


Computer Applications


2018 - 2019

Office Applications

 Word

 Excel

 PowerPoint

 Outlook

 OneNote

 Access

 Publisher



Career Unit

Ms. Penny Friend

Time Frame	Unit Titles/Content	Competencies to be included from Virginia Dept. of Education	Implementation Notes
Two Weeks	Class Procedures Computer Systems	Mastering Basic Computer Operations Maintaining Computer System Mastering Keyboarding Skills	
Week 1	<ul style="list-style-type: none"> ✓ Class Procedures and Course Objectives ✓ Parts of the Computer System ✓ Learning about the Desktop ✓ Toolbars ✓ Keyboarding Technique, review 	<ul style="list-style-type: none"> • Explain the functions of computer system components • Boot, access, and exit operating system and software • Input data and commands using peripherals • Use file and disk management techniques, such as copy, move, store, rename, retrieve, save, delete, and create directories • Access and exit software. • Determine the available memory and disk space. • Create backup. • Manipulate data/software/operating system using function keys, icons, bars, and pull-down menus • Key alphabetic, numeric, and symbol information using a touch system and correct technique • Improve keyboarding techniques • Increase keyboarding speed and accuracy • Describe ergonomic guidelines related to safe computer use 	<ul style="list-style-type: none"> -Parts of the computer booklet -word match -A to Z Words that have to do with Computers - use graphic organizer to list what students know on the board - Disk management, disk space, deleting files - peripherals, input media - Website – How Computers Work - Video stream-Computers at work -Homekeys review - proper hand position, proper sitting position, - demonstrate technique and posture - Injuries for improper technique. - Repetitive Stress Injury -Keyboard Position Checklist
Week 2	<ul style="list-style-type: none"> ✓ Computer Maintenance ✓ Careers in technology ✓ Developments in technology 	<ul style="list-style-type: none"> • Maintain printer • Clean hardware and peripherals • Run CHKDSK • Identify safety precautions associated with computer (surge protectors, anti-static mats and pads, power plugs) • Identify common hazards associated with the use of disks • Identify methods of preventing importation of computer viruses. <p>Troubleshoot hardware problems (proper connections, power supply, switch box connections, printer jams)</p>	<ul style="list-style-type: none"> - Review care posters - CHKDSK -Computer virus software - ABC's of computer maintenance

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11 Weeks	Word Processing	Using Word Processing Applications	
Week 3	<ul style="list-style-type: none"> ✓ Opening/Closing Files ✓ Introduction to Journals ✓ Bold, Italics, Underline 	<ul style="list-style-type: none"> • Identify a variety of word processing programs • Key and format letters, memoranda, reports, outlines, and tables • Compose and format letters, memoranda, reports, outlines, and tables. • Proofread copy. • Edit copy. • Enhance documents by using different fonts and features such as bold, italics, and bullets. 	<ul style="list-style-type: none"> - Introduce Office 2007 concepts - Review booklet about ribbons Discuss WordPerfect, Works,, and Microsoft Word -Review purposes and uses of word processing (use a graphic organizer) - Add Spacing Guidelines
Week 4	<ul style="list-style-type: none"> ✓ Cut/Copy/Paste ✓ Clipboard ✓ Moving Text ✓ Backspace, Delete, Insert, Overtyp 	<ul style="list-style-type: none"> • Edit document by using techniques such as delete, insert, typeover, block, move, and copy. 	<ul style="list-style-type: none"> -Grocery list - putting lists in alphabetical order (dinosaur list) - Edit documents by moving paragraphs - Demonstrate using projector
Week 5	<ul style="list-style-type: none"> ✓ Formatting Text ✓ Line Spacing ✓ Text Alignment 	<ul style="list-style-type: none"> • Enhance documents by using different fonts and features such as bold, italics, and bullets. 	Type 13 Colonies
Week 6	<ul style="list-style-type: none"> ✓ Page setup ✓ Page Orientation ✓ Margins, borders, size ✓ Printer Selection 	<ul style="list-style-type: none"> • Set printer specifications 	<ul style="list-style-type: none"> - Setting margins - Landscape vs. Portrait - Choosing a printer - Print preview and zoom
Week 7	<ul style="list-style-type: none"> ✓ Tabs and Indents ✓ Headers and Footers ✓ Inserting Page Numbers ✓ Page breaks 	<ul style="list-style-type: none"> • Enhance documents using features such as leader tabs, shading, lines, and boxes. • Use features such as headers, footers, justification, and pagination. 	<ul style="list-style-type: none"> - sorting nouns and verbs - multi-page document with headers/footers and page numbers -Average Distance from the Sun -American President Table - Have students teach each other how to set tabs and indents
Week 8	<ul style="list-style-type: none"> ✓ Using Spelling and Grammar Check ✓ Using the Auto Features ✓ Find and Replace Text 	<ul style="list-style-type: none"> • Obtain assistance for preparing documents via electronic and hard copy references and documentation (help screens, user’s manual, dictionary, thesaurus, spell check, grammar check, Internet search) • 	<ul style="list-style-type: none"> - Have students correct document with misspellings - Have them type a story and ask another student to correct for them - AutoCorrect, AutoComplete - Thesaurus – Name Acronym

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Week 9	<ul style="list-style-type: none"> ✓ Tables ✓ Internet Project with Tables 	<ul style="list-style-type: none"> • Key and format letters, memoranda, reports, outlines, and tables • Compose and format letters, memoranda, reports, outlines, and tables. • Proofread copy. • Edit copy. 	Critical thinking activity design payroll table for a Stable owner
Week 10	<ul style="list-style-type: none"> ✓ Writing Letters and Memos 	<ul style="list-style-type: none"> • Key and format letters, memoranda, reports, outlines, and tables • Compose and format letters, memoranda, reports, outlines, and tables. • Proofread copy. • Edit copy. 	<ul style="list-style-type: none"> - Personal Business letters - Letter in textbook - Letter to Principal - Letter to Chamber of Commerce
Three Weeks	Desktop Publishing	Incorporating Graphic Features	
Week 11	<ul style="list-style-type: none"> ✓ Columns ✓ Inserting graphics and clipart 	<ul style="list-style-type: none"> • Identify graphic features incorporated in a variety of media. • Enhance word processing and spreadsheet documents by incorporating graphic elements. • Create visual communications involving art work (e.g., freehand drawing applications, clip art, digitized images. 	<ul style="list-style-type: none"> - Discuss newspaper columns (show examples) - Discuss the importance of visual images and show examples - clipart, sizing handles, changing the layout
Week 12	<ul style="list-style-type: none"> ✓ Borders and Shading ✓ Drawing Toolbar ✓ AutoShapes 	<ul style="list-style-type: none"> • Create visual communications involving text and graphic data. (e.g. brochures, pamphlets, flyers, newsletters) 	Activities using digital cameras -Geometric Scavenger Hunt
Week 13	<ul style="list-style-type: none"> ✓ Downloading Graphics ✓ WordArt ✓ Designing flyers, brochures, and handouts 	<ul style="list-style-type: none"> • Use advanced publishing software features, graphics programs, and scanners to produce page layouts. • Enhance documents using features such as leader tabs, shading, lines, and boxes. 	<ul style="list-style-type: none"> - What’s Your Business flyer - Computer Students Wanted flyer - How to create a brochure

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Three Weeks	Internet	Communicating through Networks and Telecommunication	
Week 14	<ul style="list-style-type: none"> ✓ Master the Net Unit ✓ Performing Internet Research 	<ul style="list-style-type: none"> • Use local and worldwide network communication systems • Develop website documents that could be accessed by worldwide networks. • Use strategies to retrieve electronic information. • Use electronic encyclopedias, almanacs, indexes, and catalogs to retrieve and select relevant information. • Use laser discs with a computer in an interactive mode. • Use local and wide area networks and modem-delivered services to access and retrieve information. • Use databases to perform research. • Evaluate advantages and disadvantages of various processing, storage, retrieval, and transmission technology. 	<ul style="list-style-type: none"> - Website is learnthenet.com - Students will design a flyer for a fundraiser for KCMS after researching ideas on the web to raise money. Have a list of appropriate sites. - Discuss search engines, web addresses vs. searching - Internet Scavenger Hunt
Week 15	<ul style="list-style-type: none"> ✓ Research Project 	<ul style="list-style-type: none"> • Combine word processing, desktop publishing, and Internet research skills 	<ul style="list-style-type: none"> - State Project – give oral report - Review expectations - save on Student drive
Week 16	<ul style="list-style-type: none"> ✓ Internet Safety 	<ul style="list-style-type: none"> • Explain concepts of security, integrity, courtesy, and confidentiality related to information and communication systems. 	<ul style="list-style-type: none"> - Safety on the Internet (Rules) - Chat rooms, Instant Messenger - Explore websites about Internet Safety. - Have Resource Officer present info - Story about girl who meets person in chat room - Activity using different scenarios
One Week	Ethical Issues	Identifying Ethical Issues Relating to Computers and Computer Systems	

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Week 17	✓ Security/Ethical Issues	<ul style="list-style-type: none"> • Identify security issues related to computer hardware, software, and data • Explain concepts of security, integrity, courtesy, and confidentiality related to information and communication systems. • Explain concepts related to copyright, public domain, copy protection, and licensing agreements. 	Questions about: <ul style="list-style-type: none"> • Reading others email • Downloading music • Is everything factual on Internet? • Stealing others ideas • Pirating software • Confidentiality • Use people searches • Spam on Internet
Six Weeks	Microsoft Excel Spreadsheets	Communicating with Spreadsheets	
Week 18	✓ Learning About Spreadsheets ✓ Formatting the Spreadsheet	<ul style="list-style-type: none"> • Identify a variety of spreadsheet programs • Enter data and formulas • Edit data within the spreadsheet • Analyze data • Create graphs and charts. • Integrate word processing and spreadsheet information. 	- Discuss Excel, Works, Clarisworks - Introduce rows/columns - Look at Excel screen - Formatting cells - Columns widths - Merging cells
Week 19	✓ Organizing the Spreadsheet ✓ Sorting Data		- Insert/Delete Rows/Columns - AutoFill - Freeze Columns/Rows - Sort Data -Civil War Project
Week 20	✓ Understanding Formulas		- Understanding/Creating Formulas - AutoSum - copy formulas
Week 21	✓ Performing Calculations		- test grade calculations - Formula Worksheet
Week 22	✓ Using the Worksheet to Communicate		- Insert a picture - create a chart
Week 23	✓ Understanding and creating charts (graphs)		- Graphing data - Calculating Averages - State Statistics - Class Surveys - Inserting graphs in Word documents

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Two Weeks	Database	Communicating with Databases	
Week 24	<ul style="list-style-type: none"> ✓ Introduction to Database ✓ Using Excel for Database 	<ul style="list-style-type: none"> • Identify a variety of database programs • Create a database by defining fields and designing formats 	<ul style="list-style-type: none"> - What is a database? - Have you ever seen a database? - Give examples: telephone book, school databases, etc. - How is it like Excel?
Week 25	<ul style="list-style-type: none"> ✓ Microsoft Access Database 	<ul style="list-style-type: none"> • Create a database by defining fields and designing formats. • Enter, move, and edit alphanumeric data • Process material using database features such as sort and merge. • Access data through search procedures • Design and produce reports in various formats • Integrate information in word processing, spreadsheet, and database applications. 	<ul style="list-style-type: none"> - Design and Datasheet view - Pizza Database
Three Weeks	Finding a Career	Developing Employability Skills	
Week 26	<ul style="list-style-type: none"> ✓ Explore self/skills ✓ Research Careers 	<ul style="list-style-type: none"> • Assess interests and skills re: jobs • Research career opportunities. • 	<ul style="list-style-type: none"> - Choosing a career matching survey results - Emphasize importance of choosing a career like and good at - Embedded Activity: Review Personal Business Letters
Week 27	<ul style="list-style-type: none"> ✓ Job Applications ✓ Resumes 	<ul style="list-style-type: none"> • Complete a job application form. • Develop a résumé. 	<ul style="list-style-type: none"> - Complete an application for fictitious person and for themselves - Complete a résumé for fictitious person and for themselves; use a template
Week 28	<ul style="list-style-type: none"> ✓ Cover/Follow-up Letters ✓ Interviews 	<ul style="list-style-type: none"> • Demonstrate interviewing techniques. • Compose an interview follow-up letter. • Create a portfolio containing representative examples of work developed. • Identify potential employment barriers for nontraditional groups and ways to overcome barriers. 	<ul style="list-style-type: none"> - Interview video stream - Special speaker about interviews and what employers are looking for. - Conducting interviews - Follow up letters

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Four Weeks	PowerPoint	Creating Visuals Presentations	
Week 29		<ul style="list-style-type: none"> • Create visual communications involving text and graphic data. 	<ul style="list-style-type: none"> - Understanding the PowerPoint screen - apply design templates - adding slides, rearranging slides -
Week 30	<ul style="list-style-type: none"> ✓ Enhancing Presentations ✓ Add Special Effects 		<ul style="list-style-type: none"> - Creating presentations - formatting text - inserting pictures - choosing effects - animating - formatting transitions - adding clipart - research on the Internet
Week 31 & 32	<ul style="list-style-type: none"> ✓ Assessing Understanding of PowerPoint Presentations 		<ul style="list-style-type: none"> - review PowerPoint - Top 10 Project - Presentations
Two Weeks	Digital Camera and Scanner	Incorporating Graphic Features	
Week 33	<ul style="list-style-type: none"> ✓ Digital Camera 	<ul style="list-style-type: none"> • Create visual communications involving art work (e.g., freehand drawing applications, clip art, digitized images. 	<ul style="list-style-type: none"> - Its All About You - Pictures of class mates - Geometric shapes - Scavenger Hunt
Week 34	<ul style="list-style-type: none"> ✓ Scanner 	<ul style="list-style-type: none"> • Use advanced publishing software features, graphics programs, and scanners to produce page layouts. 	<ul style="list-style-type: none"> - Use magazines for students to find things that describe them. Scan pictures to make collage
One Week	Word Processing	Using the Outline Format	
Week 35	<ul style="list-style-type: none"> ✓ Outlines ✓ Reports, MLA format 	<ul style="list-style-type: none"> • Compose and format reports, outlines, and headings. 	<ul style="list-style-type: none"> - Outline activities -Using outlines for reports - Using Roman numerals
One Week	Designing Web Pages	Communicating through Networks and Telecommunication	
Week 36	<ul style="list-style-type: none"> ✓ Creating and Evaluation Web Pages 	<ul style="list-style-type: none"> • Develop website documents that could be accessed by worldwide networks. 	<ul style="list-style-type: none"> - Look at school web page - Look at examples of web pages - Design a personal web page