

Curriculum Guide

LESSON

NEW SKILLS

Unit 1: Professionalism in the Workplace

Part 1: The Importance of Professionalism

Part 2: Soft Skills in the Workplace

Part 3: Rules and Regulations in the Workplace

Unit 1 Review

Unit Review can be downloaded from the Companion Website: www.MyCompanionSite.com

Unit 2: Information Systems

Part 1: Technology in the Workplace

Part 2: Information Systems & Communication Technology

Part 3: Technology Benefits and Drawbacks

Part 4: Integrating Information Systems Into Business

Unit 2 Review

Unit Review can be downloaded from the Companion Website: www.MyCompanionSite.com

Unit 3: Managing Information Systems

Part 1: Information Technology Requirements

Part 2: Planning and Setting Up Information Systems

Part 3: Managing Information Systems

Unit 3 Review

Unit Review can be downloaded from the Companion Website: www.MyCompanionSite.com

Unit 4: File Management

Part 1: The Computer File System

Part 2: The Importance of an Organized File System

Part 3: File Management Lessons

4.1	Unit Directories	<i>Setting Up a File Directory for this Book</i>	Creating a File Directory • Capturing a Screenshot
4.2	File Formats	<i>Saving Files in Different Formats</i>	Saving Files in Different Formats
4.3	Organizing Files	<i>Copying and Moving Files</i>	Copying and Moving Files

Unit 5: Word Processing

Part 1: Introduction to Word Processing

Part 2: Document Basics & Formatting

5.1	My Favorite Things	<i>Creating Your First Document</i>	Creating, Naming, and Saving a Document • Revising, Renaming, and Saving an Existing Document • Changing Font and Font Size • Printing a Document • Closing a Document
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Curriculum Guide

LESSON

NEW SKILLS

5.2	Super Cuts	<i>Formatting Text</i>	Applying Bold, Italics, and Underline • Increasing and Decreasing Font Size • Aligning Text • Using Cut, Copy, and Paste • Creating a Numbered List
5.3	State Symbols	<i>Enhancing & Formatting Text</i>	Changing Font Color • Changing Text Case • Inserting a Symbol • Applying Strikethrough • Inserting a Standard and Customized Bullet • Applying a Border
5.4	How to Build a Website	<i>Working with Bookmarks</i>	Inserting a Page Break • Inserting a Bookmark • Hyperlinking Text to a Bookmark
5.5	Fortune 500 Top 10 Companies	<i>Working with Hyperlinks</i>	Hyperlinking Text to a Website Address

Part 3: Formatting Paragraphs & Editing Text

5.6	The Hunger Games	<i>Using Find & Replace</i>	Using Find and Replace
5.7	The Voice	<i>Proofing Your Document</i>	Using Spelling and Grammar Check • Using the Thesaurus Tool
5.8	Movie Summary	<i>Changing Paragraph Line Spacing</i>	Changing Paragraph Line Spacing • Writing a Summary • Using Word Count
5.9	Taking a Vacation	<i>Creating a Bulleted List</i>	Formatting Numbered Lists • Using Bullets • Formatting Customized Bullets

Part 4: Working with Tables and Columns

5.10	Celebrities and Their Pets	<i>Using Table Basics</i>	Inserting Tables • Shading Cells, Rows, and Columns • Inserting Rows • Merging Cells
5.11	Homework Planner	<i>Formatting Tables</i>	Changing Column Width • Changing Cell Alignment • Changing Row Height • Changing Text Direction • Inserting an Image in a Table • Centering a Table Horizontally
5.12	So You Think You Can Dance	<i>Formatting Text into Columns</i>	Creating Two Columns • Justifying Text

Part 5: Working with Tabs

5.13	Video Game Ratings	<i>Setting Custom Tabs</i>	Setting Left, Right, and Center Tabs
5.14	Social Media for Teens	<i>Applying Tab Leaders</i>	Using Dot Leaders

Part 6: Using Headers, Footers, & Page Setup

5.15	From the Top to the Bottom	<i>Using Headers and Footers</i>	Inserting a Header • Inserting a Footer • Inserting Page Numbers • Inserting the Date
5.16	School Lunch Menu	<i>Vertically Centering Text</i>	Formatting Page Orientation • Setting Custom Margins • Adding a Page Border • Centering Text Vertically

Curriculum Guide

LESSON

NEW SKILLS

Part 7: Working with Graphics and Visual Elements

5.17	Spring Scene	<i>Using Shapes</i>	Using Shapes • Using Shape Effects • Changing Shape Fill • Changing Shape Outline • Resizing Shapes • Grouping Shapes
5.18	Dynamic Desktop	<i>Inserting and Formatting Pictures</i>	Inserting a Picture • Resizing a Picture • Rotating a Picture • Using Layout Options • Applying a Border to a Picture
5.19	Right Here, Right Now	<i>Working with Text Boxes</i>	Inserting a Text Box • Resizing Text Boxes • Wrapping Text Within a Text Box • Grouping a Text Box with Other Objects
5.20	Days of the Week	<i>Working with Design Elements</i>	Using WordArt • Formatting a Drop Cap
5.21	Logo Links	<i>Applying Hyperlinks to Images</i>	Hyperlinking Images to Websites
5.22	SWOT Analysis Diagram	<i>Working with a Template</i>	Creating and Saving a Template • Aligning Objects

Part 8: Creating Professional Documents

5.23	Professional Business Documents	<i>Identifying Various Business Documents</i>	Identifying Business Documents
5.24	Recommendation Letter	<i>Writing a Letter of Request</i>	Writing an Effective Letter of Request • Formatting a Block Style Letter • Creating a Mail Merge for Letters
5.25	New Menu Announcement	<i>Creating a Press Release</i>	Formatting a Press Release
5.26	Spirit Week Memo	<i>Creating a Memo</i>	Formatting a Memo
5.27	School Newsletter	<i>Recreating a Newsletter</i>	Formatting a Newsletter
5.28	Knowledge College Letterhead	<i>Formatting Business Letterhead</i>	Creating Business Letterhead
5.29	Business Card	<i>Creating a Business Card</i>	Creating a Business Card
5.30	Promotional Flyer	<i>Designing a Business Flyer</i>	Creating and Designing a Flyer • Selecting a Shadow and Dash Style
5.31	Resume	<i>Recreating a Resume</i>	Creating and Formatting a Resume
5.32	Social Media Today	<i>Creating an MLA Report</i>	Formatting a Report in MLA Style
5.33	Knowledge College Majors	<i>Using Online Word Processing Software</i>	Creating, Editing, and Sharing an Online Word Processing Document • Collaborating Using Online Word Processing Software

Curriculum Guide

LESSON

NEW SKILLS

Unit 6: Databases

Part 1: Introduction to Databases

Part 2: Creating Tables Using Datasheet View

6.1	Address Book	<i>Creating Your First Database</i>	Creating a Blank Database • Naming and Saving a Database • Defining the Structure of a Database • Selecting Data Types • Naming and Creating Fields • Naming and Saving a Table • Adjusting Column Widths • Printing a Table • Closing a Database
6.2	Address Book 2	<i>Working with an Existing Database</i>	Opening an Existing Database • Adding New Fields • Using New Data Types • Formatting a Date/Time Field • Formatting a Yes/No Field
6.3	Colleges	<i>Working with Interactive Data Types</i>	Formatting Currency Fields • Using Hyperlinks • Formatting Number Fields
6.4	Favorite U.S. Roller Coasters	<i>Changing Data Types and Formatting Fields</i>	Deleting Fields
6.5	Address Book 3	<i>Working with Text and Formats</i>	Applying Bold and Italics • Changing Font and Font Size • Changing Alignment • Changing Font Color • Using Find and Replace • Sorting Ascending and Descending

Part 3: Creating Tables Using Design View

6.6	Sales at the School Store	<i>Working in Design View</i>	Creating Tables Using Design View
6.7	Income	<i>Editing Field Properties</i>	Adding a Field Description • Setting a Field Size • Inserting/Deleting Fields • Moving Fields • Naming and Creating Fields in Design View • Exporting a Table from a Database
6.8	Concerts	<i>Applying Filters</i>	Changing Data Types • Applying a Selection Filter • Using Toggle Filter • Formatting Number View
6.9	Multiple Oscar Winners	<i>Editing Records</i>	Using Cut, Copy, and Paste

Part 4: Working with Queries

6.10	Winter Olympics and Paralympics	<i>Working with Queries</i>	Using Multiple Tables • Using the Query Wizard • Running a Query • Sorting Query Results
6.11	James Bond Movies	<i>Specifying Criteria in Query Design</i>	Using Query Design View • Viewing Queries

Part 5: Creating Forms & Reports

6.12	Cars	<i>Creating a Form</i>	Using Criteria to Filter Records • Using the Form Wizard
6.13	Entertainment Data Warehouse	<i>Creating a Report</i>	Using Find Duplicates Query • Using the Report Wizard • Using the External Data Wizard
6.14	Graduation Announcements	<i>Creating Mailing Labels</i>	Using the Label Wizard
6.15	TechieTs.com	<i>Determining the Database Requirements for a Business</i>	Designing and Creating a Database Based on a Business's Requirements

Unit 6 Review

Unit Review can be downloaded from the Companion Website: www.MyCompanionSite.com

Curriculum Guide

LESSON

NEW SKILLS

Unit 7: Spreadsheets

Part 1: Introduction to Spreadsheets

Part 2: Worksheet Basics and Page Layout

7.1	Generation What?	<i>Creating Your First Workbook</i>	Creating, Naming, and Saving a Workbook • Identifying Rows, Columns, and Cell Addresses • Previewing and Printing a Worksheet • Closing a Worksheet
7.2	NBA Hall of Fame	<i>Working with Columns and Rows</i>	Resizing Rows and Columns • Centering Text Vertically in a Cell • Wrapping Text in a Cell • Setting the Print Area
7.3	So You Think You Can Dance Season Winners	<i>Editing Basics</i>	Inserting and Deleting Rows • Selecting Cells • Using Cut • Using Copy • Using Paste
7.4	Best-Selling Books	<i>Editing Your Workbook</i>	Inserting and Deleting Columns • Freezing Panes • Adding Worksheets • Renaming a Worksheet
7.5	Best-Selling Books 2	<i>Retrieving and Proofing Your Worksheet</i>	Revising, Renaming, and Saving an Existing Workbook • Using Spell Check and Thesaurus • Changing Page Orientation • Adjusting Page Scaling
7.6	Amazon	<i>Using Headers and Footers</i>	Inserting a Header • Inserting a Footer • Changing Page Margins • Printing Gridlines • Printing Row and Column Headings

Part 3: Formatting Data

7.7	Market Analysis	<i>Formatting Data</i>	Changing Font • Changing Font Size • Applying Bold, Italics, and Underline • Aligning Text in Columns Horizontally
7.8	AT40	<i>Formatting Cells and Centering a Page</i>	Formatting Cells as Text • Centering on a Page Horizontally and Vertically
7.9	TV Legend Interviews	<i>Using Additional Number Formats</i>	Formatting Cells as Duration • Using Merge and Center • Adding Borders
7.10	Excel Art	<i>Formatting Cells</i>	Applying Fill Color • Applying Font Color

Part 4: Working with Numbers and Formulas

7.11	Forever 21	<i>Formatting Numbers</i>	Formatting Cells as Numbers with Zero Decimals • Increasing/Decreasing Decimal Places
7.12	Accounts Payable—Nike Store	<i>Formatting Currency and Percent</i>	Formatting Cells as Currency • Formatting Cells as Percentages
7.13	Top 10 Most Expensive Flights	<i>Applying Accounting Style</i>	Formatting Cells as Accounting
7.14	Party Invitation List	<i>Sorting Data</i>	Sorting Data in Ascending Order • Sorting Data in Descending Order • Selecting Non-Adjacent Cells
7.15	You Say It's Your Birthday	<i>Formatting Dates</i>	Formatting Cells as Dates

Curriculum Guide

LESSON

NEW SKILLS

7.16	Major Holidays	<i>Sequencing Made Easy</i>	Using AutoFill to Complete a Sequence
7.17	Presentation Rubric	<i>Using Basic Calculations</i>	Using Basic Formulas: Addition • Copying and Pasting Formulas • Displaying Formulas • Using Cell References
7.18	My Check Register	<i>Adding Adjacent Cells</i>	Using AutoSum • Using SUM • Using Basic Formulas: Subtraction
7.19	Town Camp Summer Payroll	<i>Using Multi-Math Formulas</i>	Using Basic Formulas: Multiplication • Using Parentheses for Multi-Math Formulas
7.20	Event Budget	<i>Practicing Cell References</i>	There are no new skills being introduced in this reinforcement lesson.
7.21	Basic Baseball Stats	<i>Calculating Statistics</i>	Using Basic Formulas: Division
7.22	Accounts Payable	<i>Commonly Used Formulas</i>	Using Average, Maximum, and Minimum
7.23	Skittles	<i>Formatting Fractions</i>	Formatting Cells as Fractions
7.24	Sales Projection	<i>Working with Absolute Cell Reference</i>	Using Absolute Cell References
7.25	Forever 21 Part 2	<i>Determining the Number of Items</i>	Using the COUNTIF Function
7.26	The Ultimate Pay Raise	<i>Working with Conditions</i>	Using Conditions in Formulas
7.27	Dream House Mortgage	<i>Determining Loan Payments</i>	Using the Payment (PMT) Function
7.28	College Savings	<i>Determining the Future Value of Savings</i>	Using the Future Value (FV) Function
7.29	Town Camp Summer Payroll 2	<i>Calculating Payroll Deductions</i>	Using the ROUND Function • Rotating Cell Orientation

Part 5: Working with Shapes and Elements

7.30	Dinner Menu	<i>Working with Illustrations</i>	Inserting a Clip Art Image
7.31	Paying the Bills	<i>Annotating a Worksheet</i>	Inserting and Removing Comments or Notes for Cells
7.32	Take a Ride	<i>Adding Text Elements</i>	Inserting WordArt
7.33	Binge Watch List	<i>Adding Shapes</i>	Inserting Shapes
7.34	Shoes, Shoes, Shoes!	<i>Using Multiple Worksheets</i>	Referencing Cells from Other Worksheets • Printing Multiple Worksheets

Part 6: Working with Charts and Graphs

7.35	Most Popular Features	<i>Creating a Pie Chart</i>	Inserting a Pie Chart • Formatting a Pie Chart
7.36	Sales History	<i>Creating a Line Graph</i>	Creating a Line Graph • Formatting a Line Graph • Using the Fill Effects Feature in a Graph
7.37	Sales Forecast	<i>Creating a Column Chart</i>	Creating a Column Chart • Formatting a Column Chart • Aligning Text in a Chart
7.38	Fast-Food Nutrition	<i>Creating a Bar Chart</i>	Inserting a Bar Chart • Formatting a Bar Chart

Curriculum Guide

LESSON

NEW SKILLS

7.39	Exercise Habits	<i>Creating an Exploded Pie Chart</i>	Inserting an Exploded Pie Chart • Formatting an Exploded Pie Chart
7.40	Customer Traffic Pattern Analysis	<i>Creating, Editing, Collaborating, and Sharing</i>	Creating, Editing, and Sharing an Online Spreadsheet • Collaborating Using Online Spreadsheet Software
7.41	Competitive Pricing Comparisons	<i>Using Online Charts and Graphs</i>	Creating a Bar Chart in an Online Spreadsheet
7.42	Comparing Enrollment	<i>Creating an Infographic</i>	Creating an Infographic • Formatting an Infographic

Unit 8: Presentations

Part 1: Introduction to Presentations

Part 2: Presentation Basics

8.1	Employee Welcome	<i>Creating Your First Presentation</i>	Creating a Blank Presentation • Saving a Presentation • Changing Font and Font Size • Inserting New Slides • Viewing a Slide Show • Closing a Presentation • Printing a Presentation • Using Bulleted Lists • Removing Bullets
8.2	Employee Welcome 2	<i>Formatting Text Basics</i>	Opening an Existing Presentation • Revising an Existing Presentation • Using Save As • Changing Font Color • Applying Bold, Italic, Underline, and Text Shadow
8.3	Choosing a College Major	<i>Formatting Paragraphs</i>	Using Numbered Lists • Increasing List Levels • Changing Line Spacing • Aligning Text

Part 3: Customizing Presentations

8.4	Geometric Shapes	<i>Using Basic Shapes</i>	Inserting Basic Shapes • Resizing Shapes • Inserting a Text Box • Deleting a Slide • Aligning Text within a Text Box
8.5	Geometric Shapes 2	<i>Formatting Basic Shapes</i>	Changing Shape Fill • Changing Shape Outline • Adding Text to a Shape • Using Shape Effects • Using Quick Styles
8.6	Building a House	<i>Arranging and Enhancing Shapes and Objects</i>	Changing Shape Height • Changing Shape Width • Aligning Objects • Arranging Objects • Grouping Objects • Rotating Objects • Using Copy and Paste

Part 4: Enhancing Slide Elements

8.7	Touring Washington, D.C.	<i>Working with and Enhancing Images</i>	Inserting Pictures • Cropping a Picture • Aligning Pictures • Using Picture Styles • Applying Picture Borders • Applying Picture Effects • Applying an Image as a Background
8.8	The Impact of Scents	<i>Using Tables and More Slide Elements</i>	Using Footers • Changing Slide Layout • Using WordArt • Inserting and Formatting a Table • Inserting a Hyperlink • Changing Background Color

Curriculum Guide

LESSON

NEW SKILLS

Part 5: Using Design Themes & Templates

8.9	Individual Sports	<i>Using a Template</i>	Using Templates • Using Video in a Slide • Reordering Slides
8.10	Team Sports	<i>Using Slide Themes</i>	Applying a Slide Theme • Changing a Slide Theme

Part 6: Applying Transitions & Animations

8.11	Individual Sports 2	<i>Applying Transitions</i>	Applying Slide Transitions • Applying Effect Options to Transitions
8.12	Team Sports 2	<i>Applying Special Effects to Transitions</i>	Using Sound • Timing Transitions • Previewing Transitions
8.13	Business Meeting Agenda	<i>Working with Animation Tools</i>	Applying Animation • Applying Effect Options to Animations • Previewing Animations • Reordering Animation

Part 7: Delivering Effective Presentations

8.14	Presentation Tips	<i>Using Tools to Help You Present</i>	Working with Presentation Views • Using Slide Sorter View • Adding Notes to Slides • Using Notes Page View • Printing Slides with Notes
8.15	Kiosk Presentation	<i>Applying the Finishing Touches</i>	Setting Up a Slide Show • Rehearsing Timings for a Slide Show • Making Your Own Design Decisions
8.16	My Kind of Town!	<i>Creating, Editing, Collaborating, and Sharing</i>	Creating, Editing, and Sharing an Online Presentation • Collaborating Using Online Presentation Software

Unit 8 Review

Unit Review can be downloaded from the Companion Website: www.MyCompanionSite.com

Unit 9: Desktop Publishing

Part 1: Introduction to Desktop Publishing

Part 2: Publication Basics

9.1	Toy Drive	<i>Working with Text</i>	Creating a Blank Publication • Saving a Publication • Inserting and Moving Text Boxes
9.2	Toy Drive 2	<i>Formatting Text</i>	Opening an Existing Publication • Using Save As • Changing Font • Changing Font Size • Changing Font Color • Applying Bold, Italic, and Underline • Changing Alignment • Changing Case and Character Spacing • Resizing Text Boxes • Printing a Publication
9.3	Science Fair Tips	<i>Aligning Text</i>	Creating Numbered and Bulleted Lists • Changing Line Spacing • Using Find and Replace • Using Print Preview
9.4	Coffee Mug Design	<i>Working with Shapes and Pictures</i>	Changing Page Orientation • Inserting Shapes • Inserting, Resizing, and Cropping Pictures • Using Copy and Paste • Horizontally Flipping a Picture
9.5	Coffee Mug Design 2	<i>Enhancing Shapes</i>	Changing Shape Fill and Outline • Changing Shape Size • Rotating a Shape • Using Horizontal Guides • Grouping Objects

Curriculum Guide

LESSON

NEW SKILLS

Part 3: Designing Professional Publications

9.6	Lunch Menu	<i>Importing Text</i>	Importing Text
9.7	Note Card	<i>More Formatting with Text and Borders</i>	Changing Text Direction • Inserting and Formatting a Picture Border • Setting Margins
9.8	Beginners Design Tips	<i>Using Customary Standards and Styles</i>	There are no new skills being introduced in this reinforcement lesson.
9.9	Doorknob Hanger	<i>Formatting a Doorknob Hanger</i>	There are no new skills being introduced in this reinforcement lesson.
9.10	Join the Club!	<i>Formatting a Brochure</i>	There are no new skills being introduced in this reinforcement lesson.
9.11	Fall Festival Flyer	<i>Redesigning a Promotional Flyer</i>	There are no new skills being introduced in this reinforcement lesson.

Unit 9 Review

Unit Review can be downloaded from the Companion Website: www.MyCompanionSite.com

Unit 10: Pitch It! Final Assessment

10.1	Overview and Project Setup		
10.2	What's the Big Idea?	<i>Inventing Your New Product</i>	There are no new skills being introduced in this final assessment.
10.3	Creating Your Product's Identity	<i>Turning Your Product Into a Brand</i>	There are no new skills being introduced in this final assessment.
10.4	Bringing Your Product to Life	<i>Creating a Prototype of Your Product</i>	There are no new skills being introduced in this final assessment.
10.5	Estimating Annual Gross Sales	<i>Forecasting the Potential Sales of Your Product</i>	There are no new skills being introduced in this final assessment.
10.6	Marketing Your Product	<i>Designing a Magazine Print Ad</i>	There are no new skills being introduced in this final assessment.
10.7	Advertising Vendor Database	<i>Expanding the Advertising Potential</i>	There are no new skills being introduced in this final assessment.
10.8	Putting It All Together	<i>Creating the "Big Pitch" Presentation</i>	There are no new skills being introduced in this final assessment.
10.9	The Big Pitch!	<i>Delivering Your Presentation to Pitch It!, Inc.</i>	There are no new skills being introduced in this final assessment.
10.10	Project Summary Report	<i>Summarizing Your Pitch It! Project Experience</i>	There are no new skills being introduced in this final assessment.