3.7.12 E 3.8.12 B

**Hamburg Area School District
Course Plan
(Computer)**

Course Name: Microsoft Office Certification
Unit: Microsoft Excel

Time Line: 6 cycles

Essential Content/Essential Questions	Performance Objectives	Standards/Anchors
How do you create a worksheet and an embedded chart?	Students will be able to: <ul style="list-style-type: none"> • Start and quit Excel • Describe the Excel worksheet • Enter text and numbers • Use the Sum button to sum a range of cells • Copy the contents of a cell to a range of cells using the fill handle • Save a workbook • Format cells in a worksheet • Create a 3-D Clustered Column chart • Change document properties • Save a workbook a second time using the same file name • Print a worksheet • Open a workbook • Use AutoCalculate area to determine statistics • Correct errors on a worksheet • Use Excel Help to answer questions 	3.7.10 B 3.7.10 C 3.7.10 D 3.7.12 A
How do you use formulas, functions and formatting, and web queries in an Excel spreadsheet?	Students will be able to: <ul style="list-style-type: none"> • Enter formulas using the keypad and point mode • Apply the AVERAGE, MAX, and MIN functions • Verify a formula using a Range Finder • Apply a theme to a workbook • Add conditional formatting to cells • Change the column width and row height • Check the spelling of the worksheet • Set margins, headers and footers in Page Layout View • Preview and print versions of a worksheet • Use a Web query to get real-time data from a Web site • Rename sheets in a workbook 	3.7.10 B 3.7.10 C 3.7.10 D 3.7.10 E 3.7.12 A 3.7.12 C

<p>How do I use what-if analysis, charting, and working with large worksheets?</p>	<p>Students will be able to:</p> <ul style="list-style-type: none"> • Rotate text in a cell • Create a series of month names • Copy, paste, insert, and delete cells • Format numbers using format symbols • Freeze and unfreeze titles • Show and format the system date • Use absolute cell references in a formula • Use the IF function to perform a logical test • Use the Format Painter button to format cells • Create a 3-D Pie chart on a separate chart sheet • Color and rearrange work sheet tabs • Change the worksheet view • Answer what-if-questions • Goal seek to answer what-if-questions 	<p>3.7.10 B 3.7.10 C 3.7.10 D 3.7.10 E 3.7.12 A 3.7.12 C</p>
<p>How do you use financial functions, data tables, and amortization schedules in a spreadsheet?</p>	<p>Students should be able to:</p> <ul style="list-style-type: none"> • Control the color and thickness of outlines and borders • Assign a name to a cell and refer to the cell in a formula using a assigned name • Determine the monthly payments of a loan using the financial function PMT • Use the financial functions PV (present value) and FV (future value) • Create a data table to analyze data in a worksheet • Add a pointer to a data table • Create an amortization schedule • Analyze worksheet data by changing values • Use names and the Set Print Area command to print sections of a worksheet • Set print options • Protect and unprotect cells in a worksheet • Use the formula checking features of Excel • Hide and unhide cell gridlines, rows, columns, sheets, and worksheets 	<p>3.7.10 B 3.7.10 C 3.7.10 D 3.7.10 E 3.7.12 A 3.7.12 C</p>

**Hamburg Area School District
Course Plan
(Computer)**

Course Name: Microsoft Office Certification
Unit: Microsoft Excel

Time Line: 4 cycles

Essential Content/Essential Questions	Performance Objectives	Standards/Anchors
How do you create, sort, and query a table in a worksheet?	Students should be able to: <ul style="list-style-type: none"> • Create and manipulate a table • Delete sheets in a workbook • Validate data • Add calculated columns to a table • Use icon sets with conditional formatting • Use VLOOKUP function to look up a value in a table • Print a table • Add and delete records and change field values in a table • Sort a table on one field or multiple fields • Display automatic subtotals • Use Group and Outline features to hide and unhide data • Query a table • Apply database functions the SUMIF function, and the COUNTIF function • Save a workbook in different file formats 	3.7.10 B 3.7.10 C 3.7.10 D 3.7.10 E 3.7.12 A 3.7.12 C
How do you create a template in Excel and use it to work with multiple worksheets and workbooks?	Students should be able to: <ul style="list-style-type: none"> • Create and use a template • Use the ROUND function • Utilize custom format codes • Define, apply, and remove a style • Add a worksheet to a workbook • Create formulas that use 3-D cell references • Use WordArt to create a title and create and modify shapes • Add a header or footer, change margins, and insert and move a page break • Save a workbook as a PDF or XPS file 	3.7.10 B 3.7.10 C 3.7.10 D 3.7.10 E 3.7.12 A 3.7.12 C

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| | <ul style="list-style-type: none">• Use the Find and Replace commands• Create a workspace• Consolidate data by linking workbooks | |
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**Hamburg Area School District
Course Plan
(Computer)**

Course Name: Microsoft Office Certification
Unit: Microsoft PowerPoint

Time Line: 6 cycles

Essential Content/Essential Questions	Performance Objectives	Standards/Anchors
How do you create and edit a PowerPoint presentation?	Students should be able to: <ul style="list-style-type: none"> • Start and quit PowerPoint • Describe the PowerPoint window • Select a document theme • Create a title slide and text slides with single- and multi-level bulleted lists • Save a presentation • Copy elements from one slide to another • View a presentation in Slide Show view • Open a presentation • Display and print a presentation in grayscale • Check spelling • Use PowerPoint Help 	3.7.10 C 3.7.10 D 3.7.10 E 3.7.12 D 3.7.12 E
How do you create a presentation with illustrations and shapes?	Students should be able to: <ul style="list-style-type: none"> • Create slides from a blank presentation • Change views to review a presentation • Change slide layouts • Add a background style • Insert, move, and size clip art • Insert a photograph from a file • Delete a placeholder • Change font color • Format text using the Format Painter • Add and size a shape • Apply Quick Styles to placeholders and shapes • Select slide transitions • Preview and print an outline and handout 	3.7.10 C 3.7.10 D 3.7.10 E 3.7.12 D 3.7.12 E

<p>How do you create a presentation with custom backgrounds and SmartArt Diagrams?</p>	<p>Students should be able to:</p> <ul style="list-style-type: none"> • Create a presentation from a Microsoft Office Word 2007 outline • Add a picture to create a custom background • Add background graphics to slide masters • Add slide numbers and the data to slide masters • Apply a WordArt style • Format WordArt • Apply effects to pictures • Insert and modify text boxes • Apply effects to shapes • Create a SmartArt graphic • Use the Text pane to enter placeholders text • Apply a SmartArt style to a graphic 	<p>3.7.10 C 3.7.10 D 3.7.10 E 3.7.12 D 3.7.12 E</p>
<p>How do you work with information graphics?</p>	<p>Students should be able to:</p> <ul style="list-style-type: none"> • Modify and entire presentation by changing the theme colors and fonts • Insert pictures and clips into slides without content placeholders • Format pictures and clips by applying styles and adding borders • Apply effects to pictures and clips • Add hyperlinks to a slide • Create and format a table • Create a chart • Find synonyms using the thesaurus • Add action buttons and action settings • Display guides to position slide elements • Hide slides • Run a slide show with hyperlinks 	<p>3.7.10 C 3.7.10 D 3.7.10 E 3.7.12 D 3.7.12 E</p>

**Hamburg Area School District
Course Plan
(Computer)**

Course Name: Microsoft Office Certification
Unit: Microsoft PowerPoint

Time Line: 4 cycles

Essential Content/Essential Questions	Performance Objectives	Standards/Anchors
How do you reuse a presentation with multimedia?	Students should be able to: <ul style="list-style-type: none"> • Recolor photographs • Resize pictures • Apply a shape to a picture • Change a bullet character to a picture and symbol • Format a bullet size and color • Add a movie file and sound clip • Create columns in a text box • Rehearse timings • Set slide show timings manually 	3.7.10 C 3.7.10 D 3.7.10 E 3.7.12 D 3.7.12 E
How do you create a self-running presentation containing animated shapes?	Students should be able to: <ul style="list-style-type: none"> • Apply themes to and format backgrounds on slide masters • Apply quick Styles to slide masters • Set text direction and alignment • Change bullet characters to numbers • Change paragraph line spacing • Insert entrance effects • Change start settings • Delete slides • Reuse slides from an existing presentation • Animate bulleted lists and SmartArt graphics • Add and adjust motion paths 	3.7.10 C 3.7.10 D 3.7.10 E 3.7.12 D 3.7.12 E