

East Penn School District  
Secondary Curriculum

A Planned Course Statement  
for  
Microsoft Certified Application Specialist - Word

Course # 625 Grade(s) 9-12

Department: Computer and Business Applications

Length of Period (mins.) 41 Total Clock Hours: \_\_\_\_\_

Periods per Cycle: 6 Length of Course (yrs.) .5

Type of Offering: \_\_\_\_\_ required  elective

Credit: .5

Adopted: 6/8/09

Developed by:  
June Urbassik

## Description of Course

**Course Title:** Microsoft Word

**Description:** This course will provide students with the knowledge required to create documents using Microsoft Word and will include fundamental and advanced techniques. Upon successful completion of the course, students will be prepared to complete the **Microsoft Certification Application Specialist Exam**. In the business and education community, job applicants with this certification are recognized as proven experts using Microsoft Word.

**Goals:**

- To familiarize the student with the features of Microsoft Word
- To teach the skills necessary to take the Microsoft Application Specialist exam
- Students will learn how to create and customize documents, format content, use Word tools, manage lengthy documents, create columns, tables and graphics

**Requirements:** None

**Text:** Schultz, C. Jacqueline and Linda Wooldridge, iCheck Express, Microsoft Word 2007, Real World Applications. Glencoe/McGraw-Hill, 2009

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### Key to Levels of Achievement (Listed with each learning objective)

Awareness (A):	Students are introduced to concepts, forms, and patterns.
Learning (L):	Students are involved in a sequence of steps and practice activities which involved further development and allow evaluation of process.
Understanding (U):	Students demonstrate ability to apply acquired concepts and skills to individual assignments and projects on an independent level.
Reinforcement (R):	Students maintain and broaden understanding of concepts and skills to accomplish tasks at a greater level of sophistication.

<b>Unit</b>	<b>Num</b>	<b>Objective</b>	<b>Level</b>	<b>Content</b>	<b>Evaluation</b>	<b>Standard</b>
<b>I. Create a document</b>	1	Students will: <ul style="list-style-type: none"> <li>◆ Identify parts of the Word screen</li> <li>◆ Name and save a document</li> <li>◆ Key text into a document</li> <li>◆ Edit text</li> <li>◆ Print a document</li> <li>◆ Close a document</li> </ul>	A, L	<ul style="list-style-type: none"> <li>• Textbook illustrations</li> <li>• Handout illustrating Word screen</li> <li>• Classroom discussion</li> <li>• Textbook activities</li> <li>• Student use of computer</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher observation</li> <li>• Grading of completed activities</li> <li>• Written quizzes/tests</li> <li>• Oral questions</li> <li>• Microsoft Certified Application Specialist Test</li> </ul>	3b, 3c, 5b, 6a, 6b, 6d
<b>II. Format Content</b>	2	Students will: <ul style="list-style-type: none"> <li>◆ Work with templates</li> <li>◆ Set margins</li> <li>◆ Set and change tab stops</li> <li>◆ Modify font size, style, and color</li> <li>◆ Apply and remove styles</li> <li>◆ Align paragraphs</li> <li>◆ Create numbered and bulleted lists</li> <li>◆ Create outlines</li> </ul>	L	<ul style="list-style-type: none"> <li>• Teacher explanation</li> <li>• Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software</li> <li>• Student use of computer</li> <li>• Textbook activities</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher observation</li> <li>• Grading of completed activities</li> <li>• Written quizzes/tests</li> <li>• Microsoft Certified Application Specialist Test</li> </ul>	1a, 1b, 2a, 2b, 2d, 3c, 5a, 5b, 6a, 6b  3.7.10 (D)
<b>III. Use Word Tools</b>	3	Students will: <ul style="list-style-type: none"> <li>◆ Create a business letter</li> <li>◆ Cut, paste, copy, and move text</li> <li>◆ Use the Thesaurus and the Research tool</li> <li>◆ Check spelling and grammar</li> <li>◆ Print an envelope</li> <li>◆ Find and replace text</li> <li>◆ Customize AutoCorrect</li> <li>◆ Use templates</li> <li>◆ Create and use Building Blocks and Quick Parts</li> </ul>	L	<ul style="list-style-type: none"> <li>• Teacher explanation</li> <li>• Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software</li> <li>• Student use of computer</li> <li>• Textbook activities</li> <li>• Handouts</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher observation</li> <li>• Grading of completed activities</li> <li>• Written quizzes/tests</li> <li>• Microsoft Certified Application Specialist Test</li> </ul>	1a, 1b, 1c, 2b, 3a, 3b, 3c, 6a  3.7.10 (D)

<b>IV. Mange Lengthy Documents</b>	4	<p>Students will:</p> <ul style="list-style-type: none"> <li>◆ Format an academic report</li> <li>◆ Create headers and footers</li> <li>◆ Insert page numbers</li> <li>◆ Insert and delete page and section breaks</li> <li>◆ Insert footnotes and endnotes</li> <li>◆ Create a table of contents</li> <li>◆ Modify Document Properties</li> <li>◆ Use Word Count</li> <li>◆ Use different views</li> </ul>	L	<ul style="list-style-type: none"> <li>• Teacher explanation</li> <li>• Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software</li> <li>• Student use of computer</li> <li>• Textbook activities</li> <li>• Handouts</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher observation</li> <li>• Grading of completed activities</li> <li>• Written quizzes/tests</li> <li>• Microsoft Certified Application Specialist Test</li> </ul>	<p>1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 3d, 4b, 4c, 4d, 5a, 5b, 5c, 5d, 6a, 6b, 6c, 6d</p> <p>3.7.10 (D)</p>
<b>V. Columns, Tables, and Graphics</b>	5	<p>Students will:</p> <ul style="list-style-type: none"> <li>◆ Create and format columns</li> <li>◆ Insert and modify a table and a chart</li> <li>◆ Insert and manipulate Clip Art, SmartArt, and WordArt</li> <li>◆ Work with a text box</li> <li>◆ Insert, position, and modify a shape</li> </ul>	L	<ul style="list-style-type: none"> <li>• Teacher explanation</li> <li>• Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software</li> <li>• Student use of computer</li> <li>• Textbook activities</li> <li>• Handouts</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher observation</li> <li>• Grading of completed activities</li> <li>• Written quizzes/tests</li> <li>• Microsoft Certified Application Specialist Test</li> </ul>	<p>1a, 1b, 1c, 2b, 3d, 6a, 6b</p> <p>3.7.10 (D)</p>
<b>VI. Collaborate with Others</b>	6	<p>Students will:</p> <ul style="list-style-type: none"> <li>◆ Insert and edit hyperlinks</li> <li>◆ Send documents for review</li> <li>◆ Use Track Changes</li> <li>◆ Compare and merge documents</li> <li>◆ Create and preview a Web page</li> <li>◆ Perform a mail merge</li> <li>◆ Select printing options</li> <li>◆ Create and print labels</li> <li>◆ Convert documents into different formats</li> <li>◆ Create a letterhead</li> </ul>	L	<ul style="list-style-type: none"> <li>• Teacher explanation</li> <li>• Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software</li> <li>• Student use of computer</li> <li>• Textbook activities</li> <li>• Handouts</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher observation</li> <li>• Grading of completed activities</li> <li>• Written quizzes/tests</li> <li>• Microsoft Certified Application Specialist Test</li> </ul>	<p>1b, 2a, 2b, 2d, 5a, 5b, 6b</p> <p>3.7.10 (D)</p>

<b>VII. Advanced Formatting</b>	7	<p>Students will:</p> <ul style="list-style-type: none"> <li>◆ Create and apply Quick Styles</li> <li>◆ Control line and page breaks</li> <li>◆ Work with graphics</li> <li>◆ Control image contract and brightness</li> <li>◆ Insert and modify new objects and objects from files</li> <li>◆ Create and revise charts using data from other sources</li> </ul>	L	<ul style="list-style-type: none"> <li>• Teacher explanation</li> <li>• Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software</li> <li>• Student use of computer</li> <li>• Textbook activities</li> <li>• Handouts</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher observation</li> <li>• Grading of completed activities</li> <li>• Written quizzes/tests</li> <li>• Microsoft Certified Application Specialist Test</li> </ul>	<p>2b, 2d, 3a, 3b, 3c, 3d, 4b, 4c</p> <p>3.7.10 (D)</p>
<b>VIII. Advanced Document Formatting</b>	8	<p>Students will:</p> <ul style="list-style-type: none"> <li>◆ Create forms and modify options for form fields</li> <li>◆ Add watermarks, background colors, and Fill Effects</li> <li>◆ Insert and modify captions and cross-references</li> <li>◆ Create and customize tables of contents, figures, and authorities</li> <li>◆ Create and modify indexes</li> </ul>	L	<ul style="list-style-type: none"> <li>• Teacher explanation</li> <li>• Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software</li> <li>• Student use of computer</li> <li>• Textbook activities</li> <li>• Handouts</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher observation</li> <li>• Grading of completed activities</li> <li>• Written quizzes/tests</li> <li>• Microsoft Certified Application Specialist Test</li> </ul>	<p>1a, 1b, 2a, 2b, 2c, 2d, 3a, 3c, 4b, 4c, 4d, 5b, 6a, 6d</p> <p>3.7.10 (D)</p>
<b>IX. Advanced Collaboration</b>	9	<p>Students will:</p> <ul style="list-style-type: none"> <li>◆ Customize Word options</li> <li>◆ Change reviewer options</li> <li>◆ Insert Date and Time stamps</li> <li>◆ Set formatting and editing restrictions</li> <li>◆ Apply passwords and digital signatures</li> <li>◆ Combine versions of a documents and Mark as Final</li> <li>◆ Save a files as a previous version</li> </ul>	L	<ul style="list-style-type: none"> <li>• Teacher explanation</li> <li>• Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software</li> <li>• Student use of computer</li> <li>• Textbook activities</li> <li>• Handouts</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher observation</li> <li>• Grading of completed activities</li> <li>• Written quizzes/tests</li> <li>• Microsoft Certified Application Specialist Test</li> </ul>	<p>1a, 1b, 2a, 2b, 2c, 2d, 3b, 3c, 4b, 4c, 4d, 5b, 6a, 6d</p> <p>3.7.10 (D)</p>

## **National Educational Technology Standards and Performance Indicators for Students**

The Nets are divided into the six broad categories that are listed below.

### **1. Creativity and Innovation**

Students demonstrate creative thinking, construct knowledge, and develop innovative products and processes using technology. Students:

- a. apply existing knowledge to generate new ideas, products, or processes.
- b. create original works as a means of personal or group expression.
- c. use models and simulations to explore complex systems and issues.
- d. identify trends and forecast possibilities.

### **2. Communication and Collaboration**

Students use digital media and environments to communicate and work collaboratively, including at a distance, to support individual learning and contribute to the learning of others. Students:

- a. interact, collaborate, and publish with peers, experts or others employing a variety of digital environments and media.
- b. communicate information and ideas effectively to multiple audiences using a variety of media and formats.
- c. develop cultural understanding and global awareness by engaging with learners of other cultures.
- d. contribute to project teams to produce original works or solve problems.

### **3. Research and Information Fluency**

Students apply digital tools to gather, evaluate, and use information. Students:

- a. plan strategies to guide inquiry.
- b. locate, organize, analyze, evaluate, synthesize, and ethically use information from a variety of sources and media.
- c. evaluate and select information sources and digital tools based on the appropriateness to specific tasks.
- d. process data and report results.

**4. Critical Thinking, Problem-Solving, and Decision-Making**

Students use critical thinking skills to plan and conduct research, manage projects, solve problems and make informed decisions using appropriate digital tools and resources. Students:

- a. identify and define authentic problems and significant questions for investigation.
- b. plan and manage activities to develop a solution or complete a project.
- c. collect and analyze data to identify solutions and/or make informed decisions.
- d. use multiple processes and diverse perspectives to explore alternative solutions.

**5. Digital Citizenship**

Students understand human, cultural, and societal issues related to technology and practice legal and ethical behavior. Students:

- a. advocate and practice safe, legal, and responsible use of information and technology.
- b. exhibit a positive attitude toward using technology that supports collaboration, learning, and productivity.
- c. demonstrate personal responsibility for lifelong learning.
- d. exhibit leadership for digital citizenship.

**6. Technology Operations and Concepts**

Students demonstrate a sound understanding of technology concepts, systems and operations. Students:

- a. understand and use technology systems.
- b. select and use applications effectively and productively.
- c. troubleshoot systems and applications.
- d. transfer current knowledge to learning of new technologies.