

CAR: 1 – Microsoft Word Curriculum  
P. Coombs, McGraw High School Business Education

<p><b>Course:</b>  <b>CAPS 111 – MS Office Word</b></p>	<p>Standard 1: Career Development: Students will be knowledgeable about the world of work, explore career options, and relate personal skills, aptitudes, and abilities to future career decisions. Standard 2: Integrated Learning: Students will demonstrate how academic knowledge and skills are applied in the workplace and other settings. Standard 3a: Universal Foundation Skills: Students will demonstrate mastery of the foundation skills and competencies essential for success in the workplace. Standard 3b: Career Majors: Students who choose a career major will acquire the career-specific technical knowledge/skills necessary to progress toward gainful employment. career advancement, and success in postsecondary programs.</p>			
<p><b>Performance Indicators - LWDAT</b></p> <ul style="list-style-type: none"> <li>▪ Work collaboratively with other students to problem solve and analyze Office.</li> <li>▪ Explain and demonstrate the proper procedures for creating and editing documents using Office.</li> <li>▪ Demonstrate how to maintain files, folders, and personal accounts using the computer system</li> <li>▪ Demonstrate how to modify files, folders, and accounts on the computer</li> <li>▪ Demonstrate how to properly care for computer equipment.</li> <li>▪ Create and modify a professional resume, cover letter, references, and college application essay</li> </ul>	<p><b>Essential Questions</b></p> <p><b>Unit 1</b>  What are the basic skills needed to format in MS Office Word ?</p>	<p><b>Essential Knowledge &amp; Skills</b></p> <ul style="list-style-type: none"> <li>▪ Word New Features: User Interface</li> <li>MS Office “Ribbon” QuickAccess Toolbar</li> <li>MS Office Window Frame Working with the Ribbon</li> <li>Contextual Tabs</li> <li>Word Galleries</li> <li>▪ Creating a document</li> <li>▪ Selecting and editing text</li> <li>▪ Formatting characters</li> <li>▪ Writing Tools</li> </ul>	<p><b>Classroom Ideas</b></p> <p>New Features Overview with “Mini-Document Lessons” to apply to each new feature</p> <p>Blog Feature</p> <p>Ribbon</p> <p>Screen Tips</p> <p>Quick Access Toolbar</p> <p>Window Frame</p> <p>Dialog Box Launchers</p> <p>Contextual Tabs</p> <p>Mini Toolbar</p> <p>Using the Word Galleries</p> <p>Apply Styles</p> <p>Apply Document Themes</p> <p>Building Blocks</p> <p>SmartArt Graphics</p> <p>Build an Equation</p> <p>Citations</p> <p>Bibliography</p> <p>Create and/or edit your own resume using the new tips of Office</p> <p>Create and/or edit a reference list</p> <p>Create a bibliography for a report on career resources</p>	<p><b>Assessment Ideas</b></p> <p>Campbell’s Confections Case Study – applications as per unit</p> <p>Final Resume</p> <p>Final References</p> <p>Unit (1) Applications: Edit, spell-check, thesaurus, and applications of formats</p> <p>AutoText entries and AutoComplete</p> <p>Compose a document and Apply formatting</p> <p>Unit Applications with the Internet</p>

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Performance Indicators	Essential Questions	Essential Knowledge & Skills	Classroom Ideas	Assessment Ideas
<ul style="list-style-type: none"> <li>▪ Work collaboratively with other students to problem solve and analyze documents</li> <li>▪ Explain the basic elements of a word processing screen</li> <li>▪ Compare and contrast paragraph and character formatting</li> <li>▪ Apply the use of a spell checker</li> <li>▪ Demonstrate tabulation, move, copy, paste, find, and replace techniques</li> <li>▪ Make critical decisions to enhance and modify documents</li> <li>▪ Communicate thoughts and ideas creatively through document completion</li> </ul>	<p><b>Unit 2</b>  Which applications will allow paragraph formatting, tabs, and advanced editing?</p>	<ul style="list-style-type: none"> <li>▪ Formatting paragraphs with alignment, line spacing, paragraph shading, repeat and copy paragraph formats, bulleted and numbered lists, and symbols and special characters</li> <li>▪ Tabs and Tabbed Columns with set tabs, leader tabs, clear tables, adjustment of tab settings, creating tabbed columns, and sorting paragraphs and tabbed columns</li> <li>▪ Move &amp; Copy using Office Clipboard, cut and paste, dragging, copy and paste, working with multiple document windows</li> <li>▪ Find and Replace text, special characters and formatting</li> </ul>	<p>Skills Review Exercises 5  Skills Review Exercises 6  Skills Review Exercises 7  Skills Review Exercises 8  Critical Thinking Questions  Utilize the Campbell's Confections document files for editing and formatting  Class brochures with pictures, text and graphics  Internet fact finding with Office – tip sheets</p>	<p>Lesson Applications 5  Lesson Applications 6  Lesson Applications 7  Lesson Applications 8  Create a flyer for an event  Create a set of instructions for how to make something  Write a short business memo  Create a monthly budget in the form of a tabbed table  Create a table using internet research related to chocolate with descriptions and price (parallels the ideas in Campbell Confections)  Write a short proposal for changing something in your city, neighborhood or state  Write a summary about a book you recently read</p>

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<p><b>Performance Indicators</b></p>	<p><b>Essential Questions</b></p>	<p><b>Essential Knowledge &amp; Skills</b></p>	<p><b>Classroom Ideas</b></p>	<p><b>Assessment Ideas</b></p>
<ul style="list-style-type: none"> <li>▪ Work collaboratively with other students to problem solve and analyze documents</li> <li>▪ Demonstrate the use of margins, print options, page and section breaks, page numbers, headers/footers, styles and themes and templates.</li> <li>▪ Create documents using shortcuts, wizards, and personalized toolbars</li> <li>▪ Create, open, and save documents</li> <li>▪ Create, edit, and maintain documents using Microsoft Office</li> <li>▪ Make critical decisions to enhance and modify documents with the new styles and templates</li> <li>▪ Communicate thoughts and ideas creatively through document completion</li> </ul>	<p><b>Unit 3</b> How can templates be used for page formatting?</p>	<ul style="list-style-type: none"> <li>▪ Margins and Print Options to change margins, preview a document, change paper size and orientation, print envelopes and labels, and choose print options</li> <li>▪ Page and Section Breaks to use soft and hard page breaks, control line and page breaks, control section breaks, format sections, and use the Go To feature</li> <li>▪ Page Numbers, Headers, and Footers to add page numbers, headers and footers, link section headers and footers, change starting page numbers, create continuation page headers, and create alternate headers and footers</li> <li>▪ Styles and Themes to apply styles, create new styles, redefine, modify and rename styles, use style options, and apply and customize a theme</li> <li>▪ Templates to use for Word, new templates, attaching template to documents, modifying templates, and using the Organizer</li> </ul>	<p>Skills Review Exercises 9</p> <p>Skills Review Exercises 10</p> <p>Skills Review Exercises 11</p> <p>Skills Review Exercises 12</p> <p>Skills Review Exercises 13</p> <p>Critical Thinking Questions</p> <p>Create a seminar package: invitation, agenda, speaker bios, and ice breakers</p> <p>Create CC letters for modifications and updates</p> <p>Use online templates</p> <p>Use and apply a resume template</p> <p>Use and apply a cover letter template</p>	<p>Lesson Applications 9</p> <p>Lesson Applications 10</p> <p>Lesson Applications 11</p> <p>Lesson Applications 12</p> <p>Lesson Applications 13</p> <p>Log on to the Internet and find five websites about today's current political topic – use a pro and con approach and apply the skills learned</p> <p>Create a seminar package: invitation, agenda, speaker bios, and ice breakers</p> <p>Campbell Confections Price Change</p> <p>Campbell Confections candy bar wrapper challenge</p> <p>Create a directory</p> <p>Update the "Company file" for CC</p> <p>Update the CC Company Health Fair with new styles</p> <p>Create your own one-page newsletter</p> <p>Write a simple follow-up letter to a job interview</p>

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Performance Indicators	Essential Questions	Essential Knowledge & Skills	Classroom Ideas	Assessment Ideas
<ul style="list-style-type: none"> <li>▪ Work collaboratively with other students to problem solve and analyze documents</li> <li>▪ Create, modify, and publish a high quality company newsletter using tables and columns in Microsoft Office</li> <li>▪ Apply the use of advanced tables in a newsletter</li> <li>▪ Evaluate the professional and effectiveness of the tables and columns in the newsletters and Campbell Confections lessons</li> <li>▪ Communicate thoughts and ideas creatively through document completion</li> </ul>	<p><b>Unit 4</b>  How do formatted tables work in documents?</p>	<ul style="list-style-type: none"> <li>▪ <b>Tables:</b> Inserting, keying and editing text in tables, selecting cells, rows and columns, editing table structures, formatting tables and cell contents, and converting tables and text</li> <li>▪ <b>Advanced Tables:</b> Working with long tables, using advanced table-formatting options, working with multiple tables, performing calculations in a table, working with Excel worksheets within Word documents</li> <li>▪ <b>Columns:</b> Creating multiple-column layouts, keying and editing text in columns, formatting columns and column text, controlling column breaks, and using hyphenation</li> </ul>	<p>Skills Review Exercises 14  Skills Review Exercises 15  Skills Review Exercises 16  Critical Thinking Questions  Unit 4 Applications 4-1 through 4-4: Fitness Memo with a table, Fundraising and nesting tables, and creating a newsletter with tables and columns  Class brochure with columns for tri-folding</p>	<p>Lesson Applications 14  Lesson Applications 15  Lesson Applications 16  Campbell's Confections: Gift Certificates and Store Credit, Rates, and Nutrition – 1  Create a table of monthly expenses  Compare and Contrast with a stocks table  Create a daily sales table with breakdown by category  Create a win/loss record table for a favorite sports team</p>

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<p><b>Performance Indicators</b></p> <ul style="list-style-type: none"> <li>Work collaboratively with other students to problem solve and analyze documents</li> <li>Create, edit, and apply chart and graphics functions to new and previously created documents</li> <li>Make critical decisions to enhance and modify documents</li> <li>Communicate thoughts and ideas creatively through document completion</li> <li>Demonstrate the ability to apply desktop publishing techniques to Word documents</li> <li>Create newsletters and other desktop publishing documents integrating charts and SmartArt for completion</li> <li>Evaluate the importance of which graphics enhance a document</li> <li>Compare and contrast the use of graphics and SmartArt with other types of visual aids</li> </ul>	<p><b>Unit 5 Questions</b></p> <p>Which charts and graphics will enhance the professionalism and organization of documents?</p>	<ul style="list-style-type: none"> <li><b>Graphics:</b> Inserting ClipArt, Moving and formatting ClipArt, Creating WordArt, working with shapes, modifying shapes, and controlling order, group, and alignment of shapes</li> <li><b>Text Boxes and Desktop Publishing:</b> Applying formatting, creating and modifying styles, creating a newsletter-style layout, creating a pull quote, linking text boxes and working with a multi-section layout</li> <li><b>SmartArt and Charts:</b> Creating SmartArt and charts, editing chart data, modifying chart types, adding and modifying chart options, and formatting charts and chart elements</li> </ul>	<p>Skills Review Exercises 17</p> <p>Skills Review Exercises 18</p> <p>Skills Review Exercises 19</p> <p>Critical Thinking Questions</p> <p>Earth Day – 2</p> <p>Campbell Confections Embossing for Greek Letters</p> <p>Create a favor for CC event</p> <p>Create a newsletter for CC new brands</p> <p>Design new company letterhead and business cards for CC managers</p> <p>Create a sales flyer</p>	<p>Lesson Applications 17</p> <p>Lesson Applications 18</p> <p>Lesson Applications 19</p> <p>Create Business Cards</p> <p>Create Company Letterhead</p> <p>Design an invitation</p> <p>Create a map of where you live using the graphics</p> <p>Create a company newsletter for an area business of your choice</p>

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<p><b>Performance Indicators</b></p>	<p><b>Essential Questions</b></p>	<p><b>Essential Knowledge &amp; Skills</b></p>	<p><b>Classroom Ideas</b></p>	<p><b>Assessment Ideas</b></p>
<ul style="list-style-type: none"> <li>▪ Work collaboratively with other students to problem solve and analyze documents</li> <li>▪ Create, edit, and apply macros</li> <li>▪ Make critical decisions to enhance and modify documents</li> <li>▪ Communicate thoughts and ideas creatively through document completion</li> <li>▪ Create mail merge documents to integrate Access with Word</li> <li>▪ Evaluate the importance and use of macros</li> </ul>	<p><b>Unit 6</b>                  How can mail merge and macros change how Word is used?</p>	<ul style="list-style-type: none"> <li>▪ Mail Merge: Creating a main document and data source, inserting merge fields, merging, using data from other applications, editing an existing main document, sorting and filtering a data source, creating mailing labels</li> <li>▪ Fields and Forms: Inserting fields to view, edit and update field codes, creating and using bookmarks, creating templates to use as a form, inserting content controls and form fields, protecting and saving a form, and using and editing a form</li> <li>▪ MACROS: Creating, running, and editing macros, copy and renaming macros, and customizing the Quick Access Toolbar</li> </ul>	<p>Skills Review Exercises 20</p> <p>Skills Review Exercises 21</p> <p>Skills Review Exercises 22</p> <p>Critical Thinking Questions</p> <p>Create Access documents for merge – i.e. class address book</p> <p>Create mailing labels for merge</p> <p>Updating and maintaining inventory records and labels for CC</p> <p>Creating name badges using Word and Access</p> <p>Create simple documents with merge fields and filtering</p> <p>Create a template using a Drop-Down List and Rich Text content controls</p> <p>Create macros</p> <p>Create a letter using macros</p> <p>Create a letter template for an announcement or invitation</p>	<p>Lesson Applications 20</p> <p>Lesson Applications 21</p> <p>Lesson Applications 22</p> <p>Mail Merge with addresses and labels</p> <p>Sort and Filter an Access data source</p> <p>Create a catalog document with formatting for merging and filtering</p> <p>Create a directory document</p> <p>Create a form letter with merging</p> <p>Create macros and customize Toolbars</p> <p>Set macros and establish security</p> <p>Create a macro that converts text to a table</p> <p>Design an invitation by customizing the Quick Access Toolbar</p>

Resources: (1) Microsoft Office Word: The Professional Approach Series. (Approved and required through Tompkins-Cortland Community College). Deborah Hinkle. McGraw-Hill Higher Education, Boston Online weblinks are also available and in use. Professional user id and password necessary.

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<p><b>Performance Indicators</b></p> <ul style="list-style-type: none"> <li>▪ Work collaboratively with other students to problem solve and analyze documents</li> <li>▪ Create, edit, and apply footnotes, endnotes, outlines, indexes and table of contents to new and previously created documents</li> <li>▪ Make critical decisions to enhance and modify documents</li> <li>▪ Communicate thoughts and ideas creatively through document completion</li> <li>▪ Create footnotes and endnotes</li> <li>▪ Create outlines and index entries</li> <li>▪ Format a table of contents</li> <li>▪ Create hyperlinks</li> <li>▪ Create reports and other desktop publishing documents integrating long documents and document sharing for completion</li> </ul>	<p><b>Essential Questions</b></p> <p>Unit 7 How will I use document sharing?</p>	<p><b>Essential Knowledge &amp; Skills</b></p> <ul style="list-style-type: none"> <li>▪ Footnotes and Endnotes: adding, editing, formatting and deleting endnotes and footnotes, changing placement and numbering, and creating a bibliography</li> <li>▪ Outlines, Indexes and Tables of Contents: Creating outlines, identifying index entries, formatting and compiling an index, editing and updating an index, creating and updating a table of contents and editing and updating a table of contents</li> <li>▪ Sharing your work with Hyperlinks: Creating comments, using the Track Changes feature, comparing and merging documents, reviewing and securing document contents, and inserting Hyperlinks</li> </ul>	<p>Skills Review Exercises 23 Skills Review Exercises 24 Skills Review Exercises 25 Critical Thinking Questions Add footnotes and endnotes to a document Create a bibliography using one of the styles available in the reference ribbon Insert citations Convert footnotes to endnotes Create outlines – collapse, navigate and expand Mark ranges of pages using CC files Create a table of contents Outline a document Add Comments to a document Compare and Merge documents Attach digital signatures Create hyperlinks</p>	<p>Lesson Applications 23 Lesson Applications 24 Lesson Applications 25 Research on the Internet or The Gregg Reference Manual to learn about the use of footnote and/or endnote abbreviations Add footnotes to a poetry list Update and cite references and a bibliography for reports from CC Create a detailed outline for a document Add a table of contents and an index for CC files Create a travel report from your outline using citations and a table of contents Track changes in a document Create hyperlinks, within a document, to another document and to a website</p>

## **Learning Standards for Career Development and Occupational Studies**

### **Standard 1: Career Development**

Students will be knowledgeable about the world of work, explore career options, and relate personal skills, aptitudes, and abilities to future career decisions.

### **Standard 2: Integrated Learning**

Students will demonstrate how academic knowledge and skills are applied in the workplace and other settings.

### **Standard 3a: Universal Foundation Skills**

Students will demonstrate mastery of the foundation skills and competencies essential for success in the workplace.

### **Standard 3b: Career Majors**

Students who choose a career major will acquire the career-specific technical knowledge/skills necessary to progress toward gainful employment, career advancement, and success in postsecondary programs.