

Independent School District of Boise City

0202 Computer Applications 2 (Computer Skill Development 2)

Open to: 7, 8, & 9

Prerequisite: Computer Applications 1 (Computer Skill Development 1 with a passing grade)

Students will learn how to create a variety of publications using Microsoft Publisher. Student will learn how to manipulate number data and create charts within Microsoft Excel. Students will continue exploring advanced features of Microsoft PowerPoint. Students will be given the opportunity to integrate the various components that make up the Microsoft Office Suite.

Adopted Materials

Title: Microsoft Office 2003 Introductory Course

Author: Pasewark and Pasewark

Publisher: Thomson Learning/South-Western

Course Scope & Sequence

Unit 1 Microsoft Publisher	20 days
Unit 2 Microsoft Excel	30 days
Unit 3 Microsoft PowerPoint	20-25 days
Unit 4 Microsoft Office Integration	5-7 days
Focus Project/EOC	15 days

Computer Applications 2		0202
Unit 1	Microsoft Publisher	20 days

Instructional Objective		Standard Reference	
0202.01 Microsoft Publisher basics.		1.1a, 1.1b, 1.2a, 1.2b, 3.1a	
No.	Performance Objective	Resource Reference	Assessment Correlation
01	Start Microsoft Publisher.	Unit A Page 4	TO
02	Describe the parts that make up the Publisher catalog.	Unit G Pages 150, 166-167	TMA
03	Describe the parts that make up the opening screen of Publisher.	Unit Q Page 5	TMA
04	Create a blank publication.	Unit B Pages 30-31	TO
05	Demonstrate zooming in and out of a publication.	Unit A Pages 10-11	TO
06	Save a publication.	Unit A Pages 8,10,12 Unit B Page 30	TO

07	Spell checks a publication.	Unit A Page 10 Unit C Pages 58-59	TO
08	Access help through Help located on the Main Menu Bar and through the Office Assistant.	Unit A Pages 13-14, 17	TO
09	Check the design of a publication using the design checker feature.	Unit I Pages 212-213	TO
10	Print Preview and Print a publication.	Unit A Pages 12-13	TO
11	Close and open a publication.	Unit A Page 8 & 16	TO
Instructional Objective 0202.02 Formatting and manipulating text within a blank publication.		Standard Reference 1.1a, 1.1b, 1.2a, 1.2b, 3.1a	
No.	Performance Objective	Resource Reference	Assessment Correlation
01	Open a blank publication, create a text frame and enter text	Unit A Pages 9-10	TMA
02	Insert text into a text frame and create a text frame for overflow text. Create a link between the text frame and the overflow text frame.	Unit E Pages 110-111	TMA
03	Use various methods to select text so that enhancements can be added to the text selected.	Unit A Pages 10, 28- 29	TO
04	Enhance text by changing the font style, font size, font color, bolding, italicizing, underscoring, and other special effects.	Unit A Pages 10, 18 Unit E Pages 102	TMA
05	Move text boxes around within a publication.	Unit F Pages 132-133	TMA
06	Copy, cut, and paste text within a text frame of a publication.	Unit D Page 78	TMA
07	Delete text within a text frame of a publication.	Unit B Page 32-33	TMA
08	Create and use text styles within a text frame publication.	Unit E Pages 104-105	TMA
Instructional Objective 0202.03 Work with multiple page publications and text frames.		Standard Reference 1.1a, 1.1b, 1.2a, 1.2b, 3.1a	
No.	Performance Objective	Resource Reference	Assessment Correlation
01	Insert a new page into a publication.	Unit G Pages 150- 151	TMA
02	Delete a page from a publication.	Unit G Pages 152- 153	TMA
03	Change the line spacing of text within a text frame of a publication.	Unit E Page 108	TMA
04	Change the vertical alignment of text within a text frame of a publication.	Boise Schools Information Navigator class test.	TMA
Instructional Objective 0202.04 Use text frame borders and fills.		Standard Reference 1.1a, 1.1b, 1.2a, 1.2b, 3.1a, 2.2b, 2.2c, 5.1a	

No.	Performance Objective	Resource Reference	Assessment Correlation
01	Create and format a line border.	Unit C Page 54	TMA
02	Create and format a fill for a text frame.	Unit C Page 54-57	TMA
03	Create and format a border using border art.	Unit C Page 54	TMA
Instructional Objective 0202.05 Working with pictures and clip art.		Standard Reference 1.1a, 1.1b, 1.2a, 1.2b, 3.1a, 2.2b, 2.2c, 5.1a	
No.	Performance Objective	Resource Reference	Assessment Correlation
01	Create a picture frame and insert a picture.	Unit B Page 34	TMA
02	Create and format a border around a picture frame.	Unit H Page 176	TMA
03	Size and place picture frame within a publication.	Unit B Pages 34-35 Unit D Pages 76-77	TMA
04	Create a clip art frame and insert a clip art picture.	Unit H Page 176	TMA
05	Size and place a clip art frame within a publication.	Unit H Page 176	TMA
06	Create and format a border around a clip art frame	Unit H Page 176	TMA
Instructional Objective 0202.06 Working with drawing objects.		Standard Reference 1.1a, 1.1b, 1.2a, 1.2b, 3.1a	
No.	Performance Objective	Resource Reference	Assessment Correlation
01	Draw and format lines by changing line style, line length, line width, and line color.	Unit C Page 54 Unit D Pages 89-90	TMA
02	Draw and format ovals and circles by adding borders and fills.	Unit D Pages 84-91	TMA
03	Draw and format rectangles and squares by adding borders and fills.	Unit D Pages 84-91	TMA
04	Format drawing objects by layering.	Unit D Pages 84-91	TMA
05	Group objects.	Unit B Page 42 Unit D Page 82	TMA
Instructional Objective 0202.07 Working with backgrounds.		Standard Reference 1.1a, 1.1b, 1.2a, 1.2b, 3.1a	
No.	Performance Objective	Resource Reference	Assessment Correlation
01	Create an object and place it on the background of a publication.	Unit F Pages 129-135	TMA
02	Insert a clip art object into a publication and place it on the background and size it to cover an entire page	Unit G Pages 154, 158-159	
Instructional Objective 0202.08 Understanding the Publisher catalog.		Standard Reference 1.1a, 1.1b, 1.2a, 1.2b, 3.1a	
No.	Performance Objective	Resource Reference	Assessment

			Correlation
01	Identify and describe the steps and options of the Publisher catalog wizard.	Unit B Pages 30-31, 42 Unit C Pages 50, 66	TMA
02	Create and format a flyer using the catalog wizard.	Unit c Pages 66-67 Unit D Pages 75-91	TMA
03	Create and format a newsletter using the catalog wizard.	Unit A Page 16 Unit B Pages 30-31	TMA
04	Create and format a brochure using the catalog wizard.	Unit B Pages 42-43 Unit C 66-67	TMA
Instructional Objective 0202.09 Covert a publication into a web document.		Standard Reference 1.1a, 1.1b, 1.2a, 1.2b, 3.1a, 2.1b, 2.2a, 3.1c, 3.1d, 4.1c, 5.1a, 5.2a	
01	Create a publication and convert it into a web page.	Unit J Pages 240-241	TMA

Computer Applications 2		0202
Unit 2	Microsoft Excel	30 days

Instructional Objective		Standard Reference	
0202.10 Perform the tasks necessary to create and save a basic Excel workbook.		3.1b	
No.	Performance Objective	Resource Reference	Assessment Correlation
01	Open a new or existing spreadsheet file (workbook).	Lesson 1 Page 6	TMA
02	Identify the elements of the Excel window including the menu bar, the tool bars, and the status bar.	Lesson 1 Page 5	TMA
03	Move to various cells using the mouse, arrow keys, Page up, Page down, Home and End keys, as well as using the Go to command.	Lesson 1 Page 7	TMA
04	Using the mouse and keyboard combinations, select individual cells, ranges of cells, rows, columns, and the entire sheet.	Lesson 1 Page 8	TMA
05	Select and name sheets, move sheets, insert and delete sheets.	Lesson 7 Page 141	TMA
06	Insert text, numbers and formulas into cells.	Lesson 1 Page 9	TMA
07	Save and close workbooks.	Lesson 1 Page 14	TMA
Instructional Objective 0202.11 Modify and print existing workbooks.		Standard Reference 3.1a	
No.	Performance Objective	Resource Reference	Assessment Correlation
01	Delete the contents of a cell.	Lesson 1 Page 11	TMA

02	Revise text, numbers and formulas.	Lesson 2 Page 10	
03	Rotate and indent text.	Lesson 2 Page 24	
04	Use absolute and relative references to copy and move data.	Lesson 3 Page 43	
05	Insert, resize, and delete rows and columns.	Lesson 2 Page 21 Lesson 3 Page 50	
06	Preview and print worksheets, use Fit to Page , and print headers and footers.	Lesson 1 Page 14 Lesson 3 Page 54-55	
Instructional Objective 0202.12 Format cells and worksheets.		Standard Reference 3.1.a	
No.	Performance Objective	Resource Reference	Assessment Correlation
01	Modify cell size and alignment.	Lesson 2 Page 21	TMA
02	Use cell borders and fill color.	Lesson 2 Page 30	TMA
03	Format text using fonts, font sizes and font colors.	Lesson 2 Page 27	TMA
04	Format numbers to percents, currency, and general number format, and increase and decrease decimal places, formulas.	Lesson 2 Page 32	TMA
Instructional Objective 0202.13 Use Functions.		Standard Reference 3.1b, 6.1.a	
No.	Performance Objective	Resource Reference	Assessment Correlation
01	Use the SUM, AVERAGE, MAX, MIN, COUNT, and Calculator functions.	Lesson 5 Page 89-93	TMA
02	Use AutoSum to quickly find the total of a range of cells.	Lesson 4 Page 74	TMA
03	Use the Function Wizard to search for, modify and insert a function.	Lesson 5 Page 88	TMA
Instructional Objective 0202.14 Create, format, and modify charts.		Standard Reference 3.1a, 3.1b, 3.1c	
No.	Performance Objective	Resource Reference	Assessment Correlation
01	Use the Chart Wizard to create various charts such as column, line and pie charts.	Lesson 8 Page 159	TMA
02	Modify charts by changing the patterns, fonts, and properties of various elements within the chart.	Lesson 8 Page 171	TMA
03	Adjust the range of the Y-axis to better display chart data.	Lesson 8 Page 170	TMA
04	Add chart and axis titles, as well as data labels to a chart.	Lesson 8 Page 162	TMA
05	Preview and print charts.	Lesson 8 Page 165	TMA
Instructional Objective 0202.15 Use spreadsheets to develop a solution to a problem.		Standard Reference 6.1a, 3.1b, 3.1d	
No.	Performance Objective	Resource Reference	Assessment Correlation

01	Analyze a problem in order to break it down into its parts.	Unit Review Pages 183-192	TMA
02	Organize data and devise a plan by experimenting using trial and error and asking "what if" questions.	Teacher Guided	TMA
03	Gather experimental data and look for a pattern or eliminate possibilities.	Teacher Guided	TMA

Computer Applications I		0201
Unit 3	Microsoft PowerPoint	20-25 Days

Instructional Objective		Standard Reference	
0201.07 Create, Save, and Print a Presentation		1.1a, 1.1b, 1.1c, 1.2a, 3.1c, 4.1b	
No.	Performance Objective	Resource Reference	Assessment Correlation
01	Create a blank presentation, select a slide design Task Pane, and add text to the placeholders.	Lesson 1 Pages 9-10 Lesson 2 Pages 21-22	TMA
02	Add slides to a presentation.	Lesson 2 Pages 29 & 43-49	TMA
03	Demonstrate how to move, copy, duplicate, and delete slides.	Lesson 1 Pages 11-14	TMA
04	Demonstrate how to change slide layout and apply a template.	Lesson 2 Pages 25-26	
05	Open an existing presentation and show the various slide views: slide, outline, note pages, slide show, and slide sorter.	Lesson 1 Pages 8 ,11,& 47	TO
06	Demonstrate how to navigate from slide to slide within a presentation.	Lesson 1 Page 7 Lesson 2 Pages 26, 29, & 45	TO
07	Save a presentation to a disk or to the server.	Lesson 1 Pages 7-8	TMA
08	Print a presentation using slides and handout options.	Lesson 1 Page 15 Lesson 2 Page 37	TMA
Instructional Objective		Standard Reference	
0201.08 Enhance slides and work with text and objects.		1.1a, 1.2a, 2.2b, 2.2c, 5.1a, 6.1a	
No.	Performance Objective	Resource Reference	Assessment Correlation
01	Enhance the appearance of text on a slide by changing the font style, size, case, and alignment.	Lesson 2 Pages 34-36 Lesson 4 Pages 116-118	TMA
02	Demonstrate how to change a slide's color scheme.	Lesson 2 Page 27-33	TMA
03	Demonstrate how to copy text formatting by using Format Painter.	Lesson 4 Pages 115-116, & 118	TMA
04	Demonstrate how to move and size placeholders.	Lesson 2 Page 45	TMA

05	Demonstrate how to place and copy text into a shape.	Lesson 3 Page 87 Lesson 4 Page 131	TMA
06	Demonstrate paragraph formatting by increasing and decreasing paragraph spacing.	Lesson 5 Pages 80,82,83,86,96,98 Lesson 6 Pages 107,125	TMA
07	Demonstrate how to place items such as slide numbers, date, time, and footers using slide and title master.	Lesson 4 Pages 45 Lesson 3 Pages 95-96	TMA
08	Demonstrate how to add graphics, format text, and format bullets using slide and title master.	Lesson 2 Pages 29-31, & 49	TMA
09	Demonstrate how to work with graphic images using the drawing objects.	Lesson 3 Page 74 Lesson 2 Page 33	TMA
10	Demonstrate how to group, ungroup, and layer drawing objects.	Lesson 3 Pages 74-77, 88	TMA
11	Create a chart, table, and an organization chart slide.	Lesson 3 Pages 61-73	TMA
12	Insert an Excel worksheet into a presentation.	Lesson 4 Page 105	TMA
Instructional Objective 0201.09 Work with slide shows.		Standard Reference 1.1a, 1.1b, 1.2a, 3.1c, 4.1b	
No.	Performance Objective	Resource Reference	Assessment Correlation
01	Create a slide show from a presentation adding transitions, animation effects, sounds, and timings, Video, and MP3 or WAV files.	Lesson 2 Pages 53-56	TMA
02	Animate text and objects.	Lesson 2 Page 28 & 51	TMA
03	Create a continuously running slide show.	Lesson 1-2 Pages 34-35 Lesson 4 Pages 121-123	TMA
04	Deliver presentation	Projects 3 and 4 Pages 142-143	TMA

Computer Applications 2		0202
Unit 4	Microsoft Office Integration	5-7 Days

Instructional Objective 0202.25 Microsoft Office Program Integration		Standard Reference 1.2a, 1.2b, 2.1b, 2.2b, 2.2c, 3.1a, 3.1b, 3.1c, 3.1d, 4.1b, 5.1a, 5.2a, 6.1a	
No	Performance Objective	Resource Reference	Assessment Correlation
01	Sending presentation to MS Word	Lesson 4 Page 110	TMA

01	Use Windows files from different applications simultaneously Integrate an Excel worksheet and a word document	DDC Learning Exercise 1,2 Pages 448, 452	TMA
02	Object linking and embedding Link files Edit a linked file Embed a file Office links	DDC Learning Exercise 3 Pages 458	TMA
03	Integrate an Excel chart and a Word document Embed Chart Link a chart Edit a chart	DDC Learning Exercise 4 Pages 463	TMA
04	Hyperlinks Link an Excel worksheet Create Hyperlinks in Word	DDC Learning Exercise 7,8 Pages 475, 478	TMA
05	Export a PowerPoint slide or file into a Word document Import a PowerPoint Presentation into a Word Document	DDC Learning Exercise 9 Pages 486	TMA
06	Link a Word table in PowerPoint Link an Excel Chart in PowerPoint	Google Search: Publisher 2003 Tutorial http://www.microsoft.com/education/?ID=modelpd	TMA

Computer Applications 2		0202
Unit 5	Microsoft Office Focus Project/EOC	15 Days

Project Options	
Front Page Access Graphics Visual Basic Logo Writer Teacher discretion/Reviews	

Idaho Student Information Technology Standards Rationale

Students will live, learn and work in an increasingly complex, technology-driven society. These technology standards are designed to identify foundational skills and processes that students need in order to be productive and successful.

It is essential that computer and technology education be integrated in all grade level content standards. All educators share responsibility for student success.

The eighth grade was chosen because it is considered to be the culmination of the elementary/middle grades and sets the standard for a student entering his or her high school career. Therefore, the following standards are what we expect an eighth grader to know and be able to do in the area of technology.

STANDARD 1: Basic Operations and Concepts

The student will:	Content Knowledge and Skills:
1. Demonstrate a sound understanding of the basic nature and operation of technology systems.	a. Use developmentally appropriate and accurate technology terminology.
	b. Identify the appropriate technology device to complete a task.
	c. Make informed choices among technology systems, resources and services.
2. Demonstrate proficiency in the use of technology.	a. Demonstrate increasingly sophisticated operation of technology components.
	b. Apply strategies for identifying and solving routine software and hardware problems that occur in everyday use.

STANDARD 2: Social, Ethical, and Human Issues

The student will:	Content Knowledge and Skills:
1. Demonstrate an understanding of the ethical, cultural, and societal issues related to technology.	a. Demonstrate knowledge of current changes in technologies and the effect those changes have on the workplace and society.
	b. Demonstrate knowledge of legal and ethical issues when using technology, information sources, and consequences of misuse.
2. Practice responsible use of technology systems, information, and software.	a. Practice responsible use of technological devices and software.
	b. Demonstrate respect for others while using technology.
	c. Exhibit legal and ethical behaviors when using technology and information.

STANDARD 3: Technology Productivity Tools

The student will:	Content Knowledge and Skills:
1. Use technology tools to enhance learning, increase productivity, and promote creativity.	a. Use formatting capabilities of technology for communicating and illustrating.
	b. Use a variety of technology tools for data collection and analysis.
	c. Publish and present information using technology tools.
	d. Use technology tools to support system analysis and modeling.

STANDARD 4: Technology Communications Tools

The student will:	Content Knowledge and Skills:
1. Use telecommunications to collaborate, publish, and interact with peers, experts, and other audiences.	a. Use telecommunications efficiently and effectively to access remote information and communicate with others in support of facilitated and independent learning.
	b. Use technology tools for individual and collaborative writing, communication and publishing activities to create curricular related products for audiences inside and outside the classroom.
	c. Collaboratively use telecommunications and online resources.

STANDARD 5:

Technology Research Tools

The student will:	Content Knowledge and Skills:
1. Use technology to locate, evaluate, and collect information from a variety of sources.	a. Locate information from electronic resources.
	b. Evaluate the accuracy, relevance, appropriateness, comprehensiveness and bias of electronic information sources.
2. Use technology tools to process data and report results.	a. Select appropriate technology tools for data analysis and reporting.

STANDARD 6: Technology Problem-Solving and Decision Making Tools

Problem solving is inherent in all disciplines. Technology Standard 6 is designed to provide a cumulative (capstone) experience.

The student will:	Content Knowledge and Skills:
1. Use technology resources for solving problems and making informed decisions.	a. Determine when technology is useful, select and use the appropriate tools, and technology resources to solve the problem, and report findings.