



Switched-On
SCHOOLHOUSE

Course Catalog

Career and Technical Education Series:

Office Applications II

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Table of Contents

COURSE OVERVIEW	1
UNIT 1: MICROSOFT EXCEL SPREADSHEETS BASICS	1
UNIT 2: CREATING MICROSOFT EXCEL SPREADSHEETS.....	2
UNIT 3: MICROSOFT EXCEL GRAPHICAL REPRESENTATIONS.....	2
UNIT 4: MICROSOFT ACCESS DATABASE BASICS.....	3
UNIT 5: MICROSOFT ACCESS FORMS, QUERIES, AND REPORTS.....	3
UNIT 6: COURSE REVIEW, AND EXAM	3

COURSE OVERVIEW

Office Applications 2 is a semester-length, high school elective course that explores the use of application skills in 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.

Office Applications 2 Course Requirements

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 might be required to produce projects.

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

UNIT 2: CREATING MICROSOFT EXCEL SPREADSHEETS

OFFICE APPLICATIONS II

Assignment Titles

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

OFFICE APPLICATIONS II

Assignment Titles

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

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

UNIT 6: COURSE REVIEW, AND EXAM	
OFFICE APPLICATIONS II	Assignment Titles
	1. Review
	2. Test
	3. Alternate Final Exam: Form A*
4. Alternate Final Exam: Form B*	

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(*) Indicates alternate assignment