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2018 - 2019 Curriculum Catalog  
Career and Technical Education Series  
Office 2010 Applications I

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## Office 2010 Applications I Course Overview

Office 2010 Applications 1 is a semester-length, high school elective that explores the use of application skills in Microsoft® Word®, Publisher®, and PowerPoint® 2010. Students will use these applications to design, develop, create, edit, and share business documents, publications, and presentations. This course provides key knowledge and skills in the following Microsoft Office® applications:

1. Microsoft Word: Students are provided with an introduction to advanced skills in Microsoft Word that range from simply developing an understanding of the various uses of Word to more complex explorations of mail merge, tab stops, reference resources, and additional features available in backstage view.
2. Microsoft Publisher: Students learn to create publications, insert and edit publication items, and view, review, and share those publications.
3. Microsoft PowerPoint: Students will learn how to create presentations, enter and modify content, modify and deliver presentations, and collaborate and share PowerPoint presentations.

### Objectives

- Create, modify, save, and format styles, text, font, pages, and folders in Microsoft Word.
- Demonstrate use of the Cut, Copy, and Paste commands and the Show/Hide button while editing documents.
- Show how to use Spell Check, Find and Replace, and AutoCorrect in the Word application.
- Know how to track changes and add comments in a document.
- Demonstrate how to insert, format, modify, and edit elements of a Word document.
- Demonstrate knowledge of Microsoft Word advanced skills.
- Understand the basics of references in Word.
- Modify document properties including templates.
- Recognize how to navigate, modify, edit, and review elements of the Microsoft Publisher application.
- Recall how to print and share a publication electronically.
- Demonstrate knowledge of how to open, modify, insert, create, present, and save elements of a PowerPoint presentation.

Students must be computer literate and have Internet access. Students should have basic research skills, as well as the ability to conduct online searches and access recommended websites. Word processing and presentation software is required to produce projects.

Unit 1: Microsoft® Word® Beginning Skills	
Assignments	
1. Course Overview	16. Backgrounds and Themes
2. Microsoft Word and the Documents it can Create	17. Project: Microsoft Word Page and Paragraph Formatting
3. Navigating the Word Screen	18. Quiz 3: Formatting Paragraphs and Pages
4. Open, Enter Text, Save and Print	19. Alternate Quiz 3: Form A: Formatting Paragraphs and Pages*
5. Quiz 1: Word Introduction	20. Alternate Quiz 3: Form B: Formatting Paragraphs and Pages*
6. Alternate Quiz 1: Form A: Word Introduction*	21. Supplemental Lesson*
7. Alternate Quiz 1: Form B: Word Introduction*	22. Special Project*
8. Font: Basic Editing Features	23. Review
9. Font Styles and the Clipboard	24. Test
10. Project: Microsoft Word Document Formatting	25. Alternate Test: Form A*
11. Quiz 2: Formatting Font	26. Alternate Test: Form B*
12. Alternate Quiz 2: Form A: Formatting Font*	27. Glossary and Credits
13. Alternate Quiz 2: Form B: Formatting Font*	
14. Paragraph Formatting Features	
15. Page Setup Features	

Unit 2: Microsoft® Word® Intermediate Skills				
Assignments				
Office 2010 Applications I	1.	Inserting Images into Documents	15.	Insert Comments and Track Changes
	2.	Inserting Shapes, SmartArt and Text Boxes	16.	Autocorrect Options
	3.	Special Parts in the Word Application	17.	Project: Review Tab Skills
	4.	Project: Inserting and Modifying Content	18.	Quiz 3: Autocorrect Options
	5.	Quiz 1: Word Intermediate Skills	19.	Alternate Quiz 3: Form A: Autocorrect Options*
	6.	Alternate Quiz 1: Form A: Word Intermediate Skills*	20.	Alternate Quiz 3: Form B: Autocorrect Options*
	7.	Alternate Quiz 1: Form B: Word Intermediate Skills*	21.	Project: Collaborating on a Word Document*
	8.	Inserting Tables	22.	Project: Supplemental Projects*
	9.	Organizing Content in Tables	23.	Special Project*
	10.	Project: Tables	24.	Review
	11.	Quiz 2: Working with Tables	25.	Test
	12.	Alternate Quiz 2: Form A: Working with Tables*	26.	Alternate Test: Form A*
	13.	Alternate Quiz 2: Form B: Working with Tables*	27.	Alternate Test: Form B*
	14.	Spell Check and Find and Replace	28.	Glossary and Credits

Unit 3: Microsoft® Word® Advanced Skills				
Assignments				
Office 2010 Applications I	1.	Merging to Create Labels	15.	Using and Creating a Template
	2.	Merging to Create Letters	16.	Project: Creating a document template
	3.	Project: Creating a Merge	17.	Quiz 3: Backstage View
	4.	Quiz 1: Word Advanced Skills	18.	Alternate Quiz 3: Form A: Backstage View*
	5.	Alternate Quiz 1: Form A: Word Advanced Skills*	19.	Alternate Quiz 3: Form B: Backstage View*
	6.	Alternate Quiz 1: Form B: Word Advanced Skills*	20.	Project: Unit Simulation*
	7.	Endnotes and Footnotes	21.	Project: Supplemental Materials*
	8.	Hyperlinks	22.	Special Project*
	9.	Table of Contents	23.	Review
	10.	Project: Inserting Special Report Features	24.	Test
	11.	Quiz 2: References	25.	Alternate Test: Form A*
	12.	Alternate Quiz 2: Form A: References*	26.	Alternate Test: Form B*
	13.	Alternate Quiz 2: Form B: References*	27.	Glossary and Credits
	14.	Share, Protect, and Modify Document Properties		

Unit 4: Microsoft® Publisher® Application				
Assignments				
Office 2010 Applications I	1.	Opening and Navigating Publisher	13.	Sharing and Printing Publications
	2.	Designing Pages	14.	Project: Modify and Share a Publication
	3.	Inserting Text	15.	Quiz 2: Publications
	4.	Project: Open Publisher, Browse, and Select a Template	16.	Alternate Quiz 2: Form A: Publications*
	5.	Quiz 1: Publisher	17.	Alternate Quiz 2: Form B: Publications*
	6.	Alternate Quiz 1: Form A: Publisher*	18.	Project: Design, Edit and Share a Publication
	7.	Alternate Quiz 1: Form B: Publisher*	19.	Project: Supplemental Activities
	8.	Graphics	20.	Special Project*
	9.	Tables and Building Blocks	21.	Review
	10.	Project: Inserting Enhancements	22.	Test
	11.	Viewing a Publication	23.	Alternate Test: Form A*
	12.	Reviewing a Publication	24.	Alternate Test: Form B*
		25.	Glossary and Credits	

Unit 5: Microsoft® PowerPoint® Application			
Assignments			
Office 2010 Applications I	1. PowerPoint Layout and Modifying Views	16. Project: Simulation: Modify, Share, and Deliver a Show	
	2. Entering Text and Formatting Slides	17. Quiz 3: Modify, Share, Deliver a Show	
	3. Quiz 1: PowerPoint Layout and Views	18. Alternate Quiz 3: Form A: Modify, Share, Deliver a Show*	
	4. Alternate Quiz 1: Form A: PowerPoint Layout and Views*	19. Alternate Quiz 3: Form B: Modify, Share, Deliver a Show*	
	5. Alternate Quiz 1: Form B: PowerPoint Layout and Views*	20. Project: Simulation: Design and Create a Presentation	
	6. Images, WordArt, and SmartArt	21. Project: Supplemental Activities	
	7. Charts and Tables	22. Special Project*	
	8. Project: Simulation: Creating a Presentation	23. Review	
	9. Quiz 2: Charts and Tables	24. Test	
	10. Alternate Quiz 2: Form A: Charts and Tables*	25. Alternate Test: Form A*	
	11. Alternate Quiz 2: Form B: Charts and Tables*	26. Alternate Test: Form B*	
	12. Transitions and Animations	27. Glossary and Credits	
	13. Set up Show and Timings		
	14. Presentation Tools		
	15. Saving, Printing, Sharing, and Protecting a Presentation		
	Unit 6: Course Review, and Exam		
	Assignments		
	O2010A I	1. Course Review	3. Alternate Final Exam: Form A*
		2. Final Exam	4. Alternate Final Exam: Form B*

(\* ) Indicates alternative assignment