

**CURRICULUM MAP
ADVANCED SOFTWARE APPLICATIONS**

Week 1-2	Weeks 3-4	Weeks 5-6	Weeks 7-10	Weeks 11-13	Weeks 14-18
<p>Word--</p> <p>1. Sort a one-column and multiple column list. Sort paragraphs and tables.</p> <p>2. Create and update calculations in tables.</p> <p>3. Center, AutoFit a table; adjust column width and row height; convert text to table; insert, delete, and move rows and columns; merge and split table cells; add custom borders and shading; change direction and alignment of text; link and embed Excel worksheet; create and modify a chart; import Excel data into a chart.</p> <p>4. Merge documents; create and edit a main doc and a data source; merge, sort, and filter; prepare labels and envelopes from a merge; create catalogs and lists.</p> <p>Credit - 1.0 Prerequisites - Introduction to Computers Double-Blocked One Semester</p>	<p>Word--</p> <p>1. Create a banner; balance column length; delete, copy, and change section formats; format nonbreaking spaces and hyphens; find and replace special characters, formats, and nonprinting characters.</p> <p>2. Add and crop a graphic; wrap text around graphic; position and delete graphic.</p> <p>3. Create a watermark; create and modify page borders; create a sidebar; format paragraph and section shading; create a pull quote; change orientation of text; create drop caps; use AutoShapes to create objects.</p> <p>4. Move or copy text; format text flow; create and edit styles; create hyperlinks, create and revise footnotes and endnotes.</p>	<p>Word--</p> <p>1. Create and attach a personal template; customize toolbars; create a macro; create a toolbar to run a macro; run, edit, copy, rename, and delete a macro; use a macro to create a template; set AutoCorrect exceptions; create a custom dictionary.</p> <p>2. Identify index entries; indicate a range of pages for an index entry; create, compile and update an index; create and compile a table of contents using heading styles; create, compile, and update a table of contents.</p>	<p>PowerPoint--</p> <p>1. Find, replace, and adjust text in a slide show; insert symbols; number paragraphs; modify fonts; add text boxes; create and modify a macro; insert a hyperlink; create a summary slide.</p> <p>2. Insert and modify a table. Insert an Excel worksheet on a slide; create and modify data charts; create and modify an organization chart.</p> <p>3. Insert and modify clip art; use drawing tools to create simple drawings; insert pictures and scanned images on slides; insert sound objects on slides; insert video clips on slides.</p> <p>4. Customize a color scheme; modify slide background; create custom slide masters, create a custom show; customize toolbars and animation options; create a new design template.</p>	<p>PowerPoint--</p> <p>1. Create slides from a word outline; import slides; share data; export an outline to Word.</p> <p>2. Hide slides; set and rehearse slide timings; add action buttons; annotate slides; use Meeting Minder; set up online broadcasts and collaborate online.</p> <p>3. Create and show own presentation using learned skills.</p> <p>Excel-- 1. Apply accounting, fractions, and scientific formats; create a custom format; use AutoFormats; apply conditional formats, styles and data validation; enhance the appearance of worksheet charts.</p>	<p>Excel--</p> <p>1. Change page setup options; create own page breaks; apply various printing features; print formulas instead of totals.</p> <p>2. Create a data list; add, edit, and delete records in a list; sort a list; search for records based on criteria.</p> <p>3. Use AutoFilter; search records using Top 10 feature and using search operators; search and extract records using advanced filters.</p> <p>4. Create PivotTable reports and PivotCharts; use GoalSeek; use Solver.</p> <p>5. Create, save, open, utilize, and edit a template; use built-in templates.</p> <p>6. Move, add, delete, and copy data between worksheets; save and link workbooks.</p> <p style="text-align: right;">11/7/2005</p>