

# KPBSD Computer Applications II Curriculum – 2017

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