

Student's Name/Initials

/

Date

Teacher's Initials

Date

STUDENT PROFILE
INTEGRATED BUSINESS APPLICATIONS 2
COURSE CODE: 5021

Microsoft Office 2003 Specialist (MOS) Certification Preparation Course for Word and Excel Expert Level
Microsoft Office 2007 (MCAS) Certification (After completion of IBA 1 & 2)

DIRECTIONS: Evaluate the student using the applicable rating scales below and check the appropriate box to indicate the degree of competency. The ratings 3, 2, 1, and N are not intended to represent the traditional school grading system of A, B, C, and D. The description associated with each of the ratings focuses on the level of student performance or cognition for each of the competencies listed below.

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. Given the necessary equipment, supplies, and appropriate software, the student will be able to successfully complete the standards necessary for national credentials. This course is recommended for students in grades 10-12. The prerequisite for this course is successful completion of Integrated Business Applications 1.

CREDIT: 1 unit

PERFORMANCE RATING

- 3 - Skilled--can perform task independently with no supervision
2 - Moderately skilled--can perform task completely with limited supervision
1 - Limitedly skilled--requires instruction and close supervision
N - No exposure--has no experience or knowledge of this task

COGNITIVE RATING

- 3 - Knowledgeable--can apply the concept to solve problems
2 - Moderately knowledgeable--understands the concept
1 - Limited knowledge--requires additional instruction
N - No exposure--has not received instruction in this area

A. Safety and Ethics

3 2 1 N

- | | | | | |
|-----|-----|-----|-----|--|
| ___ | ___ | ___ | ___ | 1. Identify major causes of work-related accidents in offices. |
| ___ | ___ | ___ | ___ | 2. Describe the threat of viruses 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 and unethical uses of information technologies, e.g., privacy; illegal downloading; copyright violations; licensing infringement; and 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

3 2 1 N

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

C. Student Organizations

3 2 1 N

- — — 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

3 2 1 N

- — — 1. Discuss shortcut keys/commands.
- — — 2. Sort lists, paragraphs, and tables.
- — — 3. Create page borders.
- — — 4. Modify page borders.
- — — 5. Use bookmarks.
- — — 6. Create styles.
- — — 7. Edit styles.
- — — 8. Create watermarks.
- — — 9. Use *find* and *replace* with formats, special characters, and non-printing elements.
- — — 10. Balance column length (using column breaks appropriately).
- — — 11. Revise footnotes and endnotes.
- — — 12. Work with master documents and subdocuments.
- — — 13. Modify a table of contents.
- — — 14. Create cross-references.
- — — 15. Create an index.
- — — 16. Modify an index.
- — — 17. Create a table.
- — — 18. Format a table.
- — — 19. Sort columns in a table.
- — — 20. Embed worksheets in a table.
- — — 21. Create calculations in a table.
- — — 22. Perform calculations in a table.

- — — 23. Link Excel data as a table.
- — — 24. Use indentation options (left, right, first line, and hanging).
- — — 25. Create charts.
- — — 26. Modify charts.
- — — 27. Import data into charts.
- — — 28. Create mail merge documents.
- — — 29. Sort records to be merged.
- — — 30. Generate labels.
- — — 31. Merge a document using alternate data sources.
- — — 32. Insert a field.
- — — 33. Print merged documents.
- — — 34. Create catalogs and directories.
- — — 35. Define a macro.
- — — 36. Create a macro.
- — — 37. Apply a macro.
- — — 38. Edit a macro.
- — — 39. Copy a macro.
- — — 40. Rename a macro.
- — — 41. Delete a macro.
- — — 42. Create online forms.
- — — 43. Add bitmapped graphics.
- — — 44. Delete graphics.
- — — 45. Position graphics.
- — — 46. Use advanced text alignment features with graphics.
- — — 47. Create an organization chart.
- — — 48. Customize toolbars and menus.
- — — 49. Insert comments.
- — — 50. Protect documents.
- — — 51. Create multiple versions of a document.
- — — 52. Track changes to a document.

E. Advanced Microsoft Excel

3 2 1 N

- — — 1. Discuss shortcut keys/commands.
- — — 2. Import data from text files (insert, drag, and drop).
- — — 3. Import from other applications.
- — — 4. Import a table from HTML file (insert and drag and drop – including HTML round tripping).
- — — 5. Export to other applications.
- — — 6. Apply templates.

- — — 7. Edit templates.
- — — 8. Create templates.
- — — 9. Use a workspace.
- — — 10. Link workbooks.
- — — 11. Apply number formats (accounting, currency, and number).
- — — 12. Create custom data formats.
- — — 13. Modify custom data formats.
- — — 14. Use conditional formatting.
- — — 15. Preview multiple worksheets.
- — — 16. Print multiple worksheets.
- — — 17. Format graphics in a chart.
- — — 18. Resize graphics in a chart.
- — — 19. Format charts and diagrams.
- — — 20. Add and delete a named range.
- — — 21. Use a named range in a formula.
- — — 22. Use Lookup Functions (Hlookup or Vlookup).
- — — 23. Hide and display toolbars.
- — — 24. Customize a toolbar.
- — — 25. Assign a macro to a command button.
- — — 26. Record macros.
- — — 27. Run macros.
- — — 28. Edit macros.
- — — 29. Work with the Auditing Toolbar.
- — — 30. Trace errors (find and fix errors).
- — — 31. Trace precedents (find cells referred to in a specific formula).
- — — 32. Trace dependents (find formulas that refer to a specific cell).
- — — 33. Apply conditional formats.
- — — 34. Locate invalid data and formulas.
- — — 35. Evaluate formulas.
- — — 36. Perform single and multi-level sorts.
- — — 37. Use grouping and outlines.
- — — 38. Use subtotaling.
- — — 39. Apply data filters.
- — — 40. Extract data.
- — — 41. Use data validation.
- — — 42. Use PivotTable autofilter.
- — — 43. Use Goal Seek.
- — — 44. Create pivot chart reports.
- — — 45. Work with scenarios.
- — — 46. Demonstrate the use of Solver.
- — — 47. Use data analysis and PivotTables.
- — — 48. Create interactive PivotTables for the

Web.

- ___ ___ ___ 49. Add fields to a PivotTable using the Web browser.
- ___ ___ ___ 50. Create a comment.
- ___ ___ ___ 51. Edit a comment.
- ___ ___ ___ 52. Remove a comment.
- ___ ___ ___ 53. Apply worksheet and workbook protections.
- ___ ___ ___ 54. Remove worksheet and workbook protections.
- ___ ___ ___ 55. Change workbook properties.
- ___ ___ ___ 56. Consolidate data.
- ___ ___ ___ 57. Apply workbook security settings.
- ___ ___ ___ 58. Track changes (highlight, accept, and reject).
- ___ ___ ___ 59. Create shared workbook.
- ___ ___ ___ 60. Merge workbooks.
- ___ ___ ___ 61. Structure workbooks using XML.
- ___ ___ ___ 62. Publish Web worksheets and workbooks.
- ___ ___ ___ 63. Edit Web worksheets and workbooks.
- ___ ___ ___ 64. Modify default Excel settings.

F. Advanced Microsoft Access

3 2 1 N

- ___ ___ ___ 1. Discuss shortcut keys/commands.
- ___ ___ ___ 2. Create a form with the Form Wizard.
- ___ ___ ___ 3. Use the Control Toolbox to add controls.
- ___ ___ ___ 4. Move a control.
- ___ ___ ___ 5. Resize a control.
- ___ ___ ___ 6. Modify Format Properties (font, style, font size, color, and caption) of controls.
- ___ ___ ___ 7. Use form sections (headers, footers, and detail).
- ___ ___ ___ 8. Use Calculated Control on a form.
- ___ ___ ___ 9. Switch between object views.
- ___ ___ ___ 10. Enter records using a datasheet.
- ___ ___ ___ 11. Enter records using a form.
- ___ ___ ___ 12. Delete records from a table.
- ___ ___ ___ 13. Find a record.
- ___ ___ ___ 14. Sort records.
- ___ ___ ___ 15. Apply filters (filter by form and filter by selection).
- ___ ___ ___ 16. Remove filters.

- ___ ___ ___ 17. Specify criteria in a query.
- ___ ___ ___ 18. Display related records in a subdata sheet.
- ___ ___ ___ 19. Create a calculated field.
- ___ ___ ___ 20. Create and modify a multi-table select inquiry.
- ___ ___ ___ 21. Establish relationships.
- ___ ___ ___ 22. Enforce referential integrity.
- ___ ___ ___ 23. Create a report with the Report Wizard.
- ___ ___ ___ 24. Preview a report.
- ___ ___ ___ 25. Print a report.
- ___ ___ ___ 26. Modify and format properties (font, style, font size, color, and caption).
- ___ ___ ___ 27. Use report sections (headers, footers, and detail).
- ___ ___ ___ 28. Use a Calculated Control in a report.
- ___ ___ ___ 29. Import data to a new table.
- ___ ___ ___ 30. Save a table, query, and forms as a Web page.
- ___ ___ ___ 31. Publish a presentation to the Web.
- ___ ___ ___ 32. Add hyperlinks.
- ___ ___ ___ 33. Print database relationships.
- ___ ___ ___ 34. Compact and repair a database.

G. Advanced Microsoft PowerPoint

3 2 1 N

- ___ ___ ___ 1. Discuss shortcut keys/commands.
- ___ ___ ___ 2. Copy a slide from one presentation to another.
- ___ ___ ___ 3. Create a new presentation from existing slides.
- ___ ___ ___ 4. Insert headers and footers.
- ___ ___ ___ 5. Create a presentation using the AutoContent Wizard.
- ___ ___ ___ 6. Send a presentation via e-mail.
- ___ ___ ___ 7. Find text.
- ___ ___ ___ 8. Replace text.
- ___ ___ ___ 9. Modify slide Master.
- ___ ___ ___ 10. Customize slide Master.
- ___ ___ ___ 11. Import text from Word.
- ___ ___ ___ 12. Use the Office Clipboard.
- ___ ___ ___ 13. Use the Format Painter.
- ___ ___ ___ 14. Add and group shapes using WordArt or the drawing Toolbar.
- ___ ___ ___ 15. Add text to a graphic object using a

text box.

- ___ ___ ___ 16. Create tables within PowerPoint.
- ___ ___ ___ 17. Create an organization chart.
- ___ ___ ___ 18. Modify an organization chart.
- ___ ___ ___ 19. Rotate and fill an object.
- ___ ___ ___ 20. Add AutoNumber bullets.
- ___ ___ ___ 21. Insert photographs and digital images on slides.
- ___ ___ ___ 22. Insert sound and/or music on slides, following copyright laws.
- ___ ___ ___ 23. Insert video clips on slides, following copyright laws.
- ___ ___ ___ 24. Add speaker notes.
- ___ ___ ___ 25. Add graphical bullets.
- ___ ___ ___ 26. Print audience handouts.
- ___ ___ ___ 27. Print speaker notes in a specified format.
- ___ ___ ___ 28. Print a slide as an overhead transparency.
- ___ ___ ___ 29. Use the pen during a presentation.
- ___ ___ ___ 30. Publish a presentation to the Web.
- ___ ___ ___ 31. Insert a hyperlink.
- ___ ___ ___ 32. Customize a color scheme.
- ___ ___ ___ 33. Create a custom show.
- ___ ___ ___ 34. Create slides from a Word outline.
- ___ ___ ___ 35. Import slides from one presentation to another presentation.
- ___ ___ ___ 36. Export an outline to Word.
- ___ ___ ___ 37. Modify action buttons.
- ___ ___ ___ 38. Record narration for a presentation.

H. Integrating Software Applications

3 2 1 N

- ___ ___ ___ 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.