



Spokane Public Schools Advanced Computer Applications

Course: Advanced Computer Applications	Total Framework Hours up to: 180
CIP Code: 110699 <input type="checkbox"/> Exploratory <input checked="" type="checkbox"/> Preparatory	Date Last Modified:
Career Cluster: Information Technology	Cluster Pathway: Information Support and Services

COMPONENTS AND ASSESSMENTS

Performance Assessments: By classifying and analyzing research information on a chosen career, students will acquire, read, evaluate, summarize, and share new information regarding this career choice. The student will present their findings in a written document, as well as a formal or informal presentation to the students in the class. The information shared should include how computer applications are used in the career as well as the focus on respecting diverse populations and eliminating bias in the workplace.

Leadership Alignment:

- The student will conduct self in a professional manner in practical career applications, organizational forums, and decision-making bodies.
- DECA provides leadership activities that correlate with this framework. Example activities can be found in the Core Leadership Skills document at www.k12.wa.us/careertech/classapproval.aspx.

Standards and Competencies

Standard/Unit: Foundation – required for all certification areas.

Competencies

Total Learning Hours for Unit: 10

- Read, write, define, understand, and use computer terminology.
- Read, interpret, and follow documentation concerning the care and operation of software and hardware.
- Identify and demonstrate the use of computer peripherals including printers, input devices, utilizing written and electronic references.
- Demonstrate appropriate file management techniques.
- Demonstrate the purpose and care of computer components including peripherals.
- Use help menus and reference manuals as needed for technical help and formatting of documents.
- State ways in which the honesty and integrity of coworkers affect work performance.
- Evaluate several occupational interests, based on various criteria (e.g., education requirements, starting salaries, and career ladder opportunities).
- Relate the importance of education to meeting identified goals.
- Describe benefits of participating in school and community activities.
- Describe techniques for eliminating gender bias and stereotyping.
- Formulate strategies for working effectively with coworkers of varying age groups, cultures, and mental or physical abilities.
- Describe ways tasks and the workplace environment can be structured to accommodate the diverse needs of workers.

Aligned Washington State Standards

Art	
Communications	<ul style="list-style-type: none"> • Analyzes the needs of the audience, situation, and setting to adjust language and other communication strategies.

Educational Technology	
Health and Fitness	
Math	<ul style="list-style-type: none"> • Produces documents used in a career setting.
Reading	<ul style="list-style-type: none"> • Apply understanding of complex information including functional documents, to perform a task. • Apply appropriate reading strategies for interpreting technical and non-technical documents used in job-related settings.
Science	
Social Studies	
Writing	<ul style="list-style-type: none"> • Analyzes ideas, selects a manageable topic, and elaborates using specific, relevant details and/or examples.

COMPONENTS AND ASSESSMENTS

Performance Assessments: Using decision-making skills, students demonstrate basic word processing skills by creating business documents such as memos, letters, reports, tables, and announcements. They should exhibit understanding and application of writing strategies including editing and proofreading skills throughout the process of drafting and finalizing of the creation of these documents. Skills learned will prepare students for industry standards test.

Leadership Alignment:

- The student will demonstrate oral, interpersonal, written and electronic communication and presentation skills and understand how to apply those skills
- The student will demonstrate self-advocacy skills by achieving planned, individual goals
- DECA provides leadership activities that correlate with this framework.

Standards and Competencies

Standard/Unit: Word Processing - Core

Competencies

Total Learning Hours for Unit: 25

Sharing and Maintaining Documents

- Apply different views to a document.
 - This objective may include but is not limited to: selecting zoom options, splitting and arranging windows (View Side by Side, Synchronous Scrolling), document views (reorganizing a document outline, master documents, subdocuments, web layout, draft), switching windows, opening a document in a new window.
- Apply protection to a document.
 - This objective may include but is not limited to: applying protection by using the Microsoft Office Backstage view commands (applying controls and restrictions to document access, password-protect a document, Mark as Final), applying protection by using ribbon commands.
- Manage document versions.
 - This objective may include but is not limited to: Recover draft versions, Delete all draft versions.
- Share documents.
 - This objective may include but is not limited to: sending documents via E-mail, SkyDrive, or internet fax, changing file types, creating PDF documents, creating and publishing a blog post, registering a blog account.
- Save a Document.
 - This objective may include but is not limited to: using compatibility mode, protected mode, and Save As options
- Apply a template to a document.
 - This objective may include but is not limited to: finding templates (locating a template on your disk, finding templates on the web).

Formatting Content

- Apply font and paragraph attributes.
 - This objective may include but is not limited to: Apply character attributes, apply styles, and use Format Painter.
- Navigate and search through a document.

- This objective may include but is not limited to: using the Navigation Pane (headings, pages, results), Go To, Browse by button, and Highlight features, and setting Find and Replace options (format, special).
- Apply indentation and tab settings to paragraphs.
 - This objective may include but is not limited to: applying indents (first line, hanging), setting tabs, using the Tabs dialog box, setting tabs on the ruler, clearing tabs, setting tab stops, and moving tab stops.
- Apply spacing settings to text and paragraphs.
 - This objective may include but is not limited to: Line spacing, paragraph spacing.
- Create tables.
 - This objective may include but is not limited to: using the Insert Table dialog box, using Draw Table, inserting a Quick Table, converting text to tables, and using a table to control page layout.
- Manipulate tables in a document.
 - This objective may include but is not limited to: sorting content, adding a row to a table, adding a column to a table, splitting, merging, moving, resizing, and deleting a row or column, defining the header row, converting tables to text, and viewing gridlines.
- Apply bullets to a document.
 - This objective may include but is not limited to: applying bullets, selecting a symbol format, defining a picture to be used as a bullet, using AutoFormat, and promoting or demoting bullet levels.

Applying Page Layout and Reusable Content

- Apply and manipulate page setup settings.
 - This objective may include but is not limited to: setting margins, non-breaking spaces, hyphenation, and columns, working with breaks, forcing a page break, inserting a section break (continuous, Next page, Next Odd, Next Even), and inserting a blank page into a document.
- Apply themes.
 - This objective may include but is not limited to: Use a theme to apply formatting, customize a theme.
- Construct content in a document by using the Quick Parts tool.
 - This objective may include but is not limited to: adding built-in building blocks (quotes, text boxes, headers, footers, cover pages, watermarks, and equations).
- Create and manipulate page backgrounds.
 - This objective may include but is not limited to: formatting a document's background, setting a colored background, adding a watermark, and placing page borders.
- Create and modify headers and footers.
 - This objective may include but is not limited to: inserting and formatting page numbers, inserting the current date and time, inserting a built-in header or footer, adding content to a header or footer (custom dialog box, manual entry), deleting a header or footer, changing margins, and applying a different first page attribute.

Including Illustrations and Graphics in a Document

- Insert and format Pictures in a document.
 - This objective may include but is not limited to: adding captions, applying artistic effects and picture styles, compressing pictures, modifying a shape, adjusting position and size, and inserting screenshots.
- Insert and format shapes, WordArt, and SmartArt.
 - This objective may include but is not limited to: adding text to a shape, modifying text on a shape, adding captions, setting shape styles (border, text), and adjusting position and size.
- Insert and format Clip Art.
- This objective may include but is not limited to: Organizing ClipArt, captions, artistic effects, compress pictures, corrections, modify the shape, reset, and picture styles, arrange options, size.
- Apply and manipulate text boxes.
 - This objective may include but is not limited to: Format, save selection to text box gallery, text box styles, and text direction, shadow effects, 3-D effects,

arrange options.

Proofreading documents

- Validate content by using spelling and grammar checking options.
 - This objective may include but is not limited to: Grammar and style options.
- Configure AutoCorrect settings.
 - This objective may include but is not limited to: Add, remove, exceptions, AutoCorrect dialog.
- Insert and modify comments in a document.
 - This objective may include but is not limited to: inserting a comment, editing a comment, deleting a comment, and viewing a comment (view comments from another user, view comments inline, view comments as balloons).

Applying References and Hyperlinks

- Apply a hyperlink.
 - This objective may include but is not limited to: Hyperlink using text, hyperlink using graphic, headings and bookmarks, create new document, E-mail address.
- Create Endnotes and Footnotes in a document.
 - This objective may include but is not limited to: Manage footnote and endnote location, configure footnote and endnote format, presentation, and numbering.
- Create a Table of Contents in a document.
 - This objective may include but is not limited to: Default formats, show levels, alignment, tab leader, formats, options, modify styles, update table.

Performing Mail Merge Operations

- Setup mail merge.
 - This objective may include but is not limited to: Perform a mail merge using the Mail Merge Wizard, perform a mail merge manually, Auto check for errors.
- Execute mail merge.
 - This objective may include but is not limited to: Print, preview.

Aligned Washington State Standards

Art	
Communications	
Educational Technology	
Health and Fitness	
Math	
Reading	
Science	
Social Studies	
Writing	<ul style="list-style-type: none">• Edits for conventions.• Applies understanding of the recursive nature of writing process.• Applies understanding of multiple and varied audiences to write effectively.• Demonstrates understanding of different purposes for writing.• Analyzes and evaluates writing using established criteria.

COMPONENTS AND ASSESSMENTS

Performance Assessments: Collaboratively, using decision-making skills, students will demonstrate advanced word processing skills by creating business documents such as memos, letters, reports, tables, and announcements. They should exhibit understanding and application of writing strategies including editing and proofreading skills throughout the process of drafting and finalizing the creation these documents. Performance Tasks:

- Customizing Paragraphs.
- Formatting documents.
- Customizing Tables.
- Creating and modifying graphs.
- Customizing Word.
- Workgroup collaboration.
- Utilize mail merge.

Leadership Alignment:

- The student will communicate, participate, and advocate effectively in pairs, small groups, teams, and large groups in order to achieve common goals
- DECA provides leadership activities that correlate with this framework.

Standards and Competencies

Standard/Unit: Word Processing – Expert

Competencies

Total Learning Hours for Unit: 30

Sharing and Maintaining Documents

- Configure Word options.
 - This objective may include but is not limited to: changing default program, spelling, and grammar checking options.
- Apply protection to a document.
 - This objective may include but is not limited to: restricting editing and applying controls or restrictions to document access.
- Apply a template to a document.
 - This objective may include but is not limited to: modifying an existing template, creating a new template, applying a template to an existing document, and managing templates by using the Organizer.

Formatting Content

- Apply advanced font and paragraph attributes.
 - This objective may include but is not limited to: using character attributes and character-specific styles.
- Create tables and charts.
 - This objective may include but is not limited to: inserting tables by using Microsoft Excel data in tables, applying formulas or calculations on a table, modifying chart data, saving a chart as a template, and using the chart Layout tab.
- Construct reusable content in a document.
 - This objective may include but is not limited to: creating customized building blocks, saving a selection as a quick part, saving quick parts after a document is saved, inserting text as a quick part, and adding content to a header or footer.
- Link sections.
 - This objective may include but is not limited to: linking text boxes, breaking links between text boxes, and linking different sections.

Tracking and Referencing Documents

- Review, compare, and combine documents.
 - This objective may include but is not limited to: applying tracking, merging different versions of a document, tracking changes in a combined document, and reviewing comments in a combined document.
- Create a reference page.
 - This objective may include but is not limited to: adding citations, managing sources, compiling a bibliography, and applying cross references.

- Create a Table of Authorities in a document.
 - This objective may include but is not limited to: applying default formats, adjusting alignment, applying a tab leader, modifying styles, marking citations, and using passim (short form).
- Create an index in a document.
 - This objective may include but is not limited to: specifying index type, columns, and language, modifying an index, and marking index entries.

Performing Mail Merge Operations

- Execute Mail Merge.
 - This objective may include but is not limited to: merging rules and sending personalized email messages to multiple recipients.
- Create a Mail Merge by using other data sources.
 - This objective may include but is not limited to: using Microsoft Outlook, Access, Excel, or Word tables as data source for a mail merge operation.
- Create labels and forms.
 - This objective may include but is not limited to: preparing data and creating mailing labels, envelope forms, and label forms.

Managing Macros and Forms

- Apply and manipulate macros.
 - This objective may include but is not limited to: recording a macro, running a macro, and applying macro security.
- Apply and manipulate macro options.
 - This objective may include but is not limited to: running macros when a document is opened, running macros when a button is clicked, assigning a macro to a command button, and creating a custom macro button on the Quick Access Toolbar.
- Create forms.
 - This objective may include but is not limited to: using the Controls group, adding Help content to form fields, linking a form to a database, and locking a form.
- Manipulate forms.
 - This objective may include but is not limited to: unlocking a form, adding fields to a form, and removing fields from a form.

Aligned Washington State Standards

Art	
Communications	
Educational Technology	
Health and Fitness	
Math	
Reading	
Science	
Social Studies	
Writing	<ul style="list-style-type: none"> • Analyzes and selects effective strategies for generating ideas and planning writing. • Edits for conventions. • Publishes in formats that are appropriate for specific audiences and purposes. • Uses collaborative skills to adapt writing process. • Applies understanding of multiple and varied audiences to write effectively. • Uses a variety of forms/genres.

COMPONENTS AND ASSESSMENTS

Performance Assessments: Students, individually or in a group, will demonstrate Microsoft Excel Core skills, will reason and analyze data and information related to business tasks such as maintaining inventory, accounting for expenses, sales and profits and summarizing data in table and graphic forms. Performance Tasks:

- Working with cells and cell data.
- Working with files and workbooks.
- Formatting, modifying and printing worksheets and workbooks.
- Creating and revising formulas.
- Creating and modifying graphics.
- Page setup and printing.
- Working with formulas and functions.
- Using charts and objects.

Leadership Alignment:

- The student will use knowledge, build interest, guide and influence decisions, organize efforts, and involve members of a group to assure that a pre-planned group activity is completed.
- DECA provides leadership activities that correlate with this framework.

Standards and Competencies

Standard/Unit: Excel/Spreadsheets - Core

Competencies

Total Learning Hours for Unit: 25

Managing the Worksheet Environment

- Navigate through a worksheet.
 - This objective may include but is not limited to: Hot keys, name box.
- Print a worksheet or workbook.
 - This objective may include but is not limited to: printing only selected worksheets, printing an entire workbook, constructing headers and footers, and applying printing options (scale, print titles, page setup, print area, and gridlines).
- Personalize environment by using Backstage.
 - This objective may include but is not limited to: Manipulate the Quick Access Toolbar, manipulate the ribbon tabs and groups, manipulate Excel default settings, import data to Excel, import data from Excel, demonstrate how to manipulate workbook properties, manipulate workbook files and folders, apply different name and file formats for different uses by using save and save as features.

Creating Cell Data

- Construct cell data.
 - This objective may include but is not limited to: using paste special (formats, formulas, values, preview icons, transpose rows and columns, operations, comments, validation, paste as a link), and cutting, moving, and select cell data.
- Apply AutoFill.
 - This objective may include but is not limited to: Copy data using AutoFill, fill series using AutoFill, copy or preserve cell format with AutoFill, select from drop-down list.
- Apply and manipulate hyperlinks.
 - This objective may include but is not limited to: Create a hyperlink in a cell, modify hyperlinks, modify hyperlinked-cell attributes, and remove a hyperlink.

Formatting Cells and Worksheets

- Apply and modify cell formats.
 - This objective may include but is not limited to: aligning cell content, applying a number format, wrapping text in a cell, and using Format Painter.
- Merge or split cells.
 - This objective may include but is not limited to: using Merge & Center, Merge Across, Merge cells, and Unmerge Cells.

- Create row and column titles.
 - This objective may include but is not limited to: Print row and column headings, print rows to repeat with titles, print columns to repeat with titles, configure titles to print only on odd or even pages, configure titles to skip the first worksheet page.
- Hide and unhide rows and columns.
 - This objective may include but is not limited to: Hide a column, unhide a column, hide a series of columns, hide a row, unhide a row, and hide a series of rows.
- Manipulate Page Setup options for worksheets.
 - This objective may include but is not limited to: Configure page orientation, manage page scaling, configure page margins, and change header and footer size.
- Create and apply cell styles.
 - This objective may include but is not limited to: Apply cell styles, construct new cell styles.

Managing Worksheets and Workbooks

- Create and format worksheets.
 - This objective may include but is not limited to: Insert worksheets, delete worksheets, copy, reposition, copy and move, rename, grouping, apply coloring to worksheet tabs, hiding worksheet tabs, un-hiding worksheet tabs.
- Manipulate window views.
 - This objective may include but is not limited to: splitting window views, arranging window views, and opening a new window with contents from the current worksheet.
- Manipulate workbook views.
 - This objective may include but is not limited to: using Normal, Page Layout, and Page Break workbook views, and creating custom views.

Applying Formulas and Functions

- Create formulas.
 - This objective may include but is not limited to: Use basic operators, revise formulas.
- Enforce precedence.
 - This objective may include but is not limited to: Order of evaluation, precedence using parentheses, precedence of operators for percent vs. exponentiation.
- Apply cell references in formulas.
 - This objective may include but is not limited to: Relative, absolute.
- Apply conditional logic in a formula.
 - This objective may include but is not limited to: Create a formula with values that match your conditions, edit defined conditions in a formula, and use a series of conditional logic values in a formula.
- Apply named ranges in formulas.
 - This objective may include but is not limited to: Define, edit and rename a named range.
- Apply cell ranges in formulas.
 - This objective may include but is not limited to: Enter a cell range definition in the formula bar, define a cell range using the mouse, and define a cell range using a keyboard shortcut.

Presenting Data Visually

- Create charts based on worksheet data.
- Apply and manipulate illustrations.
 - This objective may include but is not limited to: Clip Art, SmartArt, shapes, screenshots.
- Create and modify images by using the Image Editor.
 - This objective may include but is not limited to: making corrections to an image (sharpen or soften an image, changing brightness and contrast), using picture color tools, and changing artistic effects on an image.
- Apply Sparkline's.
 - This objective may include but is not limited to: using Line, Column, and Win/Loss chart types, creating a Sparkline chart, customizing a Sparkline,

formatting a Sparkline, and showing or hiding data markers.

Sharing worksheet data with other users

- Share spreadsheets by using Backstage.
 - This objective may include but is not limited to: sending a worksheet via E-mail or SkyDrive, changing the file type to a different version of Excel, and saving as PDF or XPS.
- Manage comments.
 - This objective may include but is not limited to: inserting, viewing, editing, and deleting comments.

Analyzing and Organizing Data

- Filter data.
 - This objective may include but is not limited to: Define, apply, remove, search, and filter lists using AutoFilter.
- Sort data.
 - This objective may include but is not limited to: using sort options (values, font color, and cell color).
- Apply conditional formatting.
 - This objective may include but is not limited to: Apply conditional formatting to cells, use the Rule Manager to Apply Conditional Formats, use the IF Function and Apply Conditional Formatting, icon sets, data bars, clear rules.

Aligned Washington State Standards

Art	
Communications	
Educational Technology	
Health and Fitness	
Math	<ul style="list-style-type: none"> • Select and justify functions and equations to model and solve problems. • Analyze a problem situation and represent it mathematically. • Select and apply strategies to solve problems.
Reading	<ul style="list-style-type: none"> • Apply understanding of complex information, including functional documents, to perform a task.
Science	
Social Studies	
Writing	

COMPONENTS AND ASSESSMENTS

Performance Assessments: Using reasoning, problem-solving, and decision-making skills, students will collaboratively analyze and summarize numerical data in realistic situations such as documenting inventory, expenses, sales, and profits. Individual students demonstrate Microsoft Excel Expert skills.

Performance Tasks:

- Importing and exporting data.
- Managing workbooks.
- Formatting numbers.
- Working with ranges.
- Customizing Excel.
- Auditing Worksheet.
- Summarizing and Analyzing data.
- Workgroup collaboration.

Leadership Alignment:

- Students will demonstrate the ability to incorporate and utilize the principles of group dynamics in a variety of settings.
- FBLA provides leadership activities that correlate with this framework.

Standards and Competencies**Standard/Unit: Excel/Spreadsheets - Expert****Competencies****Total Learning Hours for Unit: 30****Sharing and Maintaining Workbooks**

- Apply workbook settings, properties, and data options.
 - This objective may include but is not limited to: setting advanced properties, saving a workbook as a template, and importing and exporting XML data.
- Apply protection and sharing properties to workbooks and worksheets.
 - This objective may include but is not limited to: protecting the current sheet, protecting the workbook structure, restricting permissions, and requiring a password to open a workbook.
- Maintain shared workbooks.
 - This objective may include but is not limited to: merging workbooks and setting Track Changes options.

Applying Formulas and Functions

- Audit formulas.
 - This objective may include but is not limited to: tracing formula precedents, dependents, and errors, locating invalid data or formulas, and correcting errors in formulas.
- Manipulate formula options.
 - This objective may include but is not limited to: setting iterative calculation options and enabling or disabling automatic workbook calculation.
- Perform data summary tasks.
 - This objective may include but is not limited to: using an array formula and using a SUMIFS function.
- Apply functions in formulas.
 - This objective may include but is not limited to: finding and correcting errors in functions, applying arrays to functions, and using Statistical, Date and Time, Financial, Text, and Cube functions.

Presenting Data Visually

- Apply advanced chart features.
 - This objective may include but is not limited to: using Trend lines, Dual axes, chart templates, and Sparkline's.
- Apply data analysis.
 - This objective may include but is not limited to: using automated analysis tools and performing What-If analysis.
- Apply and manipulate PivotTables.
 - This objective may include but is not limited to: manipulating PivotTable data and using the slicer to filter and segment your PivotTable data in multiple layers.
- Apply and manipulate Pivot Charts.
 - This objective may include but is not limited to: creating, manipulating, and analyzing PivotChart data.
- Demonstrate how to use the slicer.
 - This objective may include but is not limited to: choosing data sets from external data connections.

Working with Macros and Forms

- Create and manipulate macros.
 - This objective may include but is not limited to: running a macro, running a macro when a workbook is opened, running a macro when a button is clicked, recording an action macro, assigning a macro to a command button, creating a custom macro button on the Quick Access Toolbar, and

applying modifications to a macro. <ul style="list-style-type: none"> • Insert and manipulate form controls. <ul style="list-style-type: none"> ○ This objective may include but is not limited to: inserting form controls and setting form properties. 	
<i>Aligned Washington State Standards</i>	
Art	
Communications	
Educational Technology	
Health and Fitness	
Math	<ul style="list-style-type: none"> • Select and justify functions and equations to model and solve problems. • Make valid inferences and draw conclusions based on data. • Synthesize information to draw conclusions, and evaluate the arguments and conclusions of others. • Summarize mathematical ideas with precision and efficiency for a given audience and purpose.
Reading	
Science	
Social Studies	
Writing	

COMPONENTS AND ASSESSMENTS	
Performance Assessments Using decision-making, critical and creative thinking skills, individual students will demonstrate proper presentation skills and use of presentation software by: <ul style="list-style-type: none"> • Creating, customizing and modifying a presentation. • Working with text. • Working with visual elements. • Delivering a presentation. • Managing files. • Integrating with other software packages. 	
Leadership Alignment:	
<i>Standards and Competencies</i>	
Standard/Unit: MS PowerPoint	
Competencies	Total Learning Hours for Unit: 20
Managing the PowerPoint Environment <ul style="list-style-type: none"> • Adjust views. <ul style="list-style-type: none"> ○ This objective may include but is not limited to: adjusting views by using ribbon or status bar commands. • Manipulate the PowerPoint window. <ul style="list-style-type: none"> ○ This objective may include but is not limited to: working with multiple presentation windows simultaneously. • Configure the Quick Access Toolbar. 	

- This objective may include but is not limited to: showing the Quick Access Toolbar (QAT) below the ribbon.
- Configure PowerPoint file options.
 - This objective may include but is not limited to: using PowerPoint, Proofing, and Save options.

Creating a Slide Presentation

- Construct and edit photo albums.
 - This objective may include but is not limited to: adding captions to pictures, inserting text, inserting images in black and white, reordering pictures in an album, and adjusting image rotation, brightness, and contrast.
- Apply slide size and orientation settings.
 - This objective may include but is not limited to: setting up a custom size and changing the orientation.
- Add and remove slides.
 - This objective may include but is not limited to: inserting an outline, reusing slides from a saved presentation, reusing slides from a slide library, duplicating selected slides, deleting multiple slides simultaneously, and including non-contiguous slides in a presentation.
- Format slides.
 - This objective may include but is not limited to: formatting sections, modifying themes, switching to a different slide layout, applying a fill color, gradient, picture, texture, or pattern to a slide, and setting up slide footers.
- Enter and format text.
 - This objective may include but is not limited to: using text effects, changing the indentation, alignment, line spacing, and direction of text, changing the formatting of bulleted and numbered lists, entering text in a placeholder text box, converting text to SmartArt, copying and pasting text, using Paste Special, and using Format Painter.
- Format text boxes.
 - This objective may include but is not limited to: applying a fill color, gradient, picture, texture, or pattern to a text box, changing the outline color, weight, or style, changing the shape of the text box, applying effects, setting the alignment, creating columns in a text box, setting internal margins, setting the current text box formatting as the default for new text boxes, adjusting text wrapping, sizing and positioning a text box, and using AutoFit.

Working with Graphical and Multimedia Elements

- Manipulate graphical elements.
 - This objective may include but is not limited to: arranging, positioning, and resizing graphical elements, applying effects, applying styles, applying borders, and adding hyperlinks.
- Manipulate images.
 - This objective may include but is not limited to: applying color adjustments, applying image corrections (sharpen, soften, brightness, contrast), adding artistic effects to an image, removing a background, cropping a picture, compressing selected pictures or all pictures, changing a picture, and resetting a picture.
- Modify WordArt and shapes.
 - This objective may include but is not limited to: setting the formatting of the current shape as the default for future shapes, changing the fill color or texture, changing the WordArt, converting to SmartArt.
- Manipulate SmartArt.
 - This objective may include but is not limited to: adding and removing shapes, changing SmartArt styles, changing the SmartArt layout, reordering shapes, converting a SmartArt graphic to text, converting SmartArt to shapes, making shapes larger or smaller, and promoting or demoting bullet levels.
- Edit video and audio content.
 - This objective may include but is not limited to: applying a style to video or audio content, adjusting, arranging, and sizing video or audio content, and adjusting playback options.

Creating Charts and Tables

- Construct and modify tables.
 - This objective may include but is not limited to: drawing a table, inserting a Microsoft Excel spreadsheet, setting table style options, adding shading, borders, and effects, changing the alignment, resizing, merging or splitting columns and rows, distributing columns and rows, arranging

columns and rows.

- Insert and modify charts.
 - This objective may include but is not limited to: selecting a chart type, entering chart data, changing the chart type, changing the chart layout, switching row and column, selecting data, editing data.
- Apply chart elements.
 - This objective may include but is not limited to: using chart labels, axes, gridlines, and backgrounds.
- Manipulate chart layouts.
 - This objective may include but is not limited to: selecting chart elements and formatting selections.
- Manipulate chart elements.
 - This objective may include but is not limited to: arranging chart elements, specifying a precise position, applying effects, resizing chart elements, applying Quick Styles, applying a border, and adding hyperlinks.

Applying Transitions and Animations

- Apply built-in and custom animations.
 - This objective may include but is not limited to: using More Entrance, More Emphasis, and More Exit effects, and using More Motion paths.
- Apply effect and path options.
 - This objective may include but is not limited to: setting timing and start options.
- Apply and modify transitions between slides.
 - This objective may include but is not limited to: modifying a transition effect, adding a sound to a transition, modifying transition duration, and setting up manual or automatically timed advance options.
- Manipulate animations.
 - This objective may include but is not limited to: changing the direction of an animation, attaching a sound to an animation, using Animation Painter, reordering animations, and selecting text options.

Collaborating on Presentations

- Manage comments in presentations.
 - This objective may include but is not limited to: inserting and editing comments, showing or hiding markup, moving to the previous or next comment, and deleting comments.
- Apply proofing tools.
 - This objective may include but is not limited to: using Spelling and Thesaurus features, comparing and combining presentations.

Preparing Presentations for Delivery

- Save presentations.
 - This objective may include but is not limited to: saving the presentation as a picture presentation, PDF, XPS, outline, or Open Document presentation, saving a slide or object as a picture file, and saving a presentation as a show (.ppsx).
- Share presentations.
 - This objective may include but is not limited to: packaging a presentation for CD delivery, creating video, creating handouts (send to Microsoft Word), and compressing media.
- Print presentations.
 - This objective may include but is not limited to: adjusting print settings.
- Protect presentations.
 - This objective may include but is not limited to: setting a password, changing a password, and marking a presentation as final.

Delivering Presentations

- Apply presentation tools.
 - This objective may include but is not limited to: adding pen and highlighter annotations, changing the ink color, erasing an annotation, and discarding or retaining annotations upon closing.
- 8.2. Set up slide shows.
 - This objective may include but is not limited to: setting up Slide Show, playing narrations, setting up Presenter view, using timings, showing media

controls, broadcasting presentations, and creating a Custom Slide Show.

- Set presentation timing.
 - This objective may include but is not limited to: rehearsing and keeping timings, adjusting a slide's timing.
- Record presentations.
 - This objective may include but is not limited to: starting recording from the beginning of a slide show and starting recording from the current slide of the slide show.

Aligned Washington State Standards

Art	<ul style="list-style-type: none"> • Apply audience skills in a variety of arts settings and performances. • Use the arts to communicate for a specific purpose.
Communications	<ul style="list-style-type: none"> • Uses knowledge of topic/theme, audience, and purpose to plan presentations. • Uses media and other resources to support presentations. • Uses effective delivery.
Educational Technology	
Health and Fitness	
Math	
Reading	
Science	
Social Studies	
Writing	

COMPONENTS AND ASSESSMENTS

Performance Assessments: Utilizing problem-solving and reasoning skills, students will identify patterns and sequence through understanding information systems and the use of technology in creating and manipulating data in database software. Students will demonstrate efficient use of database software by:

- Planning, designing and creating databases.
- Creating and modifying databases, tables, and forms.
- Creating and modifying queries.
- Viewing and organizing information.
- Defining relationships.
- Producing reports.
- Integrating with other applications.

Leadership Alignment:

- The student will be involved in activities that require applying theory, problem-solving, and using critical and creative thinking skills while understanding outcomes of related decisions.
- DECA provides leadership activities that correlate with this framework.

Standards and Competencies

Standard/Unit: MS Access

Competencies

Total Learning Hours for Unit: 20

Managing the Access Environment

- Create and manage a database.
 - This objective may include but is not limited to: using Save Object As, Open, Save and Publish, Compact & Repair Database, and Encrypt with Password commands, creating a database from a template, and setting Access options.
- Configure the Navigation Pane.
 - This objective may include but is not limited to: renaming objects, deleting objects, and setting Navigation options.
- Apply Application Parts.
 - This objective may include but is not limited to: using Blank Forms, Quick Start, and user templates.

Building Tables

- Create tables.
 - This objective may include but is not limited to: creating tables in Design View.
- Create and modify fields.
 - This objective may include but is not limited to: inserting a field, deleting a field, renaming a field, Hide or Unhide fields, Freeze or Unfreeze fields, modifying data types, modifying the field description, and modifying field properties.
- Sort and filter records.
 - This objective may include but is not limited to: using Find, Sort, and Filter commands.
- Set relationships.
 - This objective may include but is not limited to: defining Primary Keys, using Primary Keys to create Relationships, and editing Relationships.
- Import data from a single data file.
 - This objective may include but is not limited to: importing source data into a new table, appending records to an existing table, and importing data as a linked table.

Building Forms

- Create forms.
 - This objective may include but is not limited to: using the Form Wizard, creating a Blank Form, using Form Design Tools, and creating Navigation forms.
- Apply Form Design Tab options.
 - This objective may include but is not limited to: using the Themes, Controls, Header/Footer, and Tools groups.
- Apply Form Arrange Tab options.
 - This objective may include but is not limited to: using the Table, Move, and Position groups.
- Apply Form Format Tab options.
 - This objective may include but is not limited to: using the Background and Control Formatting groups.

Creating and Managing Queries

- Construct queries.
 - This objective may include but is not limited to: using Select, Make Table, Append, and Crosstab query types.
- Manage source tables and relationships.
 - This objective may include but is not limited to: using the Show Table and Remove Table commands, and creating ad hoc relationships.
- Manipulate fields.
 - This objective may include but is not limited to: adding, removing, and rearranging fields, and using Sort and Show options.
- Calculate totals.
 - This objective may include but is not limited to: using the Total row and using Group By.
- Generate calculated fields.
 - This objective may include but is not limited to: performing calculations, using the Zoom box, and using Expression Builder.

Designing Reports

- Create reports.
 - This objective may include but is not limited to: creating a Blank Report, using Report Design Tools, and using the Report Wizard.

- Apply Report Design Tab options.
 - This objective may include but is not limited to: using the Themes, Grouping & Totals, Controls, Header/Footer, and Tools groups.
- Apply Report Arrange Tab options.
 - This objective may include but is not limited to: using the Table, Move, Position, and Sizing & Ordering groups.
- Apply Report Format Tab options.
 - This objective may include but is not limited to: adding color, background images, and conditional formatting.
- Apply Report Page Setup Tab options.
 - This objective may include but is not limited to: using the Page Size and Page Layout groups.
- Sort and filter records for reporting.
 - This objective may include but is not limited to: using the Find, Sort, and Filter commands, and using view types.

Aligned Washington State Standards

Art	
Communications	
Educational Technology	
Health and Fitness	
Math	<ul style="list-style-type: none"> • Select and justify functions and equations to model and solve problems. • Analyze a problem situation and represent it mathematically. • Select and apply strategies to solve problems. • Evaluate a solution for reasonableness, verify its accuracy, and interpret the solution in the context of the original problem.
Reading	<ul style="list-style-type: none"> • Apply strategies to comprehend words and ideas. • Apply understanding of complex information, including functional documents, to perform a task.
Science	
Social Studies	
Writing	

COMPONENTS AND ASSESSMENTS

Performance Assessments: Use online resources to gather information about careers, employers, and post-secondary education.

Leadership Alignment:

- The student will demonstrate oral, interpersonal, written, and electronic communication and presentation skills and understand how to apply those skills.
- DECA provides leadership activities that correlate with this framework.

Standards and Competencies

Standard/Unit: Career Awareness / Self Awareness / Career Research / Evaluate Career Information

Competencies	Total Learning Hours for Unit: 20
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Career Awareness

- Assess personal skills, abilities and aptitudes and personal strengths and weaknesses as they relate to career exploration and development.
- Utilize career resources to develop a career information database that includes international career opportunities.
- Relate the importance of workplace expectations to career development.
- Apply knowledge gained from individual assessment to a comprehensive set of goals and an individual career plan.
- Develop strategies to make an effective transition from school to a career.
- Relate the importance of lifelong learning to career success.

Self-Awareness

- Assess and analyze personal talents, values, and interests as they may relate to a future career, based on the completion of standardized career interest survey and personality indicator assessments.
- Compare personal skills and aptitudes with various career options.
- Correlate personal characteristics with the requirements of specific jobs within career clusters.
- Identify transferable competencies and job-specific skills related to career and job options.
- Identify personal strengths and weaknesses.

Career Research

- Use a variety of research tools (e.g., computer-assisted programs, newspapers, books, professional and trade associations, informational interviews, job shadowing, career fairs, and the Internet) in the career exploration process.
- Evaluate several occupational interests, based on various criteria (e.g., educational requirements, starting salaries, and career ladder opportunities).
- Use available resources for projecting career opportunities and trends.
- Analyze a specific career cluster using a variety of research tools (e.g., college career centers/counselors, professional and trade associations, career fairs, information interviews, print media, and the Internet).
- Describe the impact of the global economy on jobs and careers.
- Evaluate international employment opportunities.

Workplace Expectations

- Demonstrate personal qualities related to employability.
- Describe how honesty and integrity affect relationships with others.
- Describe appropriate time management techniques and their application in the workplace.
- Discuss and illustrate the positive and negative effects of a well-developed work ethic on worker and workplace productivity.
- Explain the importance of respect for the feelings and beliefs of others.
- Demonstrate appropriate employer and employee interactions in workplace situations.
- Demonstrate the ability to function as a proactive, productive team member in the workplace.
- Discuss advantages and disadvantages of entering nontraditional occupations.
- Identify stereotypes, biases, and discriminatory behaviors that may impact opportunities for women and min in certain occupations.
- Illustrate techniques for eliminating gender bias and stereotyping.
- Discuss equity issues and their impact on the workplace.
- Discuss and demonstrate the skills necessary to function as a member of a diverse workforce.
- Demonstrate appropriate telephone and e-mail etiquette.
- Describe methods of providing good customer service in the workplace.
- Explain the need for continual skills improvement to ensure lifelong career success.
- Compare how performing a job in a virtual work environment differs from performing the same job in a traditional work setting.

Aligned Washington State Standards

Art

Communications

- Applies a variety of listening and observation skills/strategies to interpret information.
- Analyzes the needs of the audience, situation, and setting to adjust language and other communication strategies.

	<ul style="list-style-type: none"> • Uses communication skills that demonstrate respect. • Applies skills and strategies to contribute responsibly in a group setting.
Educational Technology	
Health and Fitness	
Math	
Reading	<ul style="list-style-type: none"> • Apply strategies to comprehend words and ideas. • Understand and apply content/academic vocabulary critical to the meaning of the text, including vocabularies relevant to different contexts, cultures, and communities. • Apply understanding of complex organizational features of printed text and electronic sources. • Evaluate informational materials, including electronic sources, for effectiveness. • Synthesize information from a variety of sources. • Analyze web-based and other resource materials (including primary sources and secondary sources) for relevance in answering research questions. • Apply understanding of complex information, including functional documents, to perform a task. • Apply appropriate reading strategies for interpreting technical and nontechnical documents used in job-related settings.
Science	
Social Studies	
Writing	

21st Century Skills

Check those that students will demonstrate in this course:

<p>LEARNING & INNOVATION</p> <p>Creativity and Innovation</p> <p><input checked="" type="checkbox"/> Think Creatively</p> <p><input checked="" type="checkbox"/> Work Creatively with Others</p> <p><input checked="" type="checkbox"/> Implement Innovations</p> <p>Critical Thinking and Problem Solving</p> <p><input checked="" type="checkbox"/> Reason Effectively</p> <p><input checked="" type="checkbox"/> Use Systems Thinking</p> <p><input checked="" type="checkbox"/> Make Judgments and Decisions</p> <p><input checked="" type="checkbox"/> Solve Problems</p> <p>Communication and Collaboration</p> <p><input checked="" type="checkbox"/> Communicate Clearly</p> <p><input checked="" type="checkbox"/> Collaborate with Others</p>	<p>INFORMATION, MEDIA & TECHNOLOGY SKILLS</p> <p>Information Literacy</p> <p><input checked="" type="checkbox"/> Access and Evaluate Information</p> <p><input checked="" type="checkbox"/> Use and Manage Information</p> <p>Media Literacy</p> <p><input type="checkbox"/> Analyze Media</p> <p><input type="checkbox"/> Create Media Products</p> <p>Information, Communications and Technology (ICT Literacy)</p> <p><input checked="" type="checkbox"/> Apply Technology Effectively</p>	<p>LIFE & CAREER SKILLS</p> <p>Flexibility and Adaptability</p> <p><input checked="" type="checkbox"/> Adapt to Change</p> <p><input checked="" type="checkbox"/> Be Flexible</p> <p>Initiative and Self-Direction</p> <p><input checked="" type="checkbox"/> Manage Goals and Time</p> <p><input checked="" type="checkbox"/> Work Independently</p> <p><input checked="" type="checkbox"/> Be Self-Directed Learners</p> <p>Social and Cross-Cultural</p> <p><input checked="" type="checkbox"/> Interact Effectively with Others</p> <p><input checked="" type="checkbox"/> Work Effectively in Diverse Teams</p> <p>Productivity and Accountability</p> <p><input checked="" type="checkbox"/> Manage Projects</p> <p><input checked="" type="checkbox"/> Produce Results</p> <p>Leadership and Responsibility</p> <p><input checked="" type="checkbox"/> Guide and Lead Others</p> <p><input checked="" type="checkbox"/> Be Responsible to Others</p>
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