

Curriculum Guide

LESSON

NEW SKILLS

Unit 1: File Management

Part 1: The Computer File System

Part 2: The Importance of an Organized File System

Part 3: File Management Lessons

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

Unit 2: Word Processing

Part 1: Introduction to Word Processing

Part 2: Document Basics & Formatting

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
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
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
4	How to Build a Website	<i>Working with Bookmarks</i>	Inserting a Page Break • Inserting a Bookmark • Hyperlinking Text to a Bookmark
5	Fortune 500 Top 10 Companies	<i>Working with Hyperlinks</i>	Hyperlinking Text to a Website Address

Part 3: Formatting Paragraphs & Editing Text

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

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Part 4: Working with Tables and Columns

10	Celebrities and Their Pets	<i>Using Table Basics</i>	Inserting Tables • Shading Cells, Rows, and Columns • Inserting Rows • Merging Cells
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
12	So You Think You Can Dance	<i>Formatting Text into Columns</i>	Creating Two Columns • Justifying Text

Part 5: Working with Tabs

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

Part 6: Using Headers, Footers, & Page Setup

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
16	School Lunch Menu	<i>Vertically Centering Text</i>	Formatting Page Orientation • Setting Custom Margins • Adding a Page Border • Centering Text Vertically

Part 7: Working with Graphics and Visual Elements

17	Spring Scene	<i>Using Shapes</i>	Using Shapes • Using Shape Effects • Changing Shape Fill • Changing Shape Outline • Resizing Shapes • Grouping Shapes
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
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
20	Days of the Week	<i>Working with Design Elements</i>	Using WordArt • Formatting a Drop Cap
21	Logo Links	<i>Applying Hyperlinks to Images</i>	Hyperlinking Images to Websites
22	SWOT Analysis Diagram	<i>Working with a Template</i>	Creating and Saving a Template • Aligning Objects

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Part 8: Creating Professional Documents

23	Professional Business Documents	<i>Identifying Various Business Documents</i>	Identifying Business Documents
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
25	New Menu Announcement	<i>Creating a Press Release</i>	Formatting a Press Release
26	Spirit Week Memo	<i>Creating a Memo</i>	Formatting a Memo
27	School Newsletter	<i>Recreating a Newsletter</i>	Formatting a Newsletter
28	Knowledge College Letterhead	<i>Formatting Business Letterhead</i>	Creating Business Letterhead
29	Business Card	<i>Creating a Business Card</i>	Creating a Business Card
30	Promotional Flyer	<i>Designing a Business Flyer</i>	Creating and Designing a Flyer • Selecting a Shadow and Dash Style
31	Resume	<i>Recreating a Resume</i>	Creating and Formatting a Resume
32	Social Media Today	<i>Creating an MLA Report</i>	Formatting a Report in MLA Style
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

Unit 3: Spreadsheets

Part 1: Introduction to Spreadsheets

Part 2: Worksheet Basics and Page Layout

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
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
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
4	Best-Selling Books	<i>Editing Your Workbook</i>	Inserting and Deleting Columns • Freezing Panes • Adding Worksheets • Renaming a Worksheet
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
6	Amazon	<i>Using Headers and Footers</i>	Inserting a Header • Inserting a Footer • Changing Page Margins • Printing Gridlines • Printing Row and Column Headings

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Part 3: Formatting Data

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

Part 4: Working with Numbers and Formulas

11	Forever 21	<i>Formatting Numbers</i>	Formatting Cells as Numbers with Zero Decimals • Increasing/Decreasing Decimal Places
12	Accounts Payable—Nike Store	<i>Formatting Currency and Percent</i>	Formatting Cells as Currency • Formatting Cells as Percentages
13	Top 10 Most Expensive Flights	<i>Applying Accounting Style</i>	Formatting Cells as Accounting
14	Party Invitation List	<i>Sorting Data</i>	Sorting Data in Ascending Order • Sorting Data in Descending Order • Selecting Non-Adjacent Cells
15	You Say It's Your Birthday	<i>Formatting Dates</i>	Formatting Cells as Dates
16	Major Holidays	<i>Sequencing Made Easy</i>	Using AutoFill to Complete a Sequence
17	Presentation Rubric	<i>Using Basic Calculations</i>	Using Basic Formulas: Addition • Copying and Pasting Formulas • Displaying Formulas • Using Cell References
18	My Check Register	<i>Adding Adjacent Cells</i>	Using AutoSum • Using SUM • Using Basic Formulas: Subtraction
19	Town Camp Summer Payroll	<i>Using Multi-Math Formulas</i>	Using Basic Formulas: Multiplication • Using Parentheses for Multi-Math Formulas
20	Event Budget	<i>Practicing Cell References</i>	There are no new skills being introduced in this reinforcement lesson.
21	Basic Baseball Stats	<i>Calculating Statistics</i>	Using Basic Formulas: Division
22	Accounts Payable	<i>Commonly Used Formulas</i>	Using Average, Maximum, and Minimum
23	Skittles	<i>Formatting Fractions</i>	Formatting Cells as Fractions
24	2016 World Series Champions	<i>Using the Order of Operations</i>	Creating Complex Formulas

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25	Teen World Payroll Register	<i>Computing Payroll Amounts</i>	Identifying and Using Appropriate Formulas
26	Sales Projection	<i>Working with Absolute Cell Reference</i>	Using Absolute Cell References
27	Forever 21 Part 2	<i>Determining the Number of Items</i>	Using the COUNTIF Function
28	The Ultimate Pay Raise	<i>Working with Conditions</i>	Using Conditions in Formulas
29	Dream House Mortgage	<i>Determining Loan Payments</i>	Using the Payment (PMT) Function
30	College Savings	<i>Determining the Future Value of Savings</i>	Using the Future Value (FV) Function
31	Town Camp Summer Payroll 2	<i>Calculating Payroll Deductions</i>	Using the ROUND Function • Rotating Cell Orientation
32	Ice Cream Shop Inventory	<i>Creating Predictions and Estimations</i>	Using the Forecast Function

Part 5: Working with Shapes and Elements

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

Part 6: Working with Charts and Graphs

38	Most Popular Features	<i>Creating a Pie Chart</i>	Inserting a Pie Chart • Formatting a Pie Chart
39	Sales History	<i>Creating a Line Graph</i>	Creating a Line Graph • Formatting a Line Graph • Using the Fill Effects Feature in a Graph
40	Sales Forecast	<i>Creating a Column Chart</i>	Creating a Column Chart • Formatting a Column Chart • Aligning Text in a Chart
41	Fast-Food Nutrition	<i>Creating a Bar Chart</i>	Inserting a Bar Chart • Formatting a Bar Chart
42	Exercise Habits	<i>Creating an Exploded Pie Chart</i>	Inserting an Exploded Pie Chart • Formatting an Exploded Pie Chart
43	Customer Traffic Pattern Analysis	<i>Creating, Editing, Collaborating, and Sharing</i>	Creating, Editing, and Sharing an Online Spreadsheet • Collaborating Using Online Spreadsheet Software
44	Competitive Pricing Comparisons	<i>Using Online Charts and Graphs</i>	Creating a Bar Chart in an Online Spreadsheet
45	Comparing Enrollment	<i>Creating an Infographic</i>	Creating an Infographic • Formatting an Infographic
46	Student Enrollment	<i>Forecasting Data</i>	Creating a Forecast Worksheet

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Unit 4: Presentations

Part 1: Introduction to Presentations

Part 2: Presentation Basics

1	Employee Welcome	<i>Creating Your First Presentation</i>	Creating a Blank Presentation • Saving a Presentation • Inserting New Slides • Changing Font and Font Size • Aligning Text • Using Bulleted Lists • Removing Bullets • Viewing a Slide Show • Printing a Presentation • Closing a Presentation
2	Employee Welcome 2	<i>Formatting Text Basics</i>	Opening an Existing Presentation • Using Save As • Revising an Existing Presentation • Applying Bold, Italic, Underline, and Text Shadow • Changing Font Color
3	Effective Oral Presentation Skills	<i>Arranging Slide Layout</i>	Changing Slide Layout
4	Choosing a College Major	<i>Formatting Paragraphs</i>	Using Numbered Lists • Increasing List Levels • Changing Line Spacing
5	Informative Speeches	<i>Formatting Text Boxes</i>	Inserting a Text Box • Resizing a Text Box • Deleting a Slide

Part 3: Customizing Presentations

6	Geometric Shapes	<i>Using Basic Shapes</i>	Inserting Basic Shapes • Resizing Shapes
7	Geometric Shapes 2	<i>Formatting Basic Shapes</i>	Changing Shape Fill • Adding Text to a Shape • Changing Shape Outline • Using Shape Effects • Using Quick Styles
8	Building a House	<i>Arranging and Enhancing Shapes and Objects</i>	Changing Shape Height • Changing Shape Width • Using Copy and Paste • Rotating Objects • Duplicating Slides • Arranging Objects • Aligning Objects • Grouping Objects
9	Persuasive Speeches	<i>Formatting Slide Backgrounds</i>	Applying Background Fill Color • Applying Background Gradients • Applying Background Textures
10	Malala's Biography	<i>Enhancing Slide Backgrounds</i>	Applying a Picture as a Slide Background

Part 4: Enhancing Slide Elements

11	Touring Washington, D.C.	<i>Working with and Enhancing Images</i>	Inserting Pictures • Cropping a Picture • Aligning Pictures • Applying Picture Effects • Applying Picture Borders • Applying Picture Styles
12	Networking	<i>Formatting Headers and Footers</i>	Using Headers and Footers • Editing a Slide Master
13	Personal Budget	<i>Using WordArt</i>	Inserting WordArt • Resizing WordArt
14	Interesting Careers	<i>Making Your Presentation Interactive</i>	Inserting a Hyperlink
15	The Impact of Scents	<i>Using Tables</i>	Inserting and Formatting a Table
16	How to Play Tic Tac Toe	<i>Adding a Screen Recording</i>	Inserting a Screen Recording
17	Seven Wonders of the World	<i>Using Slide Zooms</i>	Inserting Slide Zooms

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Part 5: Using Design Themes & Templates

18	Benefits of Meditation	<i>Using a Template</i>	Using Templates
19	Individual Sports	<i>Using Video</i>	Using Video in a Slide • Reordering Slides
20	Team Sports	<i>Using Slide Themes</i>	Applying a Slide Theme • Changing a Slide Theme

Part 6: Applying Transitions & Animations

21	Saving and Investing	<i>Applying Transitions</i>	Applying Slide Transitions to All Slides
22	Individual Sports 2	<i>Enhancing Transitions</i>	Applying Effect Options to Transitions
23	Team Sports 2	<i>Applying Special Effects to Transitions</i>	Using Sound • Timing Transitions • Previewing Transitions
24	School Year Goals	<i>Applying Animation to Text Boxes</i>	Applying Animation to Text • Applying Effect Options to Animations • Previewing Animations
25	Business Meeting Agenda	<i>Working with Animation Tools</i>	Reordering Animations
26	Real Fast Food	<i>Applying Animation to Objects</i>	Applying Animation to Shapes, Pictures, and WordArt

Part 7: Delivering Effective Presentations

27	Grilled Pizza Recipe	<i>Working with Presentation Views</i>	Using Slide Sorter View
28	Presentation Tips	<i>Using Tools to Help You Present</i>	Adding Notes to Slides • Using Notes Page View • Printing Slides with Notes
29	Kiosk Presentation	<i>Applying the Finishing Touches</i>	Setting Up a Slide Show • Rehearsing Timings for a Slide Show • Making Your Own Design Decisions
30	Preparing to Present	<i>Practicing a Speech</i>	Using Presenter View • Recording a Presentation
31	My Kind of Town!	<i>Creating, Editing, Collaborating, and Sharing</i>	Creating, Editing, and Sharing an Online Presentation • Collaborating Using Online Presentation Software

Unit 5: Desktop Publishing

Part 1: Introduction to Desktop Publishing

Part 2: Publication Basics

1	Toy Drive	<i>Creating Your First Publication</i>	Creating a Blank Publication • Saving a Publication • Inserting and Moving Text Boxes
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 Case and Character Spacing • Changing Alignment • Resizing Text Boxes • Printing a Publication
3	Science Fair Tips	<i>Working with Lists</i>	Creating Numbered and Bulleted Lists • Changing Line Spacing • Using Find and Replace • Using Print Preview
4	House Floor Plan	<i>Working with Shapes</i>	Changing Page Orientation • Inserting Shapes • Changing Shape Size • Using Copy and Paste

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5	Coffee Mug Design	<i>Working with Pictures</i>	Inserting, Resizing, and Cropping Pictures • Horizontally Flipping a Picture
6	Coffee Mug Design 2	<i>Enhancing Shapes</i>	Changing Shape Fill and Outline • Rotating a Shape • Using Horizontal Guides • Grouping Objects
7	What's in a Font?	<i>Working with Tables</i>	Inserting a Table • Changing Border Color and Weight • Changing Cell Fill
8	Employee Name Badge	<i>Working with WordArt</i>	Using WordArt • Changing WordArt Style
9	Phone Case	<i>Arranging Objects</i>	Aligning Objects • Distributing Objects

Part 3: Professional & Promotional Documents

10	Lunch Menu	<i>Importing Text</i>	Importing Text
11	Note Card	<i>More Formatting with Text and Borders</i>	Changing Text Direction • Inserting and Formatting a Picture Border • Setting Margins
12	Tent Card	<i>Working with Master Pages</i>	Changing Page Size • Using Master Pages • Inserting Pages • Deleting Pages
13	Design Tips for Beginners	<i>Using Customary Standards and Styles</i>	There are no new skills being introduced in this reinforcement lesson.
14	Doorknob Hanger	<i>Formatting a Doorknob Hanger</i>	There are no new skills being introduced in this reinforcement lesson.
15	Join the Club!	<i>Formatting a Brochure</i>	There are no new skills being introduced in this reinforcement lesson.
16	Sports Team Calendar	<i>Formatting a Calendar</i>	There are no new skills being introduced in this reinforcement lesson.
17	T-Shirt Order Form	<i>Formatting an Order Form</i>	There are no new skills being introduced in this reinforcement lesson.
18	Landscaping Coupon	<i>Formatting a Coupon Flyer</i>	There are no new skills being introduced in this reinforcement lesson.
19	Concert Ticket	<i>Formatting an Admission Ticket</i>	There are no new skills being introduced in this reinforcement lesson.
20	Vacation Club	<i>Formatting a Postcard</i>	There are no new skills being introduced in this reinforcement lesson.
21	Restaurant Guide	<i>Enhancing Pictures</i>	Inserting Symbols • Inserting Date & Time • Using Picture Effects and Styles
22	Business Card	<i>Using Templates</i>	Applying Templates
23	Personal Stationery	<i>Using Custom Page Sizes</i>	Creating New Page Sizes • Changing Page Background • Duplicating Pages
24	Candy Bar Wrapper	<i>Formatting a Product Package</i>	There are no new skills being introduced in this reinforcement lesson.
25	Fall Festival Flyer	<i>Redesigning a Promotional Flyer</i>	There are no new skills being introduced in this reinforcement lesson.

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Unit 6: Databases

Part 1: Introduction to Databases

Part 2: Creating Tables Using Datasheet View

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
2	Coloring Book Sales	<i>Working with Different Data Types</i>	Using New Data Types • Formatting a Date/Time Field • Formatting a Yes/No Field
3	Address Book 2	<i>Working with an Existing Database</i>	Opening an Existing Database • Renaming a Table • Adding New Fields
4	Best Companies to Work For	<i>Working with Interactive Data Types</i>	Using Hyperlinks • Adding a Lookup Value List
5	Spectacular Stuff to Buy	<i>Working with Numeric Data Types</i>	Formatting Number Fields • Increasing/Decreasing Decimal Places
6	Colleges	<i>Working with Interactive Data Types</i>	Formatting Currency Fields
7	Favorite U.S. Roller Coasters	<i>Changing Data Types and Formatting Fields</i>	Deleting Fields
8	Soccer Team	<i>Using Field Validation</i>	Creating a Field Validation Rule • Inserting Field Validation Text
9	Household Expenses	<i>Searching and Sorting Records</i>	Using Find and Replace • Sorting Ascending and Descending
10	Address Book 3	<i>Working with Text and Formats</i>	Applying Bold and Italics • Changing Font and Font Size • Changing Font Color • Changing Alignment
11	Shopping Center	<i>Managing Records</i>	Adding/Deleting Records in Datasheet View
12	Bill Pay	<i>Using Lookups from Tables</i>	Creating a Lookup Field from a Table
13	Summer Reading	<i>Practicing Using Datasheet View</i>	There are no new skills being introduced in this reinforcement lesson.

Part 3: Creating Tables Using Design View

14	Sales at the School Store	<i>Working in Design View</i>	Creating Tables Using Design View • Naming and Creating Fields in Design View
15	Minimum Wage by State	<i>Editing Field Properties</i>	Adding a Field Description • Setting a Field Size • Inserting/Deleting Fields • Using Input Masks
16	Income	<i>Exporting a Table</i>	Moving Fields • Exporting a Table from a Database
17	Concerts	<i>Applying Filters</i>	Applying a Selection Filter • Using Toggle Filter
18	Multiple Oscar Winners	<i>Editing Records</i>	Using Cut, Copy, and Paste
19	Small Business Customers	<i>Managing Table Relationships</i>	Using Multiple Tables • Changing the Primary Key • Managing Cascade Updates • Editing Relationships
20	College Majors and Careers	<i>Designing with Multiple Tables</i>	There are no new skills being introduced in this reinforcement lesson.

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Part 4: Working with Queries

21	Top Podcasts Chart	<i>Using the Query Wizard</i>	Using the Query Wizard • Using the All Access Objects Drop-down
22	Winter Olympics and Paralympics	<i>Working with Queries</i>	Running a Query • Sorting Query Results
23	James Bond Movies	<i>Specifying Criteria in Query Design</i>	Using Query Design View • Using Criteria to Filter Records • Viewing Queries
24	Cafeteria Menu Choices	<i>Specifying Multiple Criteria in Query Design</i>	Using the AND Logical Operator • Using the OR Logical Operator
25	Furniture Shopping	<i>Using Numbers in Query Design</i>	Using the Between ... AND ... Logical Operator

Part 5: Creating Forms & Reports

26	Cars	<i>Creating a Form</i>	Using the Form Wizard
27	Entertainment Data Warehouse	<i>Creating a Report</i>	Using the External Data Wizard • Using Find Duplicates Query • Using the Report Wizard
28	Graduation Announcements	<i>Creating Mailing Labels</i>	Using the Label Wizard
29	Fundraisers	<i>Creating Charts</i>	Formatting a Pie Chart in a Report Form
30	National Parks	<i>Creating Column Charts</i>	Formatting a Column Chart in a Report Form
31	TechieTs.com	<i>Determining the Database Requirements for a Business</i>	Designing and Creating a Database Based on a Business's Requirements