

# **CURRICULUM OVERVIEW**

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## **Office 2010 Applications II** **Career and Technical Education Series**

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## Office 2010 Applications II Course Overview

Office Applications II is a semester-length, high school elective course that explores the use of application skills in Microsoft® Excel® and Microsoft® Access®. Students will use these applications to design, develop, create, edit, and share business spreadsheet and database documents. This course provides key knowledge and skills in the following areas:

1. Introduction to advanced skills in Microsoft® Excel® ranging from basic spreadsheet terminology to exploring data entry, formatting, formulas, functions, charts, graphics, and additional features available in backstage view
2. Skills in Microsoft® Access®, ranging from basic relational database terminology to creating and modifying tables, forms, queries, and reports

### Objectives

- Recognize the elements of an Excel spreadsheet.
- Demonstrate use of Excel navigation and protection tools.
- Know how to modify, edit, save, create, and format Excel spreadsheets.
- Use tools to manage Excel worksheets.
- Define the rules for creating formulas and functions in Excel worksheets.
- Demonstrate how to create, modify, and edit charts and shapes in Microsoft Excel.
- Demonstrate knowledge of database design.
- Manage the Access Environment.
- Create an Access database.
- Create, modify, and edit Access forms, queries, and reports.

Students must be computer literate and have Internet access. Students should have basic research skills, as well as the ability to conduct online searches and access recommended websites. Word processing and presentation software might be required to produce projects.

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Unit 1: Microsoft Excel Spreadsheets Basics		
Office 2010 Applications II	Assignments	
	1. Course Overview	15. Saving and File Formats
	2. What is a Spreadsheet and What Are Its Uses?	16. Sharing Worksheet Data with Other Users
	3. Spreadsheet Design and the Microsoft Excel Screen	17. Managing Comments
	4. Quiz 1: Overview of Spreadsheet Basics	18. Printing Worksheets and Workbooks
	5. Alternate Quiz 1: Form A: Overview of Spreadsheet Basics*	19. Project: Saving and Printing Microsoft Excel Files
	6. Alternate Quiz 1: Form B: Overview of Spreadsheet Basics*	20. Quiz 3: Managing File Settings
	7. Navigating in a Worksheet	21. Alternate Quiz 3: Form A: Managing File Settings*
	8. Microsoft Excel Workbook Views	22. Alternate Quiz 3: Form B: Managing File Settings*
	9. Microsoft Excel Window Views	23. Supplemental Lesson 1: Financial Terms*
	10. Project: Managing the Worksheet Environment	24. Supplemental Lesson 2: Financial Statements*
	11. Quiz 2: Spreadsheet Basics	25. Special Project*
	12. Alternate Quiz 2: Form A: Spreadsheet Basics*	26. Review
	13. Alternate Quiz 2: Form B: Spreadsheet Basics*	27. Test
	14. Workbook Properties	28. Alternate Test: Form A*
		29. Alternate Test: Form B*
		30. Glossary and Credits

Unit 2: Creating Microsoft Excel Spreadsheets		
Office 2010 Applications II	Assignments	
	1. Microsoft Excel Data Types	21. Alternate Quiz 3: Form A: Creating Formulas*
	2. Entering and Editing Cell Data	22. Alternate Quiz 3: Form B: Creating Formulas*
	3. Selecting, Filling, Moving, and Copying Cell Data	23. Functions in Microsoft Excel
	4. AutoFill	24. Function Wizard and Linking Formulas
	5. Project: Stock Market Project Part 1 - Researching and Recording Stock Prices	25. Analyzing Data by Sorting and Filtering
	6. Quiz 1: Data Entry	26. Project: Stock Market Project 4 - Entering Functions
	7. Alternate Quiz 1: Form A: Data Entry*	27. Quiz 4: Utilizing Functions and Data Commands
	8. Alternate Quiz 1: Form B: Data Entry*	28. Alternate Quiz 4: Form A: Utilizing Functions and Data Commands*
	9. Cell Formats	29. Alternate Quiz 4: Form B: Utilizing Functions and Data Commands*
	10. Editing Cells, Rows, and Columns	30. Project: Budget Project - Career Search
	11. Managing Worksheets	31. Project: Budget Project - Housing Research
	12. Project: Stock Market Project 2 - Formatting a Spreadsheet	32. Project: Budget Project - Vehicle Research
	13. Quiz 2: Formatting Cells and Worksheets	33. Project: Budget Project - Utilities, Vacation, and Miscellaneous Expense Research*
	14. Alternate Quiz 2: Form A: Formatting Cells and Worksheets*	34. Project: Budget Project - Final
	15. Alternate Quiz 2: Form B: Formatting Cells and Worksheets*	35. Special Project*
	16. Order of Operations	36. Review
	17. Microsoft Excel Formulas	37. Test
	18. Types of Cell References in Formulas	38. Alternate Test: Form A*
	19. Project: Stock Market Project 3 - Entering Formulas	39. Alternate Test: Form B*
	20. Quiz 3: Creating Formulas	40. Glossary and Credits

  

Unit 3: Microsoft Excel Graphical Representations		
Office 2010 Applications II	Assignments	
	1. Why Use Graphical Representations of Data?	15. Project: Stock Market Project Part 6 - Creating Advanced Charts
	2. Creating Charts	16. Quiz 3: Advanced Charting Options
	3. Quiz 1: Creating Charts in Microsoft Excel	17. Alternate Quiz 3: Form A: Advanced Charting Options*
	4. Alternate Quiz 1: Form A: Data Entry*	18. Alternate Quiz 3: Form B: Advanced Charting Options*
	5. Alternate Quiz 1: Form B: Data Entry*	19. Project: Research and Chart Product Price Comparisons*
	6. Formatting Charts	20. Project: Chart Budget Expenses*
	7. Enhancing Charts with Illustrations	21. Special Project*
	8. Formatting Illustrations	22. Review
	9. Project: Stock Market Project Part 5 - Creating and Enhancing Charts	23. Test
	10. Quiz 2: Enhancing Microsoft Excel Charts	24. Alternate Test: Form A*
	11. Alternate Quiz 2: Form A: Enhancing Microsoft Excel Charts*	25. Alternate Test: Form B*
	12. Alternate Quiz 2: Form B: Enhancing Microsoft Excel Charts*	26. Glossary and Credits
	13. Creating Picture Charts	
	14. Sparklines	

Unit 4: Microsoft Access Database Basics	
Assignments	
1. What is a Database and Its Uses?	18. Modifying a Table
2. Database Design	19. Importing Data from an Excel File
3. Field Names, Data Types, and Properties	20. Sorting and Filtering
4. Project: Designing a Customer Information Database	21. Creating Relationships
5. Quiz 1: Database Design	22. Project: Creating Customer Information Database
6. Alternate Quiz 1: Form A: Database Design*	23. Quiz 3: Creating an Access Database
7. Alternate Quiz 1: Form B: Database Design*	24. Alternate Quiz 3: Form A: Creating an Access Database*
8. The Access Screen	25. Alternate Quiz 3: Form B: Creating an Access Database*
9. Navigating in Table Datasheets, Forms, and Reports	26. Project: Designing an Address List Database*
10. Working in the Navigation Pane	27. Project: Creating an Address List Database*
11. Save Options and Compact and Repair	28. Project: Designing and Creating an Inventory Database*
12. Project: Managing the Access Environment	29. Special Project*
13. Quiz 2: Managing the Access Environment	30. Review
14. Alternate Quiz 2: Form A: Managing the Access Environment*	31. Test
15. Alternate Quiz 2: Form B: Managing the Access Environment*	32. Alternate Test: Form A*
16. Creating an Access Database and Table	33. Alternate Test: Form B*
17. Entering Data	34. Glossary and Credits

Unit 5: Microsoft Access Forms, Queries, and Reports	
Assignments	
1. Creating Forms	20. Sorting and Filtering Records in a Report
2. Editing the Design of a Form	21. Creating Multi-table Reports
3. Creating Multi-table Forms	22. Editing the Design of a Multi-Table Report
4. Editing Multi-table Forms	23. Project: Address List Reports
5. Project: Address List Forms	24. Quiz 3: Microsoft Access Reports
6. Quiz 1: Microsoft Access Forms	25. Alternate Quiz 3: Form A: Microsoft Access Reports*
7. Alternate Quiz 1: Form A: Microsoft Access Forms*	26. Alternate Quiz 3: Form B: Microsoft Access Reports*
8. Alternate Quiz 1: Form B: Microsoft Access Forms*	27. Project: Creating Forms for the Address List Database*
9. Creating Simple Queries	28. Project: Creating Queries for the Address List Database*
10. Creating Advanced Queries	29. Project: Creating Reports for the Address List Database*
11. Creating Multi-table Queries	30. Special Project*
12. Calculating Totals in a Query	31. Review
13. Creating Calculated Fields in a Query	32. Test
14. Project: Address List Queries	33. Alternate Test: Form A*
15. Quiz 2: Microsoft Access Queries	34. Alternate Test: Form B*
16. Alternate Quiz 2: Form A: Microsoft Access Queries*	35. Glossary and Credits
17. Alternate Quiz 2: Form B: Microsoft Access Queries*	
18. Creating Reports	
19. Editing the Design of a Report	

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

(\*) Indicates alternative assignment