

KPBSD Computer Applications II Curriculum – 2017

Industry Standards					
<p>ESTABLISHED GOALS/STANDARDS</p> <p>Excel: (ISTE 1-a,b)(ISTE 6-a,b,c,d)</p> <p>PowerPoint: (ISTE 1-a,b)(ISTE 6-a,b,c,d)</p> <p>ALASKA STANDARDS ALIGNMENT: Computer Applications II</p>	<p>Transfer Goals</p>				
	<p>Students will be able to independently use their learning to...</p> <ul style="list-style-type: none"> Efficiently and effectively use Microsoft Excel to create, organize, and analyze data in the work place and daily life. Clearly and creatively present information in an engaging and relevant manner using MicroSoft PowerPoint. 				
	<p>Meaning</p>				
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: center;">ENDURING UNDERSTANDINGS</th> <th style="width: 50%; text-align: center;">ESSENTIAL QUESTIONS</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;"> <p>Students will understand...</p> <ul style="list-style-type: none"> How Microsoft Excel offers the ability to organize, manipulate, manage, and present data efficiently and effectively. How Microsoft PowerPoint can help create and organize presentations that communicate information in an engaging way. </td> <td style="vertical-align: top;"> <p>Students will keep considering...</p> <ul style="list-style-type: none"> How can Microsoft Excel increase my productivity and efficiency in my personal life and work place? In what ways does Microsoft Excel help me organize and analyze data? How can Microsoft PowerPoint help me communicate my ideas and thoughts to others in an engaging way? How can Microsoft PowerPoint help me create and organize presentations? </td> </tr> </tbody> </table>	ENDURING UNDERSTANDINGS	ESSENTIAL QUESTIONS	<p>Students will understand...</p> <ul style="list-style-type: none"> How Microsoft Excel offers the ability to organize, manipulate, manage, and present data efficiently and effectively. How Microsoft PowerPoint can help create and organize presentations that communicate information in an engaging way. 	<p>Students will keep considering...</p> <ul style="list-style-type: none"> How can Microsoft Excel increase my productivity and efficiency in my personal life and work place? In what ways does Microsoft Excel help me organize and analyze data? How can Microsoft PowerPoint help me communicate my ideas and thoughts to others in an engaging way? How can Microsoft PowerPoint help me create and organize presentations?
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	<ul style="list-style-type: none"> • How to use PowerPoint to communicate important ideas and information. 	<ul style="list-style-type: none"> • Filtering and sorting a table. • Performing operations with formulas and functions. • Summarizing data by using functions. • Performing conditional operations by using functions. • Formatting and modifying text by using functions. • Creating charts and objects. • Formatting charts. • Inserting and formatting objects. • Creating and managing presentations. • Inserting and formatting slides. • Modifying slides, handouts, and notes. • Ordering and grouping slides. • Changing presentation options and views. • Configuring a presentation for print. • Configuring and presenting a slideshow. • Inserting and formatting text, shapes, and images. • Inserting and formatting shapes and text boxes. • Ordering and grouping objects. • Inserting tables, charts, SmartArt, and media. • Formatting tables, charts, and SmartArt graphics. • Applying transitions and animations in and between slides. • Merging content from multiple presentations.
Evidence		
Evaluative Criteria	Assessment Evidence	
Microsoft MOS Exam	To be certified in Microsoft Excel and PowerPoint Teacher quizzes, performance tasks, and presentations	
Resources		
Microsoft Office Software		