

| SCOPE AND SEQUENCE OF COMPUTER SKILLS | | | | |
|--|--|--|--|--|
| <i>Skill</i> | “Get A Life” Career Unit | “What’s for Lunch?” Unit | “Choose your own Techventure” Unit | Other |
| WORD | | | | |
| <i>Using Word: menus, toolbars, keyboard shortcuts, help, file types</i> | Customize menus and toolbars Toolbar: Standard, formatting, table, picture, drawing Introduce keyboard shortcuts: basics, Alt+O+P, Shift+F3 | Toolbars: picture, drawing, Word Art, mail-merge, reviewing Reinforce keyboard shortcuts | Toolbars: picture, drawing, Word Art, reviewing, outlining Working in Outline view Master keyboard shortcuts | Learning the Word Screen |
| <i>Basic Word skills: open, save, print, print preview, spell check, thesaurus, cut/paste, margins, page orientation, section breaks, header/footer</i> | Basic skills introduced Change paper orientation for posters | Basic skills reinforced Use thesaurus for word choice in mail-merge letter Change paper orientation for posters | Basic skills mastered Use show/hide paragraph marks to show section breaks | Add name to page in Header |
| <i>Formatting Basics: font styles, text effects, highlight, format painter, symbols, alignment, line spacing, paragraph spacing, indent text, bulleted lists, numbered lists, sort, styles</i> | Introduce formatting basics Format documents for Career poster board. Format resume with indents, line spacing, Use symbols for bulleted list in career table | Reinforce formatting basics Format Nutrition and recycling posters Create numbered list for podcast | Mastery of formatting basics Format newspaper Using format painter or styles for newspaper titles Review styles in outlines | Formatting the text in “I am the one who ..”, using bullets for list |
| <i>Tables: creating, entering data, format, alignment, borders, rotate text, merge/split cells, sort</i> | Create table of personality types Format table | Create table for weekly menu Format table, merge cells, & rotate text | | Create table “All About Me”. Format table, lines, and rotate text |
| <i>Document types: business letters, outlines, mail merge, newspapers, posters, reviewing with track changes</i> | Discuss effective layout of posters Create planning outline for resume | Learn parts of a business letter Edit letters and podcast script with track changes Learn steps of mail-merge Create poster | Edit articles with track changes Create PowerPoint text in a Word outline | |
| <i>Desktop Publishing: columns, dropped capitals, borders, shading, clip art, diagrams/organizational charts, text boxes, auto shapes, shadow, 3-D</i> | | Add borders and Word Art to posters | Format newspaper with 8 desktop publishing skills Use columns and dropped capitals in newspaper | |

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|--|--|--|---|--|
| Excel | | | | |
| <i>Using Excel: menus, toolbars, keyboard shortcuts, help, file types</i> | Toolbar: Standard, formatting, formula, chart, drawing Introduce keyboard shortcuts: Ctrl+I | Toolbars: formula, chart, drawing, Reinforce keyboard shortcuts | Master keyboard shortcuts | Learning the Excel Screen Getting around the worksheets |
| <i>Basic Excel skills: open, save, print, print preview, moving data page setup, sort, column height & width,</i> | Basic skills introduced Add career labels and data | Basic skills mastered Use Google shared spreadsheet for lunch data collection Sort survey results | Create questionnaire/survey in Excel | |
| <i>Formatting basic: alignment of data and labels, creating a data series, number formats: percent & currency, worksheet formatting, using the fill handle</i> | Worksheet formatting introduced Use currency format on salary data Using the fill handle for formula copying | Worksheet formatting mastered Use currency & percent format on lunch data Use fill handle for copying labels or creating a data series | | |
| <i>Formula Basics: basic formulas ,basic functions: SUM, AVERAGE, MIN, MAX, COUNT, insert function, AutoSum, AutoCalculate,</i> | Introduce basic formula writing Use AutoSum for functions Check calculations with AutoCalculate | Formulas writing reinforced and mastered Use Insert function and formula palette Writing Formulas Quiz | | |
| <i>Charts: chart basics, elements of charts, chart types, formatting charts</i> | Chart basics introduced Format basic charts Embedding charts in worksheet | Chart basics reinforced and mastered Customizing chart elements Chart Quiz | | |
| <i>Advanced Formulas: IF, SUMIF, COUNTIF, nested functions</i> | Introduce advanced functions: IF for career analysis | Introduce advanced functions: SUMIF, COUNTIF for lunch data analysis Review: IF for lunch data analysis | Reinforce advanced functions: COUNTIF for survey analysis | |

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| PowerPoint | | | | |
| Using PowerPoint: <i>menus, toolbars, keyboard shortcuts, help, file types</i> | Toolbar: Standard, formatting, picture, drawing, PPT task panes Introduce keyboard shortcuts: F5, ESC | | Toolbars: picture, drawing, PPT task panes Master keyboard shortcuts | Learning the PowerPoint Screen |
| Basic PowerPoint skills: <i>open, save, print, print preview, moving data, page setup, using PowerPoint, Word & Excel</i> | Review basic skills Copying / pasting Excel chart into PowerPoint | | Basic skill mastery Printing slides as handouts Opening Word Outline in PowerPoint | |
| Formatting PowerPoint: <i>basic formatting, design templates, slide master, slide layouts, color schemes, hyperlink colors,</i> | Introduce basic formatting Format slides with slide designs Change slide layouts Change color schemes | | Mastery of slide formatting Create custom slide master Change slide layouts Change hyperlink colors | |
| Multimedia/Interactive Components: <i>action buttons, hyperlinks, preset animation, custom animation, audio, embedded video, narration</i> | Pre-set animations | | Adding action buttons to slide master Adding hyperlinks as Table of Contents Adding multimedia components & Custom animation | |
| Presentation techniques: <i>slide transitions, timings, speaker notes, automatic slide advance, looping</i> | Adding slide transitions Automatic advance with timings Looping presentation Speaker notes for fair | | Adding slide transitions with sound Manual advance with action buttons only | |
| Other Skills | | | | |
| <i>Moodle Audio Editing Using Wikis Shared bookmarks Keyboarding</i> Software options: <i>audio editing, video editing, photo editing, animation, Lego programming</i> | Use wiki & shared bookmarks for career project planning Access Moodle & wiki for vocabulary terms, resources & reflections Introduce keyboarding | Edit podcast recordings in Audacity Access Moodle & wiki for vocabulary terms, resources & reflections Reinforce keyboarding skills | Students will choose to learn a new software tool Access Moodle & wiki for vocabulary terms, resources & reflections Mastery of keyboarding skills: <40 wpm | |