



SCHOOL DISTRICT OF MONROE

Preparing for the Future, One Child at a Time

Microsoft Office

Course Description:

The curriculum for this elective course is developed from the [Wisconsin Standards for Business and Information Technology](#). Students will be exposed to and practice introductory skills related to: Microsoft Word, Microsoft Excel, Microsoft PowerPoint. Grades are determined by quizzes, tests, projects and daily work. This course is articulated with Blackhawk Technical College. Students will have the opportunity to earn Microsoft certifications in each of the software programs. The information in this course overview outlines what students should understand and be able to do by the end of the trimester.

Mastery Standards:

Students will use an appropriate digital tool to meet personal and business needs. (BIT.IT1)

Create and analyze spreadsheets. (BIT.BCA3.a)

Unit	Description of Unit and Learning Targets
<p>Unit Title: Microsoft Word</p> <p><u>Essential Questions:</u></p> <ul style="list-style-type: none"> • How do you edit and format documents? • How can a word processor be used to help people communicate better with each other? 	<p>Students will...</p> <p><u>Learning Targets:</u></p> <ul style="list-style-type: none"> • Create and edit a Word document. • Use styles and advanced font settings. • Adjust settings and review a document for printing. • Create PDF files. • Create an informal report. • Organize a report using bulleted and numbered lists, and insert custom headers and footers. • Insert and modify footnotes, citations, and bibliographies. • Format a report using paragraph indents, line spacing, and page margins. • Insert and format pictures. • Insert and modify tab stops. • Create and format tables. • Modify a document using themes, columns, borders, and shading. • Insert and modify images. • Create and modify styles. • Create and format mailing labels.
<p>Unit Title: Microsoft Excel</p> <p><u>Essential Questions:</u></p> <ul style="list-style-type: none"> • How can MS Excel be used to solve problems? • How can MS Excel be used to improve communication? • How can graphical representations of numerical data be designed to communicate information on a broad scale? • How is data entered, organized, and 	<p>Students will...</p> <p><u>Learning Targets:</u></p> <ul style="list-style-type: none"> • Create and enter data into worksheets. • Construct basic functions and formulas. • Apply cell formatting. • Adjust settings and review worksheets for printing. • Construct statistical functions. • Generate formulas using absolute cell references. • Apply cell and number formatting. • Create, edit, and format basic charts. • Modify workbook print settings.

<p>manipulated in a spreadsheet program?</p> <ul style="list-style-type: none"> • How can a spreadsheet provide structure and organization for data and make calculations? 	<ul style="list-style-type: none"> • Revise cell contents. • Reorganize and edit worksheet tabs. • Combine and edit data in grouped worksheets. • Construct multiple operator and summary formulas. • Design clustered bar charts. • Construct date and time functions. • Apply logical conditions and formats to data. • Modify worksheet formatting. • Distinguish data using cell charts and filters. • Understand large worksheet print options.
<p>Unit Title: Microsoft PowerPoint</p> <p><u>Essential Questions:</u></p> <ul style="list-style-type: none"> • How can MS PowerPoint enhance delivery of information? • What makes an MS PowerPoint presentation effective? • How can you increase the effectiveness of an oral presentation through visual stimulation? • How do I create an effective multimedia presentation? 	<p>Students will...</p> <p><u>Learning Targets:</u></p> <ul style="list-style-type: none"> • Open, edit, and save an existing presentation. • Apply various formats to slides with text and images. • Check spelling and grammar throughout your presentation. • Change layouts of slides. • Define and use different PowerPoint views, including Normal, Slide Sorter, Presenter, and Slide Show. • Add and utilize speaker notes. • Use headers and footers on slides and handouts. • Create presentations with different design themes and variants. • Add images to presentations--to the slide layout and as slide backgrounds. • Manipulate fonts with colors, effects, and WordArt. • Format lists with bullets and numbers. • Collaborate and combine presentations by reusing slides from other presentations. • Compose presentations using graphics and videos to enhance your message. • Use SmartArt graphics to create diagrams that show lists and processes. • Modify images, SmartArt, and videos to enhance their appearance. • Compile data into tables and format the information. • Compose charts, adding and editing data. • Design animations to retain the audience's interest and increase understanding. • Generate a slideshow with ink annotations.