Advanced Microsoft Essentials
Curriculum Outline

Course Name: Advanced Microsoft Essentials (Dual Enrollment Course With Madison College)

Grade Level (s): 9-12

Course Description: This course provides students the opportunity to expand their knowledge and skills in using the Microsoft Office Suite's programs of Word, Excel, Access, and PowerPoint. Students will extend their knowledge of these programs to create college-level research papers, business spreadsheets, multimedia presentations, database reports, and mass publishing. This course will provide students with the skills and knowledge necessary to create electronic products throughout their high school career as well as at the college level and in the workplace. **This class is worth four college credits through MATC and is taught at a self-guided college pace.**

SDWD Essential Learning Standards:

- Apply Microsoft Word skills to solve practical problems
- Produce spreadsheets to organize, formulate, and visualize data
- Manipulate a database through Microsoft Access
- Create presentations with Microsoft PowerPoint

Essential Learning Standards Proficiency Rubric
Wisconsin State Standards for Business and Information Technology
Wisconsin State Standards for Literacy in All Subjects

Unit Outlines:

Unit Title	Major Topics
Databases Management: Access Information Storage, Reference, Reporting & Analysis **Key Terms & Vocabulary**	- Create a Report using a wizard - Modify a Report in Layout View - Group, Sort & Add Statistics to a Report - Create & Print Mailing Labels - Create DataTypes including Yes/No, Long Text, OLE Objects, and Attachments - Use the Input Mask Wizard - Create a Form in Design View - Modify Form Design - View Object Dependencies
Spreadsheets: Excel Data Visualization & Analysis **Key Terms & Vocabulary**	- Assign Cell Names & References in Financial Functions - Create an Amortization Schedule by Determining Monthly Payments, Present Value & Future Value Financial Functions

	- Analyze worksheet data by changing values - Protect and Unprotect Cells in a worksheet - Format a Consolidated Worksheet - Use Linear Series - Drill Data & Formulas to Multiple Worksheets at the same tie - Enter Formulas using 3-D Cell References - Consolidate Data by Linking Separate Workbooks
Document Preparation: Word Professional-Quality Word Processing **Key Terms & Vocabulary**	- Create a Title Page & Watermark - Inserting an Existing Document into an Open Document - Create & Format CustomHeaders and Footers - Edit & Format Lists and Tables - Use a Template to Create a Personal Resume - Replace Placeholders - Modify & Create Content Controls - Identify & Create the Main Document for Form Letters - Create a Data Source - Compose a Main Document using Inserted Fields - Merge the Data Source to Main Document - Create Mailing Labels from Data Source - Create a Directory of Data Source
Presentation Software: PowerPoint Slideshow Creation **Key Terms & Vocabulary**	- Create & Format SmartArt Graphics - Add & Format a Chart to an Existing Slide - Add & Format a Table to an Existing Slide - Merge a Presentation - Review, Reply, Insert & Delete Comments in a Presentation - Review, Accept, and Reject Presentation Changes - Create Hyperlinks to Slides, Internet, and Microsoft files in an Existing Presentation - Add Action Buttons to an Existing Presentation

Textbook/Other Resources:

- Shelly Cashman Series. (2017). *Microsoft Office 365* (Vol. Intermediate). Boston, MA: Cengage Learning.