

**BERTHA-HEWITT HIGH SCHOOL**  
**Semester Curriculum Map – 2014-2015**  
**Mike Bauck -- Instructor**

*Academic Standard Area:* **Vocational/Technology** *Course Title/Strand:* **Computer Applications** *Grade Level:* **10-12**  
**Course Length: 18 weeks 90 hours 1 Credit**  
**Program Code: 140710** **Course Code 64**

*Textbook & Copyright date:* Microsoft Office 2013 © 2013

WEEK #	TIMELINE	CONTENT/UNIT/SUB-STRAND	PROCESS/ACTIVITY/STANDARD	GOALS/BENCHMARK	ASSESSMENT	RESOURCES
1	2 days	Microsoft Word/ quick start for word	Class discussion using overhead projector	Introduction to MS word	NA	Computer, office book, projector
2	5 days	Microsoft Word	Block style letter	<ul style="list-style-type: none"> <li>• Create a letter</li> <li>• Select text</li> <li>• Cut, copy move text</li> <li>• Delete, undo redo</li> <li>• Use multiple editing views</li> </ul>	Written Test Computer Test	Computer, office book, projector
3	5 days	Microsoft Word	Using the proofing tools	<ul style="list-style-type: none"> <li>• Spelling and Grammar</li> <li>• Thesaurus</li> <li>• Use autocorrect</li> <li>• Use auto text</li> <li>• Use auto complete</li> </ul>	Written Test Computer Test	Computer, office book, projector Data Files
4	5days	Microsoft Word	Using Tabs in Memos and Business Letters	<ul style="list-style-type: none"> <li>• Left, Right, Tabs</li> <li>• Center, Decimal Tabs</li> <li>• Tabs with Leaders</li> <li>• Create a Memo</li> </ul>	Written Test Computer Test Daily Work	Computer, office book, projector Data Files
5	5days	Microsoft Word	Using alignment and Indent options	<ul style="list-style-type: none"> <li>• Set character, line and paragraph spacing</li> <li>• Align text vertically</li> <li>• Align text in paragraphs</li> <li>• Use right, left, first line, and hanging indent options</li> </ul>	Written Test Computer Test Daily Work	Computer, office book, projector Data Files
6	5 days	Microsoft Word	Preparing and printing envelopes and labels	<ul style="list-style-type: none"> <li>• Prepare and print envelopes and labels</li> <li>• Apply USPS guidelines when creating delivery addresses</li> </ul>	Written Test Computer Test Daily Work	Computer, office book, projector Data Files

7	50 minutes	Microsoft Word	Working with documents	<ul style="list-style-type: none"> <li>• Find and replace text</li> <li>• Insert page breaks</li> <li>• Create sections</li> <li>• Create and modify headers and footers</li> <li>• Set page orientation</li> </ul>	Written Test Computer Test Daily Work	Computer, office book, projector Data Files
8	3 days	Microsoft Word	Previewing and Printing a document	<ul style="list-style-type: none"> <li>• Use print preview</li> <li>• Print documents</li> <li>• Use various print options</li> </ul>	Written Test Computer Test Daily Work	Computer, office book, projector Data Files
9	3 days	Microsoft Word	Working with columns and drawing objects	<ul style="list-style-type: none"> <li>• Create and use newspaper style columns</li> <li>• Balance column length</li> <li>• Revise structure</li> <li>• Use the autosshapes toolbar</li> <li>• Create and modify 3-D shapes</li> </ul>	Written Test Computer Test Daily Work	Computer, office book, projector Data Files
9	3 days	Microsoft Word	Working with columns and drawing objects	<ul style="list-style-type: none"> <li>• Create and use newspaper style columns</li> <li>• Balance column length</li> <li>• Revise structure</li> <li>• Use the autosshapes toolbar</li> <li>• Create and modify 3-D shapes</li> </ul>	Written Test Computer Test Daily Work	Computer, office book, projector Data Files
10	5 days	Microsoft Word	Using Tables to Organize information	<ul style="list-style-type: none"> <li>• Create and Format Tables</li> <li>• Revise and Modify tables</li> <li>• Use Special Table features</li> <li>• Switch Between Text and tables</li> </ul>	Written Test Computer Test Daily Work	Computer, office book, projector Data Files
11	5 days	Microsoft Word	Using Styles and Templates	<ul style="list-style-type: none"> <li>• Create and Apply Styles</li> <li>• Edit Styles</li> <li>• Use templates and wizards to create documents</li> </ul>	Written Test Computer Test Daily Work	Computer, office book, projector Data Files
12	5 days	Microsoft Word	Creating an Outline	<ul style="list-style-type: none"> <li>• Organize a document in outline view</li> <li>• Modify and outline</li> </ul>	Written Test Computer Test Daily Work	Computer, office book, projector Data Files

				<ul style="list-style-type: none"> <li>• Use outline numbered formats to create outlines</li> </ul>		
13	5 days	Microsoft Word	Creating Documents for the Internet or Intranet	<ul style="list-style-type: none"> <li>• Save docs as web pages</li> <li>• Create a web page</li> <li>• Test and Publish Web Pages</li> </ul>	Written Test Computer Test Daily Work	Computer, office book, projector Data Files
14	5 days	Microsoft Excel	Explore Excel Components	<ul style="list-style-type: none"> <li>• Navigate in a Worksheet</li> <li>• Enter Text Dates and Numbers</li> <li>• Edit cell content</li> <li>• Open and close workbooks</li> </ul>	Written Test Computer Test Daily Work	Computer, office book, projector Data Files
15	5 days	Microsoft Excel	Format Worksheets	<ul style="list-style-type: none"> <li>• Merge Cells</li> <li>• Work with a Series to add labels</li> <li>• Modify row and column size</li> <li>• Change fonts and styles</li> <li>• Apply number formats</li> <li>• Borders and shading</li> </ul>	Written Test Computer Test Daily Work	Computer, office book, projector Data Files
16	5 days	Microsoft Excel	Organizing Worksheets Effectively	<ul style="list-style-type: none"> <li>• Perform single and multilevel sorts</li> <li>• Rename worksheets</li> <li>• Insert move and delete worksheets</li> <li>• Use absolute, relative and absolute cell references</li> </ul>	Written Test Computer Test Daily Work	Computer, office book, projector Data Files
17	5 days	Microsoft Excel	Previewing and Printing Worksheets	<ul style="list-style-type: none"> <li>• Preview and modify page setup options</li> <li>• Insert and move page breaks</li> <li>• Print an entire workbook</li> </ul>	Written Test Computer Test Daily Work	Computer, office book, projector Data Files
18	5 days	Microsoft Excel	Creating Charts	<ul style="list-style-type: none"> <li>• Use chart wizard to create a chart</li> <li>• Format and modify a chart</li> <li>• Preview and print charts</li> <li>• Work with embedded charts</li> </ul>	Written Test Computer Test Daily Work	Computer, office book, projector Data Files

*Check the MN Dept of Ed website for Academic Standard information*