

Secaucus
Board of
Education

Introduction to Microsoft Office

Course Code 7122

Business Department



Born on January 2017

Aligned to the NJSL - Technology (2014), 21st Century Life & Career Standards (2014), Mathematics (2016), and ELA (2016)

Approved by the Secaucus Board of Education on January 19, 2017

District Equity Statement

The Board of Education directs that all students enrolled in the schools of this district shall be afforded equal educational opportunities in strict accordance with the law. No students shall be denied access to or benefit from any educational program or activity or from a co-curricular or athletic activity on the basis of the student's race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, socioeconomic status, or disability. The Board directs the Superintendent to allocate faculty, administrators, support staff members, curriculum materials, and instructional equipment supplies among and between the schools and classes of this district in a manner that ensures equivalency of educational opportunity throughout this district. The school district's curricula in the following areas will eliminate discrimination, promote mutual acceptance and respect among students, and enable students to interact effectively with others, regardless of race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, socioeconomic status, or disability:

1. School climate/learning environment
2. Courses of study, including Physical Education
3. Instructional materials and strategies
4. Library materials
5. Software and audio-visual materials
6. Guidance and counseling
7. Extra-curricular programs and activities
8. Testing and other assessments.

Excerpt from Secaucus Board of Education, Policy 5750, Edited September 2016

Course Description

Introduction to Microsoft Office covers fundamental concepts in Microsoft Word, Excel and PowerPoint, in addition to other concepts. Students will create and edit Word documents and edit pictures. They will also learn how to control text and create and format columns. Desktop Publishing is also covered and students will be able to wrap and layer objects and insert wordart and 3D effects. Hyperlinks, borders and shading of text and inserting and formatting tables is also part of the course. Students will also create and format research papers using the MLA format and will learn how to properly cite text. Templates for cover letters and resumes is also touched on briefly. The Excel unit will discuss creating an Excel worksheet and entering text and formatting cells. Students will be able to calculate and perform simple formulas in Excel. They will also be able to create charts based on information. PowerPoint will focus on creating presentations, implementing animation and transition, and presentation etiquette.

Interdisciplinary Connections

21st Century Life and Careers - Career Ready Practices:

Career Ready Practices should be taught and reinforced in all career exploration and preparation programs with increasingly higher levels of complexity and expectation as a student advances through a program of study.

- ❖ CRP1. Act as a responsible and contributing citizen and employee.
- ❖ CRP2. Apply appropriate academic and technical skills.
- ❖ CRP3. Attend to personal health and financial well-being.
- ❖ CRP4. Communicate clearly and effectively and with reason.
- ❖ CRP5. Consider the environmental, social and economic impacts of decisions.
- ❖ CRP6. Demonstrate creativity and innovation.

- ❖ CRP7. Employ valid and reliable research strategies.
- ❖ CRP8. Utilize critical thinking to make sense of problems and persevere in solving them.
- ❖ CRP9. Model integrity, ethical leadership and effective management.
- ❖ CRP10. Plan education and career paths aligned to personal goals.
- ❖ CRP11. Use technology to enhance productivity.
- ❖ CRP12. Work productively in teams while using cultural global competence

NJSLS – Mathematics:

- ❖ G-CO.12 Make formal geometric constructions with a variety of tools and methods (compass and straightedge, string, reflective devices, paper folding, dynamic geometric software, etc.). Copying a segment; copying an angle; bisecting a segment; bisecting an angle; constructing perpendicular lines, including the perpendicular bisector of a line segment; and constructing a line parallel to a given line through a point not on the line.
- ❖ G-MG.3 Apply geometric methods to solve design problems (e.g., designing an object or structure to satisfy physical constraints or minimize cost; working with typographic grid systems based on ratios).

NJSLS – ELA:

- ❖ RST.11-12.1. Accurately cite strong and thorough evidence from the text to support analysis of science and technical texts, attending to precise details for explanations or descriptions.
- ❖ RST.11-12.3. Follow precisely a complex multistep procedure when carrying out experiments, taking measurements, or performing technical tasks; analyze the specific results based on explanations in the text.

- ❖ RST.11-12.4. Determine the meaning of symbols, key terms, and other domain-specific words and phrases as they are used in a specific scientific or technical context relevant to *grades 11-12 texts and topics*.
- ❖ RST.11-12.5. Analyze how the text structures information or ideas into categories or hierarchies, demonstrating understanding of the information or ideas
- ❖ RI.11-12.4 Determine the meaning of words and phrases as they are used in the text, including figurative and connotative meanings; analyze the impact of specific word choices on meaning and tone, including words with multiple meanings or language that is particularly fresh, engaging, or beautiful. (Include Shakespeare as well as other authors.)
- ❖ W.11-12.6 Use technology, including the Internet, to produce, publish, and update individual or shared writing products in response to ongoing feedback, including new arguments or information.
- ❖ SL.11-12.4 Present information, findings, and supporting evidence, conveying a clear and distinct perspective, such that listeners can follow the line of reasoning, alternative or opposing perspectives are addressed, and the organization, development, substance, and style are appropriate to purpose, audience, and a range of formal and informal tasks.
- ❖ SL.11-12.5 Make strategic use of digital media (e.g., textual, graphical, audio, visual, and interactive elements) in presentations to enhance understanding of findings, reasoning, and evidence and to add interest.

Course Modifications (ELLs, Special Education, Gifted and Talented)

_ The course instructor will determine, with the assistance of guidance counselors, teacher assistant/aides, and/or special education teachers, what modifications will be made for his/her students. Such examples of modifications can include, but not be limited to:

- Extended time as needed
- Modification of tests and quizzes
- Preferential seating
- Alternative/Formative assessment (projects)
- Effective teacher questioning (ranging from simple recall to higher order critical thinking questions)

- Supplemental materials
- Cooperative learning
- Teacher tutoring
- Peer tutoring
- Differentiated Instruction

Unit 1 - Microsoft Office 2013: Concepts and Techniques		
NJSLS: 8.1 Educational Technology – All students will use digital tools to access, manage, evaluate, and synthesize information in order to solve problems individually and collaboratively and to create and communicate knowledge. Strands: A. Technology Operations and Concepts 8.1.12.A.2 C. Communication & Collaboration 8.1.12.C.1 – D. Digital Citizenship 8.1.12.D.2		
Essential Questions	Enduring Understandings	Activities, Investigation, and Student Experiences
<p>How do I create and edit a Word document?</p> <p>How do I complete editing a document with a picture?</p> <p>How do I control text in Word?</p> <p>How do I utilize desktop publishing to create a drawing?</p> <p>How do I utilize more desktop publishing to create a newsletter?</p>	<ul style="list-style-type: none"> ● Review of basic features. ● Appropriate terminology ● Entering text in a document ● Formatting text, paragraphs and document elements ● Insert and format pictures using contextual tabs. ● Prepare document properties ● Saving work to appropriate folder 	<p>To assist in meeting this standard, students may:</p> <ul style="list-style-type: none"> ● Model how to retrieve documents saved on the student share drive. ● Engage in saving to the student's folder. ● Review the basics from prior Word courses. ● Student assisted lesson utilizing the step-by-step process ● Review creating and editing a word document
Assessments		Teacher Resources: Microsoft Office – Introductory Concepts and Techniques by Shelly Cashman
To show evidence of meeting this standard, students may: Complete Chapter reinforcement questions, Complete Interactive projects, Complete Interactive Case Studies, Teacher observations		
Equipment Needed		
PC, mouse, Interactive Whiteboard, Office 2013, Office 2013 – Introductory Concepts and Techniques		

Interdisciplinary Connections	
Apply knowledge, principles, and/or values to English, reading and writing. Business also is discussed in some capacity.	

Unit 2 - Microsoft Office 2013: Word		
NJSLS: 8.1 Educational Technology – All students will use digital tools to access, manage, evaluate, and synthesize information in order to solve problems individually and collaboratively and to create and communicate knowledge.		
Strands: A. Technology Operations and Concepts 8.1.12.A.2 C. Communication & Collaboration 8.1.12.C.1 – D. Digital Citizenship 8.1.12.D.2		
Essential Questions	Enduring Understandings	Activities, Investigation, and Student Experiences
<p>How do I control text in Word?</p> <p>How do I utilize desktop publishing to create a drawing?</p> <p>How do I utilize more desktop publishing to create a newsletter?</p> <p>How do I insert and format a table in Word?</p>	<ul style="list-style-type: none"> ● Change case ● Highlight text ● Change vertical alignment ● Copy format ● Use click and type ● First line, hanging, left and right indents. ● Set and use tabs ● Sort text ● Customize lists ● Creating and formatting columns ● Drawing tools ● Select, resize and copy objects ● Layer ● Select and group objects ● Flip and Rotate shapes ● Wrap text around graphics ● Insert and format WordArt ● Use 3D Effects ● Insert and format text boxes ● Insert and format clip art ● Add borders and shading to text ● Insert breaks ● Apply styles 	<p>To assist in meeting this standard, students may:</p> <ul style="list-style-type: none"> ● Discuss terminology ● Student assisted lesson utilizing the step-by-step process ● Review creating and editing a word document ● Ability to utilize time management skills

	<ul style="list-style-type: none"> ● Insert and format a table ● Insert hyperlinks 	
Assessments	<p>To show evidence of meeting this standard, students may: Complete formative assessment questions, Complete Interactive projects, Complete Interactive Case Studies, Teacher observations</p> <p>Equipment Needed</p> <p>PC, mouse, Interactive Whiteboard, Office 2013, Office 2013 – Introductory Concepts and Techniques</p> <p>Interdisciplinary Connections</p> <p>Apply knowledge, principles, and/or values to English, reading and writing. Business also is discussed in some capacity.</p>	<p>Teacher Resources: Microsoft Office – Introductory Concepts and Techniques by Shelly Cashman</p>

Unit 3 - Microsoft Office 2013: Advanced Word		
<p>NJSLS: 8.1 Educational Technology – All students will use digital tools to access, manage, evaluate, and synthesize information in order to solve problems individually and collaboratively and to create and communicate knowledge.</p> <p>Strands: A. Technology Operations and Concepts 8.1.12.A.2 C. Communication & Collaboration 8.1.12.C.1 – D. Digital Citizenship 8.1.12.D.2</p>		
Essential Questions	Enduring Understandings	Activities, Investigation, and Student Experiences
How do I create a research paper in Word?	<ul style="list-style-type: none"> ● Change document settings ● Type research paper text ● Insert a citations ● Insert a placeholder ● Insert a footnote reference mark ● Modify a style ● Edit a source ● Edit a citation ● Insert footnotes and endnotes ● Create an alphabetical works cited page. ● Proof and revise the research paper 	<p>To assist in meeting this standard, students may:</p> <ul style="list-style-type: none"> ● Discuss terminology ● Student assisted lesson utilizing the step-by-step process ● Review creating and editing a word document ● Ability to utilize time management skills
Assessments		Teacher Resources: Microsoft Office – Introductory Concepts and Techniques by Shelly Cashman
To show evidence of meeting this standard, students may: Complete formative assessment questions, Complete Interactive projects, Complete Interactive Case Studies		
Equipment Needed		
PC, mouse, Interactive Whiteboard, Office 2013, Office 2013 – Introductory Concepts and Techniques, Teacher observations		
Interdisciplinary Connections		

<p>Apply knowledge, principles, and/or values to English, reading and writing. Business also is discussed in some capacity.</p>	
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Unit 3 - Microsoft Office 2013: Excel		
NJSLS: 8.1 Educational Technology – All students will use digital tools to access, manage, evaluate, and synthesize information in order to solve problems individually and collaboratively and to create and communicate knowledge. A.Technology Operations and Concepts 8.1.12.A.1, 8.1.12.A.2, 8.1.12.A.3		
Essential Questions	Enduring Understandings	Activities, Investigation, and Student Experiences
<p>How do I create an Excel worksheet and embed a chart?</p> <p>How do I change the appearance of a worksheet to look professional?</p>	<ul style="list-style-type: none"> ● Enter text & numbers ● Sum a range of cells ● Use the fill handle to copy cells ● Format cells and create a chart ● Print a worksheet ● Use Auto Calculate to determine statistics ● Change column width ● Change row height ● Wrap text within cells ● Rotate text ● Change cell formats 	<p>To assist in meeting this standard, students may:</p> <ul style="list-style-type: none"> ● Discuss terminology ● Student assisted lesson utilizing the step-by-step process ● Review creating and editing a word document ● Ability to utilize time management skills
Assessments		Teacher Resources: Microsoft Office – Introductory Concepts and Techniques by Shelly Cashman
To show evidence of meeting this standard, students may: Complete formative assessment questions, Complete Interactive projects, Complete Interactive Case Studies, Teacher observations		
Equipment Needed		
PC, mouse, Interactive Whiteboard, Office 2013, Office 2013 – Introductory Concepts and Techniques		
Interdisciplinary Connections		

<p>Apply knowledge, principles, and/or values to English, reading and writing. Business also is discussed in some capacity.</p>	
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Unit 4 - Microsoft Office 2013: Powerpoint		
NJSLS: 8.1 Educational Technology – All students will use digital tools to access, manage, evaluate, and synthesize information in order to solve problems individually and collaboratively and to create and communicate knowledge. A. Technology Operations and Concepts 8.1.12.A.2 B. Creativity and Innovation 8.1.12.B.1, 8.1.12.B.3		
Essential Questions	Enduring Understandings	Activities, Investigation, and Student Experiences
<p>How do I create a PowerPoint presentation?</p> <p>How do I make my PowerPoint presentation professional?</p>	<ul style="list-style-type: none"> ● Starting PowerPoint ● Placeholders ● Contextual tab functions ● Key tips ● Document Theme ● Slide layouts ● Adding new slides ● Creating text slides ● Multi-level lists ● Footer with slide number ● Moving to slides in different views ● Slide show ● Display presentation in grayscale ● Different print options ● Background styles ● Change slide layouts ● Insert pictures and clips ● Format title and content text ● Use Quick Styles ● Format Painter ● Add and format shapes ● Add transition and animation 	<p>To assist in meeting this standard, students may:</p> <ul style="list-style-type: none"> ● Discuss terminology ● Student assisted lesson utilizing the step-by-step process ● Review creating and editing a word document ● Ability to utilize time management skills

Assessments	Teacher Resources: Microsoft Office – Introductory Concepts and Techniques by Shelly Cashman
To show evidence of meeting this standard, students may: Complete formative assessment questions, Complete Interactive projects, Complete Interactive Case Studies, Teacher observations, Final Exam	
Equipment Needed	
PC, mouse, Interactive Whiteboard, Office 2013, Office 2013 – Introductory Concepts and Techniques	
Interdisciplinary Connections	
Apply knowledge, principles, and/or values to English, reading and writing. Business also is discussed in some capacity.	