

Subject: BCIS 2 and Microsoft Office Certification	Calendar: Weeks: August 25-May 22	Timeframe: School Year 2008-2009	Level/Grade: High School 10-12
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Unit One: Advanced Business Communications (MS Word)

Unit Objectives:

Lesson 1

Work with styles
Control page length
Work with document sections
Work with graphics

Lesson 2

Create a master document with subdocuments
Create and modify footnotes and endnotes
Automate document navigation
Organize a document

Lesson 3

Work with forms
Manage multiple versions of a document
Manage document revisions
Protect documents
Authenticate a document
Edit and publish web documents
Work with XML documents

Lesson 4

Organize data in tables
Create and modify objects in Word
Use mail merge

Lesson 5

Work with macros
Customize menus and toolbars
Customize document properties
Modify default settings

Unit Two: Interpreting and Analyzing Business Data (MS Excel)

Unit Objectives:

Lesson 1

Format data
Format graphics, charts and diagrams
Look up data
Filter data
Work with a list range
Export data

Lesson 2

Validate data
Audit formulas
Protect data

Lesson 3

Summarize and outline data
Work with what-if analysis tools
Work with pivot tables
Use database functions

Lesson 4

Create workbook templates
Use templates
Manage workbook revisions
Create a workbook to share
Merge workbook revisions
Import data from an external data source
Work with extensible markup language (XML)

Lesson 5

Work with macros
Customize menus and toolbars
Create a workspace
Modify Excel's default settings

Unit Three: Managing Business Data (MS Access)

Unit Objectives:

Lesson 1

Copy a database file
Enhance tables for data entry and validation
Work with forms

Lesson 2

Put filters and functions to work
Design and run queries
Generate reports

Lesson 3

Link data tables
Create data relationships
Maintain data integrity

Lesson 4

Create data access pages
Use pivot tables and pivot charts to display data
Share data with XML data sources
Compact and repaired a database
Secure database

<p>Activity Type:</p> <p>Unit One</p> <p>Lesson 1 Create and apply a character style Create and apply a paragraph style Manage orphans and widows Set line breaks Set page breaks Format sections Verify paragraph formats Clear formats Create a graphic image in a document Insert a graphic image Modify a graphic image Position text and graphics</p> <p>Lesson 2</p> <p>Create a master document with subdocuments Add reference resources in a document Automate document navigation Organize a document</p> <p>Lesson 3</p> <p>Work with forms Prepare a document for review Distribute a document for review Consolidate document revisions Manage document revisions Authenticate a document Use the web to share a document</p> <p>Lesson 4</p> <p>Insert an Excel worksheet as a table in a Word document Sort the data in a table Use a formula in a table Merge cells in a table Chart the data in a table</p>	<p>TEKS: http://www.tea.state.tx.us/rules/tac/chapter120/ch120b.html</p> <p>Lesson 1 1.A, 2.C, 4.D, 6.F, 10.A, 11.B</p> <p>Lesson 2 1.A-B, 2.A, 6.A, 6.C, 6.F, 11.C</p> <p>Lesson 3 1.A, 2.B, 2.C, 3.A, 6.A, 6.F, 11.A, 12.C</p> <p>Lesson 4 1.A, 1.B, 2.A, 3.A, 3.C, 6.A, 6.C, 6.D, 6.E, 12.C</p>
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Create a letter with mail merge fields
Perform a mail merge with an Access database
Print mailing labels from an Access database
Create an e-mail document with mail merge fields
Perform a mail merge with Outlook information

Lesson 5

Use the macro recorder to create a macro
Run a macro
Use the Visual Basic Editor to edit a macro
Add a button to a toolbar
Remove a button from a toolbar
Create a custom menu

Lesson 5

1.B, 2.A, 2.B, 6.A

Unit 2

Lesson 1

Import data using a database query
Import data from a text file
Copy data from a Web page
Import data from the Web using a Web query
Import XML data into a worksheet
Export a worksheet as XML data
Edit a number format
Create and apply a custom number format
Apply conditional formatting
Name a Lookup table range
Use the VLOOKUP function to find a value
Create a custom filter
Apply a custom filter
Export data from Excel
Publish an Excel worksheet on the Web

Lesson 2

Use a list for data validation
Use a range for data validation
Create an invalid entry error message
Correct a formula error
Watch a formula
Evaluate a formula
Locate formula dependencies
Trace precedents
Trace dependents
Protect cells
Protect a worksheet
Protect a workbook

Lesson 3

Consolidate data from two or more worksheets
Add subtotals to a worksheet
Outline a list of data
Create a "best case" scenario
Create a "worst case" scenario
Create a trendline
Use Goal Seek
Use Solver
Create a PivotTable report

Lesson 1

2.A, 3.A, 3.C, 4.A, 6.A, 6.C, 8.A, 12.C

Lesson 2

1.A, 3.C, 5.A, 5.B, 6.A

Lesson 3

1.A, 3.A, 6.D, 6.E, 8.C, 8.D, 12.C

Manipulate a PivotTable
Create a PivotChart report
Create a PivotChart report
from Web data
Refresh PivotTable and
PivotChart data

Lesson 4

Prepare to record a macro
Use the Macro Recorder to
create a macro
Use the Visual Basic Editor to
edit a macro
Add a button to a toolbar
Remove a button from a
toolbar
Create a custom toolbar
Create a custom menu
Create a workspace with two
or more workbooks

Lesson 5

Prepare to record a macro
Use the Macro Recorder to
create a macro
Use the Visual Basic Editor to
edit a macro
Add a button to a toolbar
Remove a button from a
toolbar
Create a custom toolbar
Create a custom menu
Create a workspace with two
or more workbooks

Lesson 4

1.A, 2.A, 2.B, 2.C, 3.A, 3.B, 3.C, 4.A, 6.A, 6.B, 6.E, 6.F, 12.C

Lesson 5

1.B, 2.A, 3.A, 3.C, 6.A, 6.F, 8.A, 8.D, 12.C

Unit 3

Lesson 1

Enhance tables for data entry and validation
Work with forms

Lesson 2

Put filters and functions to work
Design and run queries
Generate reports

Lesson 3

Link data tables
Create data relationships
Maintain data integrity

Lesson 4

Enhance a database for Web access
Integrate Access data over the Web
Repair and back up a database
Secure a database
Create and distribute a database application

Lesson 1

1.A, 1.B, 2.C, 3.A, 4.A, 6.A, 9.A

Lesson 2

1.B, 3.C, 5.A, 6.C, 8.C, 9.A

Lesson 3

1.A, 1.B, 4.B, 6.E, 9.A, 9.B

Lesson 4

1.A, 1.B, 9.A, 13.B, 14.C

<p>Materials: Computer Textbook Internet Handouts Visual Presentation</p>	
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<p>SE Modifications: Individualized assistance Extended time Shorten assignments Oral administration Provide notes/handouts</p>	<p>Resources: Visual presentation Internet Teacher prepared lecture material.</p>	<p>TA TEKS:</p>
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<p>GT Modifications: Peer tutoring Extra credit projects</p>	<p>Evaluation Methods: Demonstrate daily production Portfolio Tests</p>
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