Business Education Planned Course: Microsoft Word – Grades 9-12

State Curriculum Standards:

1.1.11A   Locate various texts, media and traditional resources for assigned and independent projects before reading.

1.1.11C   Use knowledge of root words and words from literary works to recognize and understand the meaning of new words during reading. Use these words accurately in speaking and writing.

1.1.11D   Identify, describe, evaluate and synthesize the essential ideas in text. Assess those reading strategies that were most effective in learning from a variety of texts.

1.1.11E   Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationships to other words. Use a dictionary or related reference.

1.1.11F   Understand the meaning of and apply key vocabulary across the various subject areas.

1.1.11H   Demonstrate fluency and comprehension in reading.

1.2.11A   Read and understand essential content of informational texts and documents in all academic areas

1.2.11B   Use and understand a variety of media and evaluate the quality of material produced.

1.4.11B   Write complex informational pieces.

1.1.11E   Write a personal résumé.

1.5.11F   Edit writing using the conventions of language.

13.1.11B   Analyze career options based on personal interests, abilities, aptitudes, achievements and goals.

13.1.11C   Analyze how the changing roles of individuals in the workplace relate to new opportunities within career choices.

13.2.11B   Apply research skills in searching for a job.

13.2.11C   Develop and assemble, for career portfolio placement, career acquisition documents.

13.2.11E   Demonstrate, in the career acquisition process, the applications of essential workplace skills/knowledge.

13.3.11E   Evaluate time management strategies and their applications to both personal and work situations.

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Unit: **Creating and Editing a Word Document**

Content Standard: **Understand the Word window and creating a professional announcement.**

Course Content	Student Performance	Resources	Assessments

A. The Word Window
  • Document window
  • Menu bar
  • Toolbars
  • Page width
	• Identify the windows and toolbars	• <u>Microsoft Office XP Introductory Concepts and Techniques</u> (South-Western Publishing 2003)	• Oral quiz
			
			• True/false, multiple choice, and short answer questions

B. Entering Text
  • Enter blank lines
  • Formatting marks
  • Wordwrap
  • Spell check
	• Enter text using formatting marks, wordwrap and spell check	• IBM compatible computer
		
		• Microsoft Windows XP and Office 2003 software
		
		• Student computer data files
			• Project
			
			• Labs

C. Saving a Document	• Save a document		

D. Formatting
  • Selecting text
  • Change font and font size
  • Change attributes
  • Align
	• Format a document by selecting text and changing the font size and attributes and aligning left, right and center		

E. Clip Art
  • Insert
  • Align
  • Resize
	• Insert, align and resize clip art		

F. Printing, Quitting, Opening a Document	• Open, print and quit a document		
G. Correcting Errors	• Correct errors in a document		

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Unit: **Creating a Research Paper**

Content Standard: **Creating a research paper on Web Publishing in MLA style.**

Course Content	Student Performance	Resources	Assessments
A. Margins	• Change margin setting to 1"	• Microsoft Office XP Introductory Concepts and Techniques (South-Western Publishing 2003)	• Oral quiz
B. Line spacing	• Adjust line spacing		• True/false, multiple choice, and short answer questions
C. Headers and footers • Display • Type and number • Format	• Use a header to number pages	• IBM compatible computer • Microsoft Windows XP and Office 2003 software	• Project • Labs
D. Body of research paper • Enter name and course information • Shortcut keys • Indents • AutoCorrect • Footnotes • Page breaks • Symbols	• Type the body of a research paper using MLA format	• Student computer data files	
E. Works cited page • Hanging indent • Hyperlink • Sorting	• Type a works cited page using the MLA format		
F. Proofing and revising paper • Find and replace • Move and copy text • Synonym • Word count • Spelling and grammar	• Proofread and revise the paper		

Unit: C**reate a Résumé Using a Wizard and Cover Letter with Table**

Content Standard: **Preparing a résumé and cover letter for a position as a computer sales manager.**

Course Content	Student Performance	Resources	Assessments
A. Create a Résumé Using the Wizard B. Personalizing Résumé • Replace placeholders • Bullets • Line break C. Viewing and Printing Resume D. Create Letterhead • Font colors • Tabs • Collect and paste • Symbols • Borders E. Create Cover Letter • Components of a business letter • AutoText entry • Non-breaking space • Bullets F. Create Table • Enter data • AutoFormat • Alignment	• Follow steps in a wizard to create a resume • Type information in the placeholders to personalize the resume • Click on print preview and then print resume • Create a letterhead using format and attributes for a cover letter • Type a cover letter using a modified block style with bullets and a table • Create a table within the cover letter	• <u>Microsoft Office XP Introductory Concepts and Techniques</u> (South-Western Publishing 2003) • IBM compatible computer • Microsoft Windows XP and Office 2003 software • Student computer data files	• Oral quiz • True/false, multiple choice, and short answer questions • Project • Labs • Test-concepts • Test-applications **Remediation:** • Reread project • Apply your knowledge **Enrichment:** • Cases and places

G. Envelope	• Type an envelope		

Unit: **Creating Document with a Table, Chart, and Watermark**

Content Standard: **Generate formal proposals that contain tables, charts, and watermarks.**

Course Content	Student Performance	Resources	Assessments
A. Creating a Title Page • Formatting characters • Borders and shading • Web clip art • Vertical centering B. Inserting Existing Documents into Open Documents • Section breaks • File insertion • Selective printing C. Charting a Table • Creating chart from Word table • Changing the chart • Formatting the chart D. Picture/Custom Bullets E. Creating a Table • Drawing a table • Entering data • Formatting F. Watermarks	• Create an attractive title page for business documents • Merge existing documents into current projects to create complete projects • Create an appealing table from given statistics, and alter the appearance in various ways • Alter standard bullets to customized selection • Create simple tables of varying size and appearance • Add visual appeal to a document by placing a	• <u>Microsoft Office XP Introductory Concepts and Techniques</u> (South-Western Publishing 2003) • IBM compatible computer • Microsoft Windows XP and Office 2003 software • Student computer data files	• Oral quiz • True/false, multiple choice, and short answer questions • Project • Labs • Word test **Remediation:** • Reread project • Apply your knowledge **Enrichment:** • Cases and places

Creating	watermark on specific pages		

Unit: **Generating Form Letters, Mailing Labels, Envelopes and Directories**

Content Standard: **Learn to process business and personal form letters, labels, and envelopes.**

Course Content	Student Performance	Resources	Assessments
A. Using Template to Create a Letter • Replacing placeholder text • Resizing graphics B. Identifying Main Document • Mail merge • Form letters • Creating a data source • Drawing canvas and autoshapes C. Entering Main Document • Inserting merge fields • Entering the body • Using IF fields • Using fill-in fields D. Merging Document and Printing Letters • Selecting records • Sorting records E. Mailing Labels • Creating labels • Adding postal bar codes F. Addressing Envelopes	• Modify an existing template to create a business letterhead • Set up a document and source for creating a mail merge • Create a business form letter with a variety of field types • Merge the main document and the data source together • Select the desired recipients, based on various criteria from the data source • Create mailing labels with postal bar codes from a data source • Create envelopes with return addresses and postal bar	• <u>Microsoft Office XP Introductory Concepts and Techniques</u> (South-Western Publishing 2003) • IBM compatible computer • Microsoft Windows XP and Office 2003 software • Student computer data files	• Oral quiz • True/false, multiple choice, and short answer questions • Project • Labs • Word test **Remediation:** • Reread project • Apply your knowledge **Enrichment:** • Cases and places

G. Merging Data Records to Directory	codes from a data source • Create appropriate layouts and print directories		

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Unit: C**reating a Professional Newsletter**

Content Standard: **Learn to create professional-looking documents such as newsletter and brochures using desktop publishing software.**

Course Content	Student Performance	Resources	Assessments

A. Creating the nameplate
  • Inserting a WordArt Drawing Object
  • Adding ruling lines
  • Inserting symbols
  • Inserting floating graphics
 	
B. Formatting First Page of Newsletter
  • Multiple columns
  • Paragraph justification
  • Inserting a file
  • Drop caps
  • Column/section breaks
  • Vertical rule
  • Linking copied items
  • Page borders
 	
C. Creating a Pull-Quote
  • Text box
  • Paragraph shading
 	
D. Formatting Second Page of Newsletter
  • Column formatting
  • Positioning graphics
  • Format painter
 	
E. Inserting a Diagram
  • Segments
  • Format
	• Create a professional quality newsletter nameplate
	
	• Enter text using a newsletter layout and features such as justification and drop caps
	
	• Provide graphical emphasis to text in a document
	
	• Set up page two of a newsletter with a concise nameplate and similar formatting as page one
	
	• Create a diagram within a document with enhanced features
		• <u>Microsoft Office XP Introductory Concepts and Techniques</u> (South-Western Publishing 2003)
		
		• IBM compatible computer
		
		• Microsoft Windows XP and Office 2003 software
		
		• Student computer data files
			• Oral quiz
			
			• True/False, multiple choice, and short answer questions
			
			• Project
			
			• Labs
			
			• Word test
			
			Remediation:
			• Reread project
			• Apply your knowledge
			
			Enrichment:
			• Cases and places

• Callout			