

INTEGRATED BUSINESS APPLICATIONS 2
ACTIVITY/COURSE CODE: 5021

Microsoft Office 2007, 2010, and 2013 (MOS) Expert Certification Preparation Course

COURSE DESCRIPTION: This course of study is designed to teach the student advanced computer concepts as related to processing data into useful information needed in business situations by using advanced database, spreadsheet, word processing, and presentation software capabilities.

OBJECTIVE: Given the necessary equipment, supplies, and appropriate software, the student will be able to successfully complete the standards necessary for national credentials.

Note:

Refer to the www.microsoft.com Web site to obtain skills standards for each certification exam.

COURSE CREDIT: 1 unit

PREREQUISITE: Successful completion of Integrated Business Applications 1

COMPUTERS REQUIRED—one computer per student
Microsoft Office Suite 2007, 2010, 2013 or above

A. SAFETY AND ETHICS

1. Identify major causes of work-related accidents in offices.
2. Describe the threats to a computer network, methods of avoiding attacks, and options in dealing with virus attacks.
3. Identify potential abuse and unethical uses of computers and networks.
4. Explain the consequences of illegal, social, and unethical uses of information technologies (e.g., piracy; illegal downloading; licensing infringement; inappropriate uses of software, hardware, and mobile devices).
5. Differentiate between freeware, shareware, and public domain software copyrights.
6. Discuss computer crimes, terms of use, and legal issues such as copyright laws, fair use laws, and ethics pertaining to scanned and downloaded clip art images, photographs, documents, video, recorded sounds and music, trademarks, and other elements for use in Web publications.
7. Identify netiquette including the use of e-mail, social networking, blogs, texting, and chatting.

8. Describe ethical and legal practices in business professions such as safeguarding the confidentiality of business-related information.

B. EMPLOYABILITY SKILLS

1. Identify positive work practices (e.g., appropriate dress code for the workplace, personal grooming, punctuality, time management, organization).
2. Demonstrate positive interpersonal skills (e.g., communication, respect, teamwork).

C. STUDENT ORGANIZATIONS

1. Explain how related student organizations are integral parts of career and technology education courses.
2. Explain the goals and objectives of related student organizations.
3. List opportunities available to students through participation in related student organization conferences/competitions, community service, philanthropy, and other activities.
4. Explain how participation in career and technology education student organizations can promote lifelong responsibility for community service and professional development.

D. ADVANCED MICROSOFT WORD

1. Discuss shortcut keys/commands.
2. Sort lists, paragraphs, and tables.
3. Create and modify page borders.
4. Create and modify styles.
5. Create and modify watermarks.
6. Use *find and replace* with formats, special characters, and non-printing elements.
7. Balance column length using column breaks.
8. Work with master documents and subdocuments.
9. Update a table of contents.
10. Create cross-references.
11. Create and modify an index.
12. Create and modify a table with sorting, styles, and calculations.
13. Import Excel data by embedding and modifying worksheets in a table.
14. Link document with Excel or Access data.
15. Create and modify charts.
16. Create mail merge documents.
17. Sort records to be merged.
18. Merge a document using alternate data sources.
19. Insert a merge field.

20. Finish and merge documents to prepare for printing or e-mailing (if available).
21. Create catalogs and directories.
22. Define, create, apply, edit, copy, rename, and delete a macro.
23. Create online forms.
24. Use advanced text alignment features with graphics.
25. Customize the Quick Access toolbar, status bar, and Word Options (in MS Word 2010 create custom ribbon).
26. Protect documents.
27. Create bookmarks and captions.
28. Create and modify templates.
29. Create digital signature.
30. Create a document map.
31. Apply character spacing and kerning to text.
32. Use the research task pane.

E. ADVANCED MICROSOFT EXCEL

1. Discuss shortcut keys/commands.
2. Import and export data to and from other applications.
3. Create and modify templates.
4. Create and modify styles.
5. Create and modify linked workbooks.
6. Create and modify custom data formats.
7. Create a named range and use in a formula.
8. Use Lookup Functions (Hlookup or Vlookup).
9. Customize the Quick Access toolbar, status bar, and Excel Options (in MS Excel 2010 create custom ribbon or add Developer ribbon).
10. Record, run, and edit macros.
11. Assign a macro to a command button.
12. Work with the Formula Auditing.
13. Trace errors (find and fix errors).
14. Trace precedents (find cells referred to in a specific formula).
15. Trace dependents (find formulas that refer to a specific cell).
16. Apply conditional formatting (creating, editing, and managing rules, multiple conditions).
17. Locate and evaluate valid/invalid data and formulas.
18. Perform multi-level sorts.
19. Consolidate and extract data for data validation.
20. Create and manipulate pivot charts, tables, and reports.
21. Use data analysis and PivotTables.
22. Create interactive PivotTables for the Web.
23. Add fields to a PivotTable using the Web browser.
24. Perform what-if analysis (e.g., Goal Seek and Solver).
25. Create, edit, and remove comments.
26. Apply and remove cell, worksheet, and workbook protections.
27. Create a Workspace or shared workbook.
28. Consolidate data.

- 29.Track changes (highlight, accept, and reject).
- 30.Merge workbooks.
- 31.Structure workbooks using XML.
- 32.Publish and edit Web worksheets and workbooks.
- 33.Create complex formulas and functions (e.g., nested functions, time/date math, etc.).
- 34.Convert data types.
- 35.Link data across multiple workbooks.

F. ADVANCED MICROSOFT ACCESS

1. Discuss shortcut keys/commands.
2. Use the Control Toolbox to add controls.
3. Move and modify controls (e.g., font, style, font size, color, and caption).
4. Use form sections (headers, footers, and detail).
5. Use a Calculated Control on a form.
6. Specify criteria and sorts in a query (e.g., using wildcard keys).
7. Create and modify a multi-table select query.
8. Display related records in a subdata sheet.
9. Create a calculated field.
- 10.Use report sections (headers, footers, and detail).
- 11.Use a Calculated Control in a report.
- 12.Import data to a new table.
- 13.Save a table, query, and forms as a Web page.
- 14.Publish a presentation to the Web.
- 15.Add hyperlinks.
- 16.Print database relationships.

G. ADVANCED MICROSOFT POWERPOINT

1. Discuss shortcut keys/commands.
2. Create a new presentation from existing slides.
3. Create a new presentation from existing Word document.
4. Create a presentation using the AutoContent Wizard.
5. Insert sound and/or music on slides, following copyright laws.
6. Insert video clips on slides, following copyright laws.
7. Create and modify themes.
8. Export an outline to Word.
9. Create and modify action buttons.

H. INTEGRATING SOFTWARE APPLICATIONS

1. Produce documents integrating word processing, database, spreadsheet, and presentation files.
2. Produce documents integrating graphic files with other application software.
3. Produce documents integrating sound files with other application software if technology is available.

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