



# monarch

Curriculum Catalog

Career and Technical Education Series

Office 2013 Applications II

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## Office 2013 Applications II Course Overview

Office 2013 Applications II is a semester-length, high school elective course that explores the use of application skills in the 2013 versions of Microsoft® Excel® and Microsoft® Access®. Students will use these applications to design, develop, create, edit, and share business spreadsheet and database documents. This course provides key knowledge and skills in the following areas:

1. Introduction to advanced skills in Microsoft® Excel® ranging from basic spreadsheet terminology to exploring data entry, formatting, formulas, functions, charts, graphics, and additional features available in backstage view
2. Skills in Microsoft® Access®, ranging from basic relational database terminology to creating and modifying tables, forms, queries, and reports

### Objectives

- Recognize the elements of an Excel spreadsheet.
- Demonstrate use of Excel navigation and protection tools.
- Know how to modify, edit, save, create, and format Excel spreadsheets.
- Use tools to manage Excel worksheets.
- Define the rules for creating formulas and functions in Excel worksheets.
- Demonstrate how to create, modify, and edit charts and shapes in Microsoft Excel.
- Demonstrate knowledge of database design.
- Manage the Access Environment.
- Create an Access database.
- Create, modify, and edit Access forms, queries, and reports.

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Unit 1: Microsoft Excel Spreadsheets Basics	
Assignments	
Office 2013 Applications II	1. Course Overview
	2. What is a Spreadsheet and What Are Its Uses?
	3. Spreadsheet Design and the Microsoft Excel Screen
	4. Quiz 1: Overview of Spreadsheet Basics
	5. Alternate Quiz 1—Form A: Overview of Spreadsheet Basics*
	6. Alternate Quiz 1—Form B: Overview of Spreadsheet Basics*
	7. Navigating in a Worksheet
	8. Microsoft Excel Workbook Views
	9. Microsoft Excel Window Views
	10. Project: Managing the Worksheet Environment
	11. Quiz 2: Spreadsheet Basics
	12. Alternate Quiz 2—Form A: Spreadsheet Basics*
	13. Alternate Quiz 2—Form B: Spreadsheet Basics*
	14. Workbook Properties
	15. Saving and File Formats
	16. Sharing Worksheet Data with Other Users
	17. Managing Comments
	18. Printing Worksheets and Workbooks
	19. Project: Saving and Printing Microsoft Excel Files
	20. Quiz 3: Managing File Settings
	21. Alternate Quiz 3—Form A: Managing File Settings*
	22. Alternate Quiz 3—Form B: Managing File Settings*
	23. Supplemental Lesson 1: Financial Terms*
	24. Supplemental Lesson 2: Financial Statements*
	25. Special Project*
	26. Review
	27. Test
	28. Alternate Test—Form A*
	29. Alternate Test—Form B*
	30. Glossary and Credits

Unit 2: Creating Microsoft Excel Spreadsheets	
Assignments	
1. Microsoft Excel Data Types	21. Alternate Quiz 3—Form A: Creating Formulas*
2. Entering and Editing Cell Data	22. Alternate Quiz 3—Form B: Creating Formulas*
3. Selecting, Filling, Moving, and Copying Cell Data	23. Functions in Microsoft Excel
4. AutoFill	24. Function Wizard and Linking Formulas
5. Project: Stock Market Project Part 1 – Researching and Recording Stock Prices	25. Analyzing Data by Sorting and Filtering
6. Quiz 1: Data Entry	26. Project: Stock Market Project 4 – Entering Functions
7. Alternate Quiz 1—Form A: Data Entry*	27. Quiz 4: Utilizing Functions and Data Commands
8. Alternate Quiz 1—Form B: Data Entry*	28. Alternate Quiz 4—Form A: Utilizing Functions and Data Commands*
9. Cell Formats	29. Alternate Quiz 4—Form B: Utilizing Functions and Data Commands*
10. Editing Cells, Rows, and Columns	30. Project: Budget Project – Career Search
11. Managing Worksheets	31. Project: Budget Project – Housing Research
12. Project: Stock Market Project 2 – Formatting a Spreadsheet	32. Project: Budget Project – Vehicle Research
13. Quiz 2: Formatting Cells and Worksheets	33. Project: Budget Project – Utilities, Vacation, and Miscellaneous Expense Research*
14. Alternate Quiz 2—Form A: Formatting Cells and Worksheets*	34. Project: Budget Project – Final
15. Alternate Quiz 2—Form B: Formatting Cells and Worksheets*	35. Special Project*
16. Order of Operations	36. Review
17. Microsoft Excel Formulas	37. Test
18. Types of Cell References in Formulas	38. Alternate Test—Form A*
19. Project: Stock Market Project 3 – Entering Formulas	39. Alternate Test—Form B*
20. Quiz 3: Creating Formulas	40. Glossary and Credits

Unit 3: Microsoft Excel Graphical Representations	
Assignments	
1. Why Use Graphical Representations of Data?	15. Project: Stock Market Project Part 6 – Creating Advanced Charts
2. Creating Charts	16. Quiz 3: Advanced Charting Options
3. Quiz 1: Creating Charts in Microsoft Excel	17. Alternate Quiz 3—Form A: Advanced Charting Options*
4. Alternate Quiz 1—Form A: Data Entry*	18. Alternate Quiz 3—Form B: Advanced Charting Options*
5. Alternate Quiz 1—Form B: Data Entry*	19. Project: Research and Chart Product Price Comparisons*
6. Formatting Charts	20. Project: Chart Budget Expenses*
7. Enhancing Charts with Illustrations	21. Special Project*
8. Formatting Illustrations	22. Review
9. Project: Stock Market Project Part 5 – Creating and Enhancing Charts	23. Test
10. Quiz 2: Enhancing Microsoft Excel Charts	24. Alternate Test—Form A*
11. Alternate Quiz 2—Form A: Enhancing Microsoft Excel Charts*	25. Alternate Test—Form B*
12. Alternate Quiz 2—Form B: Enhancing Microsoft Excel Charts*	26. Glossary and Credits
13. Creating Picture Charts	
14. Sparklines	

Unit 4: Microsoft Access Database Basics		
Assignments		
Office 2013 Applications II	1. What is a Database and Its Uses?	18. Modifying a Table
	2. Database Design	19. Importing Data from an Excel File
	3. Field Names, Data Types, and Properties	20. Sorting and Filtering
	4. Project: Designing a Customer Information Database	21. Creating Relationships
	5. Quiz 1: Database Design	22. Project: Creating a Customer Information Database
	6. Alternate Quiz 1—Form A: Database Design*	23. Quiz 3: Creating an Access Database
	7. Alternate Quiz 1—Form B: Database Design*	24. Alternate Quiz 3—Form A: Creating an Access Database*
	8. The Access Screen	25. Alternate Quiz 3—Form B: Creating an Access Database*
	9. Navigating in Table Datasheets, Forms, and Reports	26. Project: Designing an Address List Database*
	10. Working in the Navigation Pane	27. Project: Creating an Address List Database*
	11. Save Options and Compact and Repair	28. Project: Designing and Creating an Inventory Database*
	12. Project: Managing the Access Environment	29. Special Project*
	13. Quiz 2: Managing the Access Environment	30. Review
	14. Alternate Quiz 2—Form A: Managing the Access Environment*	31. Test
	15. Alternate Quiz 2—Form B: Managing the Access Environment*	32. Alternate Test—Form A*
	16. Creating an Access Database and Table	33. Alternate Test—Form B*
	17. Entering Data	34. Glossary and Credits

Unit 5: Microsoft Access Forms, Queries, and Reports		
Assignments		
Office 2013 Applications II	1. Creating Forms	19. Editing the Design of a Report
	2. Editing the Design of a Form	20. Sorting and Filtering Records in a Report
	3. Creating Multi-table Forms	21. Creating Multi-table Reports
	4. Editing Multi-table Forms	22. Editing the Design of a Multi-Table Report
	5. Project: Address List Forms	23. Project: Address List Reports
	6. Quiz 1: Microsoft Access Forms	24. Quiz 3: Microsoft Access Reports
	7. Alternate Quiz 1—Form A: Microsoft Access Forms*	25. Alternate Quiz 3—Form A: Microsoft Access Reports*
	8. Alternate Quiz 1—Form B: Microsoft Access Forms*	26. Alternate Quiz 3—Form B: Microsoft Access Reports*
	9. Creating Simple Queries	27. Project: Creating Forms for the Address List Database*
	10. Creating Advanced Queries	28. Project: Creating Queries for the Address List Database*
	11. Creating Multi-table Queries	29. Project: Creating Reports for the Address List Database*
	12. Calculating Totals in a Query	30. Special Project*
	13. Creating Calculated Fields in a Query	31. Review
	14. Project: Address List Queries	32. Test
	15. Quiz 2: Microsoft Access Queries	33. Alternate Test—Form A*
	16. Alternate Quiz 2—Form A: Microsoft Access Queries*	34. Alternate Test—Form B*
	17. Alternate Quiz 2—Form B: Microsoft Access Queries*	35. Glossary and Credits
	18. Creating Reports	

Unit 6: Course Review, and Final Exam		
Assignments		
OA 2013II	1. Course Review	3. Alternate Final Exam: Form A*
	2. Final Exam	4. Alternate Final Exam: Form B*

(\*) Indicates alternative assignment