Odysseyware°

CURRICULUM OVERVIEW

Office 2010 Applications I

Career and Technical Education Series

MICROSOFT, MICROSOFT WORD, MICROSOFT POWERPOINT, MICROSOFT EXCEL, MICROSOFT ACCESS, AND MICROSOFT PUBLISHER ARE EITHER REGISTERED TRADEMARKS OR TRADEMARKS OF MICROSOFT CORPORATION IN THE UNITED STATES AND/OR OTHER COUNTRIES.



Table of Contents

OFFICE 2010 APPLICATIONS I COURSE OVERVIEW	1
JNIT 1: MICROSOFT® WORD® BEGINNING SKILLS	
JNIT 2: MICROSOFT® WORD® INTERMEDIATE SKILLS	
JNIT 3: MICROSOFT® WORD® ADVANCED SKILLS	
JNIT 4: MICROSOFT® PUBLISHER® APPLICATION	
JNIT 4: MICROSOFT FOBLISHER AFFEICATION	
JNIT 5. IVICROSOFT POWERPOINT APPLICATION	
JNII D. CUUKSE KEVIEW. AND EXAM	

Office 2010 Applications I Course Overview

Office 2010 Applications I is a semester-length, high school elective that explores the use of application skills in Microsoft® Word®, Publisher®, and PowerPoint® 2010. Students will use these applications to design, develop, create, edit, and share business documents, publications, and presentations. This course provides key knowledge and skills in the following Microsoft Office® applications:

Microsoft Word: Students are provided with an introduction to advanced skills in Microsoft Word that range from simply developing an understanding of the various uses of Word to more complex explorations of mail merge, tab stops, reference resources, and additional features available in backstage view.

Microsoft Publisher: Students learn to create publications, insert and edit publication items, and view, review, and share those publications.

Microsoft PowerPoint: Students will learn how to create presentations, enter and modify content, modify and deliver presentations, and collaborate and share PowerPoint presentations.

- Microsoft Word Beginning Skills: Students will learn beginning skills in Word software, including how to create brochures, newsletters and other documents needed in a business environment.
- Microsoft Word Intermediate Skills: Students continue deepening their Word skills by learning about the finer points
 of the application, including inserting images, text boxes, shapes and tables into documents, and exploring tools they
 will use as they review and revise documents.
- Microsoft Word Advanced Skills: In this unit, students will focus on combining data from multiple sources to create
 labels and letters. They will also learn about adding special report features to documents such as endnotes, footnotes
 and hyperlinks.
- **Microsoft Publisher Application:** Students will explore the Publisher application, a desktop-publishing application that will allow them to create publications such as newsletters, business cards, brochures, or programs.
- Microsoft PowerPoint Application: Students will focus on the PowerPoint application and its power to design and
 deliver presentations. By using this application, they will learn to design, develop, and create presentations that can
 be delivered in many ways.

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Assignments				
1.	Course Overview	16.	Backgrounds and Themes	
2.	Microsoft Word and the Documents it can Create	17.	Project: Microsoft Word Page and Paragraph	
3.	Navigating the Word Screen		Formatting	
4.	Open, Enter Text, Save and Print	18.	Quiz 3: Formatting Paragraphs and Pages	
5.	Quiz 1: Word Introduction	19.	Alternate Quiz 3: Form A: Formatting Paragraphs	
6.	Alternate Quiz 1: Form A: Word Introduction*		and Pages*	
7.	Alternate Quiz 1: Form B: Word Introduction*	20.	Alternate Quiz 3: Form B: Formatting Paragraphs	
8.	Font: Basic Editing Features		and Pages*	
9.	Font Styles and the Clipboard	21.	Supplemental Lesson*	
10.	Project: Microsoft Word Document Formatting	22.	Special Project*	
11.	Quiz 2: Formatting Font	23.	Review	
12.	Alternate Quiz 2: Form A: Formatting Font*	24.	Test	
13.	Alternate Quiz 2: Form B: Formatting Font*	25.	Alternate Test: Form A*	
14.	Paragraph Formatting Features	26.	Alternate Test: Form B*	
15.	Page Setup Features	27.	Glossary and Credits	

Unit	Unit 2: Microsoft® Word® Intermediate Skills					
Assig	nments					
1.	Inserting Images into Documents	15.	Insert Comments and Track Changes			
2.	Inserting Shapes, SmartArt and Text Boxes	16.	Autocorrect Options			
	Special Parts in the Word Application	17.	Project: Review Tab Skills			
6 4.	Project: Inserting and Modifying Content	18.	Quiz 3: Autocorrect Options			
Applications 7. 6. 6.	Quiz 1: Word Intermediate Skills	19.	Alternate Quiz 3: Form A: Autocorrect Options*			
6.	Alternate Quiz 1: Form A: Word Intermediate Skills*	20.	Alternate Quiz 3: Form B: Autocorrect Options*			
7.	Alternate Quiz 1: Form B: Word Intermediate Skills*	21.	Project: Collaborating on a Word Document*			
.8 e	Inserting Tables	22.	Project: Supplemental Projects*			
9.	Organizing Content in Tables	23.	Special Project*			
10.	Project: Tables	24.	Review			
11.	Quiz 2: Working with Tables	25.	Test			
12.	Alternate Quiz 2: Form A: Working with Tables*	26.	Alternate Test: Form A*			
13.	Alternate Quiz 2: Form B: Working with Tables*	27.	Alternate Test: Form B*			
14.	Spell Check and Find and Replace	28.	Glossary and Credits			

	Unit 3: Microsoft® Word® Advanced Skills				
	Assig	nments			
	1.	Merging to Create Labels	15.	Using and Creating a Template	
	2.	Merging to Create Letters	16.	Project: Creating a document template	
ns I	3.	Project: Creating a Merge	17.	Quiz 3: Backstage View	
atio	4.	Quiz 1: Word Advanced Skills	18.	Alternate Quiz 3: Form A: Backstage View*	
olica	5.	Alternate Quiz 1: Form A: Word Advanced Skills*	19.	Alternate Quiz 3: Form B: Backstage View*	
2010 Applications	6.	Alternate Quiz 1: Form B: Word Advanced Skills*	20.	Project: Unit Simulation*	
010	7.	Endnotes and Footnotes	21.	Project: Supplemental Materials*	
e 2(8.	Hyperlinks	22.	Special Project*	
Office	9.	Table of Contents	23.	Review	
O	10.	Project: Inserting Special Report Features	24.	Test	
	11.	Quiz 2: References	25.	Alternate Test: Form A*	
	12.	Alternate Quiz 2: Form A: References*	26.	Alternate Test: Form B*	
	13.	Alternate Quiz 2: Form B: References*	27.	Glossary and Credits	
	14.	Share, Protect, and Modify Document Properties			

	Unit 4: Microsoft® Publisher® Application				
	Assig	nments			
	1.	Opening and Navigating Publisher	13.	Sharing and Printing Publications	
_	2.	Designing Pages	14.	Project: Modify and Share a Publication	
Applications	3.	Inserting Text	15.	Quiz 2: Publications	
icat	4.	Project: Open Publisher, Browse, and Select a	16.	Alternate Quiz 2: Form A: Publications*	
ppli		Template	17.	Alternate Quiz 2: Form B: Publications*	
0.	5.	Quiz 1: Publisher	18.	Project: Design, Edit and Share a Publication	
2010	6.	Alternate Quiz 1: Form A: Publisher*	19.	Project: Supplemental Activities	
Office	7.	Alternate Quiz 1: Form B: Publisher*	20.	Special Project*	
Off	8.	Graphics	21.	Review	
	9.	Tables and Building Blocks	22.	Test	
	10.	Project: Inserting Enhancements	23.	Alternate Test: Form A*	
	11.	Viewing a Publication	24.	Alternate Test: Form B*	
	12.	Reviewing a Publication	25.	Glossary and Credits	

Assig	nments		
1.	PowerPoint Layout and Modifying Views	16.	Project: Simulation: Modify, Share, and Deliver a
2.	Entering Text and Formatting Slides		Show
3.	Quiz 1: PowerPoint Layout and Views	17.	Quiz 3: Modify, Share, Deliver a Show
4.	Alternate Quiz 1: Form A: PowerPoint Layout and	18.	Alternate Quiz 3: Form A: Modify, Share, Deliver a
	Views*		Show*
5.	Alternate Quiz 1: Form B: PowerPoint Layout and	19.	Alternate Quiz 3: Form B: Modify, Share, Deliver a
	Views*		Show*
6.	Images, WordArt, and SmartArt	20.	Project: Simulation: Design and Create a
7.	Charts and Tables		Presentation
8.	Project: Simulation: Creating a Presentation	21.	Project: Supplemental Activities
9.	Quiz 2: Charts and Tables	22.	Special Project*
10.	Alternate Quiz 2: Form A: Charts and Tables*	23.	Review
11.	Alternate Quiz 2: Form B: Charts and Tables*	24.	Test
12.	Transitions and Animations	25.	Alternate Test: Form A*
13.	Set up Show and Timings	26.	Alternate Test: Form B*
14.	Presentation Tools	27.	Glossary and Credits
15.	Saving, Printing, Sharing, and Protecting a		
	Presentation		

Unit	6: Course Review, and Exam		
Assig	nments		
1.	Course Review	3.	Alternate Final Exam: Form A*
2.	Final Exam	4.	Alternate Final Exam: Form B*

(*) Indicates alternative assignment