

CURRICULUM OVERVIEW

Office 2013 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.



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Office 2013 Applications I

Office 2013 Applications I is a semester-length, high school elective that explores the use of application skills in Microsoft® Word®, Publisher®, and PowerPoint® 2013. 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:

1. 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.
2. Microsoft Publisher: Students learn to create publications, insert and edit publication items, and view, review, and share those publications.
3. Microsoft PowerPoint: Students will learn how to create presentations, enter and modify content, modify and deliver presentations, and collaborate and share PowerPoint presentations.

Objectives

- Create, modify, save, and format styles, text, font, pages, and folders in Microsoft Word.
- Demonstrate use of the Cut, Copy, and Paste commands and the Show/Hide button while editing documents.
- Show how to use Spell Check, Find and Replace, and AutoCorrect in the Word application.
- Know how to track changes and add comments in a document.
- Demonstrate how to insert, format, modify, and edit elements of a Word document.
- Demonstrate knowledge of Microsoft Word advanced skills.
- Understand the basics of references in Word.
- Modify document properties including templates.
- Recognize how to navigate, modify, edit, and review elements of the Microsoft Publisher application.
- Recall how to print and share a publication electronically.
- Demonstrate knowledge of how to open, modify, insert, create, present, and save elements of a PowerPoint presentation.

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

Unit 2: Microsoft Word Intermediate Skills		
Office 2013 Applications I	Assignments	
	1. Inserting Images into Documents	14. Spell Check and Find and Replace
	2. Inserting Shapes, SmartArt and Text Boxes	15. Insert Comments and Track Changes
	3. Special Parts in the Word Application	16. Autocorrect Options
	4. Project: Inserting and Modifying Content	17. Project: Review Tab Skills
	5. Quiz 1: Word Intermediate Skills	18. Quiz 3: Autocorrect Options
	6. Alternate Quiz 1—Form A: Word Intermediate Skills*	19. Alternate Quiz 3—Form A: Autocorrect Options*
	7. Alternate Quiz 1—Form B: Word Intermediate Skills*	20. Alternate Quiz 3—Form B: Autocorrect Options*
	8. Inserting Tables	21. Project: Collaborating on a Word Document*
	9. Organizing Content in Tables	22. Project: Unit 2 - Capstone
	10. Project: Tables	23. Special Project*
	11. Quiz 2: Working with Tables	24. Review
	12. Alternate Quiz 2—Form A: Working with Tables*	25. Test
	13. Alternate Quiz 2—Form B: Working with Tables*	26. Alternate Test—Form A*
		27. Alternate Test—Form B*
		28. Glossary and Credits

Unit 3: Microsoft Word Advanced Skills		
Office 2013 Applications I	Assignments	
	1. Recording a Macro	16. Share, Protect, and Modify Document Properties
	2. Project: Record a Macro	17. Using and Creating a Template
	3. Merging to Create Letters	18. Project: Creating a document template
	4. Project: Creating a Merge	19. Quiz 3: Backstage View
	5. Quiz 1: Word Advanced Skills	20. Alternate Quiz 3—Form A: Backstage View*
	6. Alternate Quiz 1—Form A: Word Advanced Skills*	21. Alternate Quiz 3—Form B: Backstage View*
	7. Alternate Quiz 1—Form B: Word Advanced Skills*	22. Project: Unit Simulation*
	8. Endnotes and Footnotes	23. Project: Unit 3 – Capstone
	9. Citations and Captions	24. Special Project*
	10. Hyperlinks	25. Review
	11. Table of Contents	26. Test
	12. Project: Inserting Special Report Features	27. Alternate Test—Form A*
	13. Quiz 2: References	28. Alternate Test—Form B*
	14. Alternate Quiz 2—Form A: References*	29. Glossary and Credits
	15. Alternate Quiz 2—Form B: References*	

Unit 4: Microsoft Publisher Application		
Office 2013 Applications I	Assignments	
	1. Opening and Navigating Publisher	14. Project: Modify and Share a Publication
	2. Designing Pages	15. Quiz 2: Publications
	3. Inserting Text	16. Alternate Quiz 2—Form A: Publications*
	4. Project: Open Publisher, Browse, and Select a Template	17. Alternate Quiz 2—Form B: Publications*
	5. Quiz 1: Publisher	18. Project: Design, Edit and Share a Publication
	6. Alternate Quiz 1—Form A: Publisher*	19. Project: Unit 4 - Capstone
	7. Alternate Quiz 1—Form B: Publisher*	20. Special Project*
	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	
	13. Sharing and Printing Publications	

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

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

(*) Indicates alternative assignment