Everett SD Framework: Office User Specialist - Core (Word, Excel, Access)

Course: Office User Specialist	**Total Framework Hours:** 180 Hours
CIP Code: 110699	**Type:** Preparatory
Career Cluster: Information Technology	**Date Last Modified:** Monday, December 19, 2011

Resources and Standard used in Framework Development:

National Standards for Business Education (2007) National Business Education Association
ITSE National Educational Technology Standards

Unit 1 FOUNDATION	Hours: 5

Performance Assessment(s):

Computers and Society
The history of computers from the 1940s up to the present.
The future of computing.
The many ways in which computers are used in modern life.
How it is possible to make computers accessible to persons with disabilities.
How computers are used in two key areas: business and education

Computer Hardware and Software
What is the difference between hard-disk storage and RAM?
What hardware do you need to connect to the Internet?
What's the best way to keep your computer's data safe?
What should you avoid using as your personal password?
What can you do to protect yourself from a computer virus?
What is "Windows" and why do you need it to run an IBM-compatible personal computer?
What are the basic types of desktop applications and how are they used?
What are the fundamental components of a computer network?

Managing Files and Folders
What are the two most popular ways to navigate through folders on Windows XP?
How do you open a file?
What type of file has a .mdb file extension? A .wav file extension?
What special characters cannot be part of a file name?
What key combination do you use to select a group of files listed one after the other? A group of files not listed together (i.e. not adjacent)?
You rename a file and decide right afterwards that you don't like the name. What do you do?

Leadership Alignment:

To discover more about the history of computers, start your Internet browser and select File, Open. Type the following Internet address in the text box: http://www.computerhistory.org/ and then click OK. You'll be taken to online home of the Computer History Museum, which houses one of the largest collections of computer-related artifacts, documents, film, and photographs. Explore the timeline and the many virtual exhibits. Find out what you can about the "Thomas Arithmometer."

If necessary, start your Internet browser and select File, Open. Type the following Internet address in the text box: http://www.microsoft.com/enable/. Here you can create a reportl about assistive technology and Microsoft's efforts to make technology accessible to all users.

In this exercise, you create a compressed folder. Begin by selecting the files you want to include in the folder. Next, right-click the selection, and on the shortcut menu, point to Send To. Finally, click Compressed (zipped) Folder.

In this exercise, you explore the online support for Windows XP. (Note: You will need a live connection to the Internet to complete this exercise.) Click the Start button, and then click Help and Support. Under Pick a Help Topic, click Windows Basics. Explore some of the online tutorials, including Keeping Windows up to date.

Using the Control Panel in Windows, locate the System Properties window and determine how much RAM your computer possesses.

Create a report about computer viruses and how you can protect your Microsoft Office applications, open your Web browser and select File, Open. Enter the following Internet address in the text box: http://office.microsoft.com/assistance/9798/virusres.aspx.

Standards and Competencies

C-1 Foundation (Required for all areas)

1.1 Read, write, define, understand and use computer terminology.

1.2 Read, interpret, and follow documentation concerning the care and operation of software and hardware.

1.13 Describe ways tasks and the workplace environment can be structured to accommodate the diverse needs of workers

Aligned to Washington State Standards

Arts

Communications

Communication 1.2: Understands, analyzes, synthesizes, or evaluates information from a variety of sources.

1.2.1 Evaluates effectiveness of and creates a personal response to visual and auditory information.

Communication 3.1: Uses knowledge of topic/theme, audience, and purpose to plan presentations.

3.1.1 Applies skills to plan and organize effective oral communication and presentation.

Health and Fitness

Mathematics

Reading

Science

Social Studies

Writing

Writing 1.3: Revises to improve text.

1.3.1 Revises text, including changing words, sentences, paragraphs, and ideas.

Writing 2.4: Writes for career applications.

2.4.1 Produces documents used in a career setting.

21st Century Skills

LEARNING AND INNOVATION

Creativity and Innovation
- ☑ Think Creatively
- ☑ Work Creatively with Others
- ☐ Implement Innovations

Creative Thinking and Problem Solving
- ☐ Reason Effectively
- ☑ Use Systems Thinking
- ☑ Make Judgements and Decisions
- ☑ Solve Problems

Communication and Collaboratio
- ☑ Communicate Clearly
- ☐ Collaborate with Others

INFORMATION, MEDIA AND TECHNOLOGY SKILLS

Information Literacy
- ☐ Access and Evaluate Information
- ☐ Use and Manage Information

Media Literacy
- ☐ Analyze Media
- ☑ Create Media Products

Information, Communications, and Technology (ICT Literacy)
- ☑ Apply Technology Effectively

LIFE AND CAREER SKILLS

Flexibility and Adaptability
- ☐ Adapt to Change
- ☐ Be Flexible

Initiative and Self-Direction
- ☐ Mange Goals and Time
- ☑ Work Independently
- ☑ Be Self-Directed Learners

Social and Cross-Cultural
- ☑ Interact Effectively with Other
- ☑ Work Effectively in Diverse Teams

Productivity and Accountability
- ☑ Manage Projects
- ☑ Produce Results

Leadership and Responsibility
- ☐ Guide and Lead Others
- ☐ Be Responsible to Others

Unit 2 WORD CORE	Hours: 15

Performance Assessment(s):

•Apply different views to a document.
oThis assessment 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.
oThis assessment 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.
oThis assessment may include but is not limited to: Recover draft versions, Delete all draft versions
•Share documents.
oThis assessment 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.
oThis assessment may include but is not limited to: using compatibility mode, protected mode, and Save As options
•Apply a template to a document.
oThis assessment 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.
oThis assessment may include but is not limited to: Apply character attributes, apply styles, use Format Painter
•Navigate and search through a document.
oThis assessment 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.
oThis assessment 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.
oThis assessment may include but is not limited to: Line spacing, paragraph spacing
•Create tables.
oThis assessment 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.
oThis assessment 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.
oThis assessment 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.
oThis assessment 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.
oThis assessment 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.

oThis assessment may include but is not limited to: adding built-in building blocks (quotes, text boxes, headers, footers, cover pages, watermarks, equations)
•Create and manipulate page backgrounds.
oThis assessment 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.
oThis assessment 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.
oThis assessment 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.
oThis assessment may include but is not limited to: adding text to a shape,

Leadership Alignment:

FBLA Word Processing I

Job 1 – Memo

Key the following memo according to the FBLA-PBL Format Guide. Send the memo to Staff from Becky Dodds, Office Manager. Use the current date. The subject is vacation scheduling.

 Once again, vacation time is quickly approaching. We need to give some thought to having adequate office coverage during this time period. In order to insure proper office coverage, it is important that each staff member advise me as to when he or she plans to take a vacation.

 A form has been provided for you to aid in gathering information. Please fill out this form, indicating when you prefer to take your vacation. Return it to me within the next two weeks.

If you have any questions regarding this matter, please don't hesitate to contact me. I would very much appreciate your cooperation and promptness in completing the form.

 Print 1-A. Memo

Job 2 – Report
Key the following unbound report according to the FBLA-PBL Format Guide. Adjust the font size to fit the report on one page.
The title of the report is: Millions of Dollars Worth of Junk.

 "Junk" is a word that we apply to something worthless, such as trash or garbage. Many people call advertisements they receive through the postal service "junk mail." And yet, this so called "junk" generates millions and millions of dollars in sales annually. In marketing parlance, "junk mail" is known as direct mail—and an important and valuable means of advertising.

(side heading: Trends)   The most popular media for advertising on a national and local basis are newspapers and magazines; television ranks second; and direct mail, third. An interesting trend in the percentage of funds expended for advertising was first noted in the1970's. The percent of expenditures on newspaper and magazine advertising began to decrease whereas the percent for direct mail began to increase. At first, this trend was believed to be only a temporary aberration, but the trend has continued. In the 1980's, money spent on newspaper and magazine advertising dropped more the 4 percent; the percent for direct mail increased by just about 3 percent. This amount may not seem to be a significant figure, bit it assumes some importance when we remember that, nationwide, more the $100 billion is spent each year on advertising.

(side heading: Growth)Despite the grumbling about "junk mail," sales generated through this medium have continued to increase. The most recent figures reveal that of the more than $1.5 trillion in annual retail sales, direct mail garners almost 20 percent of the total—a considerable increase over the 14 percent earned in the 1970's.

Print 2-A. Report

Job 3 – Table

Instructions:
•Key the following information into a three-column table
•Double-space all entries
•The title of the table is: Average Return on Home Improvements
•Insert column headings: Renovation, Cost, Return on Sale
•Center column headings over the columns.
•Do not print gridlines
•Print in portrait mode.

Fireplace$3,500$5,500
Swimming Pool19,5006,500
Full Bath8,20010,000
Skylight3,3003,310
Kitchen Renovation7,3006,716

Print 3-A. Table

Job 4 – Business Letter (10 points)
Key the following letter according to the FBLA-PBL Format Guide. The letter is to Mr. Richard Shaw, 5275 Evonne Avenue/Tucson, AZ 85718. The letter is from Mr. Robert Johnson, Waylor Insurance Company, 206 Polk Street, Raleigh, NC 27604. Supply all other appropriate letter parts.

Waylor Insurance Company is always interested in potential employees. We hope that you will consider us once you have graduated.

As you will see from reading the information which is enclosed, we have different levels of administrative support positions in our company. Job titles, job requirements, educational requirements, and starting salaries are included for each level. Our company philosophy is to reward loyal employees; therefore, we like to promote from within when qualified employees are available. We also reimburse employees for additional job-related schooling completed during their employment.

If you need further information, please call 565-934-0248.

Print 4-A. Letter

Job 5– Outline

Format the outline below according to the FBLA- Format Guide.

Main Heading: Introduction to E-Marketing

I. New rules for E-Marketing
II. It's bigger than the Internet
III. What is E-Business?
IV. What is E-Marketing?
V. The big picture
A. What a tangled web we weave
B. The Internet
C. End of the beginning

VI. E-Marketing challenges and opportunities
A.Markets
1.Business to consumer (B2C)
2.Business to business (B2B)
3.Consumer to consumer (C2C)
B.Businesses
C.Technology
VII.E-Marketing delivers
VIII.E-Business models
A.Product
B.Price
C.Distribution

Print 5-A.   Vertically center the outline and print.

Standards and Competencies

C-2 Word Processing- Core

2.1 Create, edit, save, and print documents

2.2 Formatting text, paragraphs and documents

2.3 Move and copy text

2.4 Use automatic text features

2.5 Use find and replace

2.6 Use proofing tools

2.7 Use templates

2.8 Create letters, envelopes and labels

2.9 Use styles

2.10 Use outlines

2.11 Use headers and footers

2.12 Create, use and format tables

2.13 Work with columns

Aligned to Washington State Standards

Arts

Communications

Communication 1.2: Understands, analyzes, synthesizes, or evaluates information from a variety of sources.

1.2.1 Evaluates effectiveness of and creates a personal response to visual and auditory information.

Communication 2.1: Uses language to interact effectively and responsibly in a multicultural context.

2.1.1 Analyzes the needs of the audience, situation, and setting to adjust language and other communication strategies.

Health and Fitness
Mathematics
Reading
Science
Social Studies
Writing

21st Century Skills

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- ☑ Manage Projects
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Leadership and Responsibility
- ☐ Guide and Lead Others
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Unit 3 EXCEL CORE	Hours: 25

Performance Assessment(s):

Managing the Worksheet Environment
•Navigate through a worksheet.
oThis objective may include but is not limited to: Hot keys, name box
•Print a worksheet or workbook.
oThis 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, gridlines)
•Personalize environment by using Backstage.
oThis 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.
oThis 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.
oThis 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.
oThis objective may include but is not limited to: Create a hyperlink in a cell, modify hyperlinks, modify hyperlinked-cell attributes, remove a hyperlink

Formatting Cells and Worksheets
•Apply and modify cell formats.
oThis 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.
oThis objective may include but is not limited to: using Merge & Center, Merge Across, Merge cells, and Unmerge Cells
•Create row and column titles.
oThis 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.
oThis 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, hide a series of rows
•Manipulate Page Setup options for worksheets.
oThis objective may include but is not limited to: Configure page orientation, manage page scaling, configure page margins, change header and footer size
•Create and apply cell styles.
oThis objective may include but is not limited to: Apply cell styles, construct new cell styles

Managing Worksheets and Workbooks
•Create and format worksheets.
oThis 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.
oThis 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.
oThis 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.
oThis objective may include but is not limited to: Use basic operators, revise formulas
•Enforce precedence.
oThis 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.
oThis objective may include but is not limited to: Relative, absolute
•Apply conditional logic in a formula.
oThis objective may include but is not limited to: Create a formula with values that match your conditions, edit defined conditions in a formula, use a series of conditional logic values in a formula
•Apply named ranges in formulas.
oThis objective may include but is not limited to: Define, edit and rename a named range
•Apply cell ranges in formulas.
ohis objective may include but is not limited to: Enter a cell range definition in the formula bar, define a cell range using the mouse, define a cell range using a keyboard shortcut

Presenting Data Visually
•Create charts based on worksheet data.
•Apply and manipulate illustrations.
oThis objective may include but is not limited to: Clip Art, SmartArt, shapes, screenshots
•Create and modify images by using the Image Editor.
oThis 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.
oThis 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.
oThis 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.
oThis objective may include but is not limited to: inserting, viewing, editing, and deleting comments

Analyzing and Organizing Data
•Filter data.
oThis objective may include but is not limited to: Define, apply, remove, search, filter lists using AutoFilter
•Sort data.
oThis objective may include but is not limited to: using sort options (values, font color, 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

Leadership Alignment:

Plan and take a road trip through your state

In this activity, you will learn about several colleges within Washington State.

On the Internet, use WOIS andcompare and contrast two colleges to help you identify colleges you might want to visit. For example, you can visit the official Web site of Collegeboard.org, use an online encyclopedia, or type individual colleges in a search engine to help you identify the colleges that fit the your criteria and interest.

Make a spreadsheet listing two colleges you want to visit. Check to make sure that the colleges you have entered include:

Choose two careers that interest you. Record the information requested for each career in a spreadsheet.

Career #1_____   Career #2 _____
Describe the working conditions for each career (include conditions such as dusty, noisy, cold, inside, outside, people-oriented, paperwork oriented, etc.)
What are the common work activities used in each career?

What skills and abilities (such as math, reading, writing, speaking, fine motor skills, etc) are necessary for each career?

Are the working hours usually flexible or fixed? How many hours and days a week do these careers usually require? Is overtime usually involved?
What are the opportunities for advancement in each career?

What is the average starting salary for these careers? How much might you make with experience?

What high school courses would help you prepare for this career?

What is the outlook for each career? Will job opportunities grow, decline or stay the same?
Who are the major employers for each career?

What is the training required for each career? What educational programs would train you for these careers?

What is your reaction to each career? Would you consider either of these careers? Why or why not?

Standards and Competencies

C-3 Spreadsheet- Core (3.1 to 3.20)
3.1 Create, modify, format and print worksheets
3.2 Insert, delete and move cells
3.3 Enter and edit cell data including text, numbers, and formulas
3.4 Check spelling
3.5 Find and replace cell data and formats
3.6 Work with a subset of data by filtering lists
3.7 Work with basic formulas & functions
3.8 Use multiple worksheets
3.9 Manage workbook files and folders
3.10 Create workbooks using templates
3.11 Save workbooks using different names and file formats
3.12 Enhance worksheets
3.13 Apply and modify cell formats
3.14 Modify row and column settings
3.15 Modify row and column formats
3.16 Apply styles
3.17 Use automated tools to format worksheets
3.18 Modify Page Setup options for worksheets
3.19 Preview and print worksheets and workbooks

3.20 Use styles and AutoFormats
Aligned to Washington State Standards
Arts
Communications
Health and Fitness
Mathematics
Algebra 1.1 Core Content: Solving Problems
1.1.A Select and justify functions and equations to model and solve problems.
Reading
Reading 1.2 Use vocabulary (word meaning) strategies to comprehend text.
1.2.2 Apply strategies to comprehend words and ideas.
Reading 1.3 Build vocabulary through wide reading.
Reading 2.1 Demonstrate evidence of reading comprehension.

Science

Social Studies

Writing

21st Century Skills

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Productivity and Accountability
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Leadership and Responsibility
- ☐ Guide and Lead Others
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Unit 4 ACCESS CORE	Hours: 30

Performance Assessment(s):

Managing the Access CORE Environment
•Create and manage a database.
oUsing 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

Building Tables
•Create tables.
ocreating tables in Design View
•Create and modify fields.
oinserting 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.
ousing Find, Sort, and Filter commands

Building Forms
•Create forms.
ousing the Form Wizard, creating a Blank Form, using Form Design Tools, and creating Navigation forms
•Apply Form Design Tab options.
ousing the Themes, Controls,

Creating and Managing Queries
•Construct queries.
ousing Select, Make Table, Append, and Crosstab query types
•Manage source tables and relationships.
ousing the Show Table and Remove Table commands, and creating ad hoc relationships

Designing Reports
•Create reports.
ocreating a Blank Report, using Report Design Tools, and using the Report Wizard
•Apply Report Design Tab options.
ousing the Themes, Grouping & Totals, Controls, Header/Footer, and Tools groups
•Apply Report Arrange Tab options.
ousing the Table, Move, Position, and Sizing & Ordering groups

Leadership Alignment:

Student Activity
Description
Remember back when you had an easy answer for the question, "What do you want to be when you grow up?" In this activity, you'll focus in on three or more careers you might really want to pursue - including one that doesn't quite exist yet!
STEP 1 Browse the Possibilities
SOFTWARE: Microsoft Internet Explorer, Microsoft Access
WHAT TO DO: Some students your age have an inkling of what they might want to do for a career -- but not all do. And even those who are fairly certain should keep this in mind: Experts predict that in the future most people will change careers more than five times in the course of their working life. It pays to have a few possibilities to choose from!
1.Use Internet Explorer to check out some of the Web sites listed above, many of which include information about specific kinds of careers. Browse through the headings and job

titles, and choose at least two that appeal to you.

2.Explore these career possibilities in depth, keeping in mind the kinds of information you'll need for your class database. You'll want to know the kind of company this job might be part of, what the work environment is like (such as in an office or outdoors, formal or relaxed), what the salary range is, and what kind of education and/or training is required. In addition to the information you find in career sites, you might check out Web sites for professional associations, online articles about people in this field, and actual job listings from around the country. Print out the best information you find, and keep track of your sources.

Fill in a Microsoft Access data record for each career choice.

3.Launch the Access database you created as a class. Click the Forms tab, and choose the form you created together. If you are the first to use the database, you will see a blank record. Otherwise, go to Insert, and choose New Record. (You can also click the right arrow with star in the bottom left corner.) Fill in one new record for the first career you've explored. Enter your name with a 1 after it in the FirstName field. Repeat for your other careers, using a 2 after your name, then a 3, and so on. Review your records by clicking the left and right arrows in the bottom left corner of the screen. Save your work.

STEP 2 Jobs of the Future

SOFTWARE: Microsoft Internet Explorer, Microsoft Access

WHAT TO DO: By the time you're ready for your first career, who knows what new opportunities you might have that aren't yet a glimmer in a career counselor's eye?

1.Several of the Web sites you visited have information about future job market trends and emerging careers. Go back and check these out. See anything that interests you? Find out all you can about these jobs-to-be.

2.Think about trends that are changing people's lives: the amazing growth of the Internet, say, or the aging of the Baby Boom generation. Then think about the number of times you've said, "I wish someone would figure out a way to…" Produce jeans that really fit you, for a reasonable price? Let you get around town quickly without a car? Make sure everyone has a decent place to live? Think about the kinds of jobs that might spring up to meet those needs.

3.Since your future jobs don't yet have salary ranges or educational requirements, you'll need to make some guesses. Start with the kind of training the job might entail, and how many people would need its services. Generally, the harder the training and the more in demand the work that's produced, the higher the salary.

4.Now enter your future job(s) in the Access database. Include an (F) after the job title. In the Notes field, explain what this job will be all about and why it's intriguing.

STEP 3 Mine Your Data

SOFTWARE: Microsoft Access

WHAT TO DO: Once everyone in class has entered at least three job records, explore your Careers database.

1.Open your database, click the Forms tab, and select your class form.

2.If you have a particular job you're interested in, click on the Title field in the first record you see. Go to Edit, choose Find, and type in a keyword; in the match criteria, choose Any Part of Field for the widest return. Click Find First. If more than one record is retrieved, you can click Find Next to view each one. Print out at least one record that interests you.

Get an at-a-glance view of careers by sorting in Table format.

3.If you'd rather just browse, click on the Title field, go to the Toolbar, and click AZ. Now all the records are arranged alphabetically by title. Use the arrows at the bottom left to step through the database. Print one or more records. (You can also get an at-a-glance view of all the records by closing the Form, selecting the Tables tab, and opening your CareerTable. Select any column by clicking at the top, and use the AZ or ZA buttons on the Toolbar to arrange the data. You can also go to Edit, choose Find, and search for a keyword. A small arrow will appear to the left of each match.)

4.Think about other job criteria that are important to you. Are you looking for the highest salary? In either Table or Form view, select the Salary field, go to the Toolbar, and click ZA. The records are now arranged with the highest salaries first. Do you want to work outdoors? Select the Work Environment field, go to Edit, choose Find, and use "outdoors" as your match criteria.

5.Talk to the students whose entries you've selected to find out more about these careers.

6.Finally, choose three careers -- one you researched originally, one you've learned about from another student, and one from the future -- and give an oral report to the class about them. Invite suggestions for other jobs you might like.

Standards and Competencies

C-6 Database

6.6 Enforce referential integrity

6.7 Create and modify queries

6.9 Add and modify form controls and properties

6.11 Add and modify report control properties

6.15 Create and modify calculated fields and aggregate functions

6.17 Modify form layout

6.19 Format datasheets

6.22	Identify object dependencies
6.23	View objects and object data in other views
6.25	Export data from Access
6.27	Compact and repair databases

Aligned to Washington State Standards

Arts

Communications

Communication 1.2: Understands, analyzes, synthesizes, or evaluates information from a variety of sources.

1.2.1 Evaluates effectiveness of and creates a personal response to visual and auditory information.

Communication 3.2: Uses media and other resources to support presentations.

3.2.1 Proficiency in this GLE is expected at grade 7.

Health and Fitness
Mathematics
Reading
Science
Social Studies
Writing

21st Century Skills

LEARNING AND INNOVATION

Creativity and Innovation
- ☑ Think Creatively
- ☑ Work Creatively with Others
- ☐ Implement Innovations

Creative Thinking and Problem Solving
- ☐ Reason Effectively
- ☑ Use Systems Thinking
- ☐ Make Judgements and Decisions
- ☑ Solve Problems

Communication and Collaboratio
- ☑ Communicate Clearly
- ☐ Collaborate with Others

INFORMATION, MEDIA AND TECHNOLOGY SKILLS

Information Literacy
- ☑ Access and Evaluate Information
- ☑ Use and Manage Information

Media Literacy
- ☐ Analyze Media
- ☐ Create Media Products

Information, Communications, and Technology (ICT Literacy)
- ☐ Apply Technology Effectively

LIFE AND CAREER SKILLS

Flexibility and Adaptability
- ☐ Adapt to Change
- ☐ Be Flexible

Initiative and Self-Direction
- ☑ Mange Goals and Time
- ☑ Work Independently
- ☑ Be Self-Directed Learners

Social and Cross-Cultural
- ☐ Interact Effectively with Other
- ☐ Work Effectively in Diverse Teams

Productivity and Accountability
- ☑ Manage Projects
- ☑ Produce Results

Leadership and Responsibility
- ☐ Guide and Lead Others
- ☐ Be Responsible to Others

Unit 5 POWERPOINT CORE	Hours: 15

Performance Assessment(s):

Managing the PowerPoint CORE   Environment

oAdjust views by using ribbon or status bar commands
•Manipulate the PowerPoint window.
oworking with multiple presentation windows simultaneously

Creating a Slide Presentation
•Construct and edit photo albums.
oadding 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.
osetting up a custom size and changing the orientation
•Add and remove slides.
oinserting 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

Working with Graphical and Multimedia Elements
•Manipulate graphical elements.
oarranging, positioning, and resizing graphical elements, applying effects, applying styles, applying borders, and adding hyperlinks
•Manipulate images.
oapplying 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.
osetting the formatting of the current shape as the default for future shapes, changing the fill color or texture, changing the WordArt, converting to SmartArt

Creating Charts and Tables
•Construct and modify tables.
odrawing 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.
oselecting a chart type, entering chart data, changing the chart type, changing the chart layout, switching row and column, selecting data, editing data

Applying Transitions and Animations
•Apply built-in and custom animations.
ousing More Entrance, More Emphasis, and More Exit effects, and using More Motion paths
•Apply effect and path options.
osetting timing and start options

Collaborating on Presentations
•Apply proofing tools.
ousing Spelling and Thesaurus features, comparing and combining presentations

Preparing Presentations for Delivery
•Save presentations.
osaving 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)
•Print presentations.
oadjusting print settings

Delivering Presentations
•8.2. Set up slide shows.
osetting 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.
orehearsing and keeping timings, adjusting a slide's timing
•Record presentations.
starting recording from the beginning of a slide show and starting recording from the current slide of the slide show

Leadership Alignment:

Student Activity
Description
In this activity, you will use PowerPoint to create a multimedia presentation called "All About Me."
STEP1 Planning the Content
SOFTWARE: None
WHAT TO DO: Think about all of the things you would like to include in your presentation and jot them down on a piece of paper. Include information such as where you live, how many people are in your family, and what your hobbies are. You might also include your favorite foods, what you want to be when you grow up and the funniest thing that ever happened to you.
Divide this information into different categories. These categories will become your slides in your PowerPoint presentation. Now think about the design and layout for each slide. What words do you want to include on each slide? What artwork or charts do you want to include?

Example 1: Presentation outline using Outline View in Microsoft PowerPoint
STEP2 Creating an Outline
SOFTWARE: Microsoft PowerPoint
WHAT TO DO: To outline your presentation using PowerPoint, follow these steps: Open PowerPoint.
Click Blank Presentation.
Choose Title Slide layout (top left hand corner of row 1).
Click in "Click to add title" text box, then type "All About Me."
Click in "Click to Add Subtitle" text box, then type your name.
Switch to Outline View to organize your thoughts for your presentation. Choose Outline from the View Menu (see Eample 1.)
To add text to this slide, press ENTER, and then press TAB to indent the text beneath the heading. Type your text.
To add another slide to the presentation, press ENTER at the end of slide 1 in the outline, type your second category heading, and press ENTER. You may need to click the Demote button to change this text to a slide rather than text below slide #2.
TIP!To learn more about working in Outline view, ask the Office Assistant about "Outline View."
STEP 3 Creating the Slides
SOFTWARE: Microsoft PowerPoint
WHAT TO DO: Here are a few extra tips to consider when creating a slide presentation in PowerPoint:
Slide Order: To rearrange the order of your slides, choose Slide Sorter from the View menu. Just click and drag a slide where you want it to go.
Slide Transitions: To apply transitions between your slides choose Slide Transition from the Slide Show menu. Click the dropdown arrow next to "No Transition," scroll down to bottom of list and choose Random Transition. If you want to add sound effects to your slide transitions, click Sound, then select a sound option (note: you may want to use sounds on only a few slides).
Graphics: Choose Picture from the Insert menu, then choose ClipArt, From File or From Scanner.
Custom Animation: You can add interesting animations on each slide in your slide show. Go to the slide you want to animate. Choose Custom Animation from the Slide Show menu. For step-by-step instructions on how to create a custom animation, ask the Office Assistant about "animated slides."
Record Narration: You might want to add narration to your slide show. With PowerPoint 97, you can do that! Choose Record Narration from the Slide Show menu. For help, ask the Office Assistant how to "record narration."

Record Narration dialog box in Microsoft PowerPoint

Speaker Notes: To remember key points during your presentation, you may want to create speaker notes. Choose Speaker Notes from the View menu. Type your notes in the dialog box. These notes are added to your notes page. Ask the Office Assistant about "speaker notes."

Rehearse Timings:Time your presentation by choosing Rehearse Timings from the Slide Show menu. Run through each slide of your presentation. Click the right arrow to go to the next slide. You can view the timings in the Slide Sorter View.

Standards and Competencies

C-5 Presentations (5.1 to 5.19)

5.1 Create presentations (manually and using automated tools)

5.2 Add slides to and delete slides from presentations

5.3 Modify headers and footers in the Slide Master

5.4 Import text from Word

5.5 Insert, format, and modify text

5.6 Add tables, charts, clip art, and bitmap images to slides

5.7 Customize slide backgrounds

5.9 Apply custom formats to tables

5.11 Apply animation schemes

5.12 Apply slide transitions

5.17 Rearrange slides

Aligned to Washington State Standards

Arts

Communications

Communication 1.2: Understands, analyzes, synthesizes, or evaluates information from a variety of sources.

Communication 3.1: Uses knowledge of topic/theme, audience, and purpose to plan presentations.

3.1.1 Applies skills to plan and organize effective oral communication and presentation.

Health and Fitness	
Mathematics	
Reading	
Science	
Social Studies	
Writing	

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- ☐ Work Creatively with Others
- ☐ Implement Innovations

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