

## 10th Grade Business Applications

Course Number = 134 - 135 - Grades 10, 11, 12 - Full Year Course (Every Other Day - 90 Days) = Semester

Prerequisite: 6th Grade Keyboarding - 7th Grade Applications - 8th Grade Applications

### Content Standards

Level: High School

Learning Area: Read, Listen, View

Content Standard: Technical Reading, Listening, & Viewing

Package Name: Technical Reading / Intermediate Applications

Textbooks: Keyboarding & Information Processing South - Western Copyright 2010 1  
An Introduction To Computing Lawrenceville Press Copyright 2009 28  
Working With Computers Computer Literacy Press Copyright 2008 25  
Video Stop South - Western Copyright 2007 25

### Course Description

During ***semester one*** students will use the book "Keyboarding & Information Processing" published by South-Western. In this book the students will review correct position at the keyboard, keyboarding techniques, motion patterns to improve speed and accuracy, proofreading skills, business letters, simplified & formal memorandums, unbound reports, multiple column tables, knowledge of computer hardware, and software commands.

Students will then begin the textbook published by Lawrenceville Press, "An Introduction To Computing Using Office". Three intermediate applications of Word Processing, Database, and Spreadsheet will be measured by daily practices, worksheets, quizzes, exercises, review questions, and written examinations. Students will also be introduced to Drawing, Painting, and Presentation.

During ***semester two*** students begin the textbook published by Computer Literacy Press, "Working With Computers". Students use the software program "Office 2008" which uses the applications Word, Excel, and Powerpoint. Applications presented during semester two will be Word Processing using Word, Spreadsheet using Excel, Graphics and Desktop Publishing, and Presentation Graphics using Powerpoint. A final project called "Home Helpers" incorporates all 17 chapters of the book.

In the final unit the students will work with a flexible simulation published by South-Western Publishing Company called, "Video Stop A Computer Applications Simulation". This simulation can be adapted to any schedule or ability level. Students will benefit from completing their work in a steady, sequential order.

This will be a generic computer applications simulation that can be used with a wide variety of software and can be adapted to a four-week, six-week, or eight-week activity.

### **Performance Assessment Summary**

(Students will be able to:)

Operate a Computer Using 10 Or More Word Processing Functions  
Analyze and Design a Database  
Analyze and Design a Spreadsheet  
Demonstrate Technical Reading Ability  
Design an Integrated Document  
Analyze and Design a Presentation  
Create a HyperStudio Stack of at Least 10 Cards

### **Students will master the following competencies in Beginning Word Processing to receive credit:**

1. Getting started: insertion point, status line, enter, exit, and help functions
2. Create, save and retrieve documents
3. Text editing functions: insert, delete, typeover
4. Basic printing commands
5. Use of spell check, thesaurus, and grammar
6. Formatting a document: line spacing, tabs, and margins
7. Character formatting:
  - Attributes
  - Font size
  - Font styles
  - Convert case
8. Paragraph formats: alignments, bullets and numbering, outlining, indents, line spaces
9. Search and replace function
10. Tab alignment:
  - Left, right, decimal & center column tabs
  - Leaders
  - Changing tab alignment character
11. Block functions:
  - Moving a block of text
  - Moving tabular columns
  - Copying, deleting, printing a block of text
  - Saving a block of text to a new file
12. Display and manipulate text among multiple windows
13. File maintenance:

- Create file(s)
- Delete file(s)
- Insert document properties
- Rename existing file(s)
- Print an unopened file(s)
- Preview a file
- Copy/move an existing file(s)
- Mark files for opening, deleting and printing
- 14. Pagination
  - Soft/hard page breaks
  - Protecting blocks from page breaks
  - Widow/orphan protection
  - Section breaks
- 15. Headers/footers
  - Creating, editing, deleting a header or footer
  - Suppressing a header or footer
- 16. Page numbering
  - Automatic page numbering/changes
  - Page numbering within header or footer
- 17. Labels and envelopes
- 18. Tables
- 19. Text columns
- 20. Insert and manipulate graphics from a variety of sources
- 21. Ability to use themes and styles
- 22. Ability to use SmartArt

**Students will master the following competencies in Excel I to receive credit:**

1. Create basic worksheet
2. Work with ranges of data
3. Use the help and spell-check functions
4. Move through a worksheet and a workbook
5. Modify/insert information into a worksheet
6. Change the appearance of worksheets
7. Create printouts of worksheets
8. Use the AutoSum function
9. Identify cell ranges
10. Create printouts of worksheets with formulas
11. Consolidate and link worksheets
12. Copy and move data
13. Use the AutoFill function
14. Identify absolute and relative references
15. Insert columns and rows

16. Use AutoCalculate
17. Use basic functions
18. Split the window into panes
19. Use multiple windows
20. Create multiple-sheet workbooks
21. Create macros
22. Apply the principles of business graphics
23. Create charts
24. Customize and format a chart
25. Use data list
26. Basic sorting
27. Create hyperlinks
28. Create web pages from Excel
29. Name cells