Advanced Computer Application Syllabus

RCAS Policies/Procedures

Students will be required to follow all RCAS policies and procedures. To view the RCAS High School Student Handbook, click handbook.

Course Description

Demonstrate that you have the skills to earn Microsoft Office Specialist certifications (MOS) by exploring the advanced features/techniques of Word, Excel, and PowerPoint. Build a brighter future by achieving industry-recognized certifications, learning the computing skills companies are looking for, boosting your workforce resume, differentiating yourself from other job applicants, heightening your earning potential ($), and preparing yourself for a successful future.

Grading

Points shall be awarded for assignments, projects, training (performance) and tests. Points will be awarded and collected cumulatively through the semester.

Textbook

Shelly Cashman Microsoft Office 2019 Intermediate

Reading

N/A

Optional Reading

N/A

Instructional Resources

GMetrix.net, LinkedIn, Teacher demonstrations

Essential Questions

ACA 1: Students will be able to produce a word document using a variety of advanced features.

How to generate various documents and manage documents (blank document, templates, PDF document, from external sources, hyperlinks, bookmarks, sections, themes, style sets, page elements, various views, toolbar, document properties, show/hide formatting symbols, print settings, compatibility issues, print selection, etc.)?

How to format text, paragraphs, and sections (find/replace, AutoCorrect, format painter, indents and spacing, columns, sections, breaks, etc.)?

How to create tables and lists (rows/columns, table styles, sort, cell margins, merge/split, multilevel, custom bullets, list levels)?

How to input and manage references (footnotes/endnotes, bibliography, captions, table of contents, cover page, etc.)?

How to insert and format graphic elements (shapes, pictures, screen shots, textboxes, effects, picture styles, positioning, alternative text, SmartArt, etc.)?

ACA 2: Students will be able to produce spreadsheets using a variety of advanced features.

How to generate and manage workbooks with worksheets (import data, add worksheets, copy/move worksheets, named cells, hyperlinks, tab color and order, page setup, themes, row/column sizes, hide/unhide sheets/rows, views, document properties, display formulas, print area, print scaling, compatibility, etc.)?

How to manage data cells and ranges (replace data, auto fill, merge, alignment, indentation, wrapping, cell formats, cell styles, Sparklines, subtotals, conditional formatting, etc.)?

How to create data tables (convert tables to cell ranges, cell range to table, table styles/options, total rows, filter, sort, duplicate records, etc.)?

Use of formulas (cell references, range finder, point and click, etc.)

Use of function (SUM, MIN, MAX, COUNT, AVERAGE, SUMIF, AVERAGEIF, COUNTIF, etc.)

Use of text functions (CONCATENATE, RIGHT, UPPER, etc.)

How to generate various charts and objects (new chart, data series, Quick Analysis, chart sheet, chart layouts and styles, textboxes, shapes, images, alternative text, etc.) ?

ACA 3: Students will be able to produce professional presentations using a variety of advanced features.

How to create and manage presentations (create new from templates and Word outlines, utilize slide layouts, duplicate slides, hide/unhide slides, difference slide layouts, Slide/Note/Handout Master, sections, slide order, slide size, file properties, print settings, slide show options/timing/options)?

How to incorporate and format text, shapes, and images (WordArt styles, multiple columns, bullets, numbered lists, hyperlinks, shapes, textboxes, image styles/effects, object order/grouping/alignment, etc.)?

How to add tables, charts, SmartArt, and media (import charts, chart types, legends, chart styles, SmartArt, converting SmartArt, reordering shapes, audio, video, playback options, trim video, media timing, etc.)?

How to add transitions and animations (slide transitions, custom animations, effect options, transition duration, reorder animations, etc.)?

How to work with and manage multiple presentations (insert slides from another presentation, compare two presentations, comments, export slides, protect, preserve content, etc.)?

Essential Learning Intentions

Students will be able to:

- Create a document from a template that includes navigation and customized formatting.
- Create a document that incorporates various sections and formatting with graphical elements throughout and then print only a selection of the document.
- Create a document that includes a customize bulleted list, sorting, multilevel list and a table with styles and options applied.
- Create a research paper that includes cited sources and parenetical citations.
- Create a workbook from an external data source that includes navigation elements, customized formatting (themes, styles, conditional formatting, etc.) and print area selection.

- Create a workbook that has multiple worksheets to perform financial functions including sparklines and charts on separate sheets. Print charts and worksheets with headers/footers.
- Create a workbook that sorts and queries a data table with names, ranges, and cells including subtotals. Print worksheets showing formulas and values that fit on one page.
- Create a presentation from an external source, reorder and group slides, add transitions then print as handouts, outline and notes.
- Create a presentation using a template including updating and customizing the Slide Master to include newly created layouts, themes, bullet characters, etc.
- Reuse a presentation and insert/create additional slides that include tables, charts, SmartArt, and audio that plays throughout.
- Create a career presentation that contains shapes, textboxes, and a video. Store all citation references in the notes pane. Configure the slideshow for widescreen and setup timing so the presentation runs automatically (without clicking).