

Calendar-Based Curriculum Map: Computer Applications/CFL

	August/September	October	November
Essential Question	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> What are basic computer concepts & essentials? <input checked="" type="checkbox"/> What basic skills are needed for all Windows' programs? <input checked="" type="checkbox"/> How can the Internet be used as an effective learning tool? <input checked="" type="checkbox"/> What is the Microsoft Office 2007 Suite? 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> What does word processing entail? 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> What does word processing entail? <input checked="" type="checkbox"/> What is a spreadsheet? <input checked="" type="checkbox"/> What does spreadsheet software do?
Content	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Understanding essential computer concepts <input checked="" type="checkbox"/> Maneuvering within the operating system <input checked="" type="checkbox"/> Exploring the Internet/World Wide Web <input checked="" type="checkbox"/> Understand the Office 2007 Suite 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Understanding word processing software <input checked="" type="checkbox"/> Creating documents with Word 2007 <input checked="" type="checkbox"/> Editing Word documents <input checked="" type="checkbox"/> Formatting text & paragraphs 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Formatting documents <input checked="" type="checkbox"/> Understanding spreadsheet software <input checked="" type="checkbox"/> Working with formulas & functions <input checked="" type="checkbox"/> Formatting a worksheet

Calendar-Based Curriculum Map: Computer Applications/CFL

	August/September	October	November
Skills	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Investigate types of computers <input checked="" type="checkbox"/> Examine computer systems, input & output devices <input checked="" type="checkbox"/> Understanding memory, storage media and, system & application software <input checked="" type="checkbox"/> Demonstrate proper network user procedures and protocol <input checked="" type="checkbox"/> Identify security threats <input checked="" type="checkbox"/> Move & resize windows <input checked="" type="checkbox"/> Use menus, keyboard shortcuts, toolbars, dialog boxes, scroll bars, & Windows Help & Support Center <input checked="" type="checkbox"/> Closing programs & shutting down <input checked="" type="checkbox"/> Identify & Explore different Web browsers <input checked="" type="checkbox"/> View & navigate Web pages <input checked="" type="checkbox"/> Use tabbed browsing <input checked="" type="checkbox"/> Save to Favorites <input checked="" type="checkbox"/> Print a Web page (most efficient ways) <input checked="" type="checkbox"/> Search for information <input checked="" type="checkbox"/> Narrow information searches <input checked="" type="checkbox"/> Use Internet Help <input checked="" type="checkbox"/> Start & exit Office programs <input checked="" type="checkbox"/> View Office 2007 user interface <input checked="" type="checkbox"/> Create & save a file <input checked="" type="checkbox"/> Open & save file with new name <input checked="" type="checkbox"/> View & print work <input checked="" type="checkbox"/> Close out work & programs 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Explore the Word program window <input checked="" type="checkbox"/> Start & save documents <input checked="" type="checkbox"/> Selecting text – choosing the most effective methods <input checked="" type="checkbox"/> Format text using the Mini toolbar <input checked="" type="checkbox"/> Create a document using a template <input checked="" type="checkbox"/> View & navigate a document <input checked="" type="checkbox"/> Cut & Paste or Copy & Paste text (all methods) <input checked="" type="checkbox"/> Use the Office Clipboard <input checked="" type="checkbox"/> Find & replace text & formats <input checked="" type="checkbox"/> Check spelling & grammar <input checked="" type="checkbox"/> Research information <input checked="" type="checkbox"/> Add hyperlinks <input checked="" type="checkbox"/> Prepare documents for distribution <input checked="" type="checkbox"/> Format with fonts <input checked="" type="checkbox"/> Copy formats using the Format Painter <input checked="" type="checkbox"/> Change line & paragraph spacing <input checked="" type="checkbox"/> Align paragraphs <input checked="" type="checkbox"/> Work with tabs & indents <input checked="" type="checkbox"/> Add bullets & numbering, borders & shading, and footnotes & endnotes 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Set document margins <input checked="" type="checkbox"/> Divide document into sections <input checked="" type="checkbox"/> Insert page breaks <input checked="" type="checkbox"/> Format columns <input checked="" type="checkbox"/> Insert page numbers <input checked="" type="checkbox"/> Add and edit headers & footers <input checked="" type="checkbox"/> Insert and format tables <input checked="" type="checkbox"/> Insert and personalize clip art <input checked="" type="checkbox"/> Tour the Excel 2007 window <input checked="" type="checkbox"/> Understand formulas <input checked="" type="checkbox"/> Enter labels & values <input checked="" type="checkbox"/> Use the AutoSum group <input checked="" type="checkbox"/> Edit cell entries <input checked="" type="checkbox"/> Enter & edit a simple formula <input checked="" type="checkbox"/> Switch worksheet views <input checked="" type="checkbox"/> Choose print options <input checked="" type="checkbox"/> Create a complex formula <input checked="" type="checkbox"/> Insert and/or type a function <input checked="" type="checkbox"/> Copy & move cell entries <input checked="" type="checkbox"/> Understand relative & absolute cell references <input checked="" type="checkbox"/> Copy formulas w/absolute cell references <input checked="" type="checkbox"/> Format values <input checked="" type="checkbox"/> Change attributes & alignment <input checked="" type="checkbox"/> Adjust column width <input checked="" type="checkbox"/> Insert & delete rows & columns <input checked="" type="checkbox"/> Apply colors, patterns, borders & conditional formatting <input checked="" type="checkbox"/> Name & move a sheet
Assessments	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Work through units together using oral, visual and auditory <input checked="" type="checkbox"/> Assign questions & hands-on assessment <input checked="" type="checkbox"/> Written testing with the use of program being tests 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Work through units together using oral, visual and auditory <input checked="" type="checkbox"/> Assign questions & hands-on assessment <input checked="" type="checkbox"/> Written testing with the use of program being tests 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Work through units together using oral, visual and auditory <input checked="" type="checkbox"/> Assign questions & hands-on assessment <input checked="" type="checkbox"/> Written testing with the use of program being tests
Activities & Resources	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Microsoft Office Suite 2007 <input checked="" type="checkbox"/> Microsoft Office 2007 Windows XP Edition by Beskeen, Cram, Duffy, Friedrichsen, Reding <input checked="" type="checkbox"/> Supplemental exercises & instruction from online, conference, past exercises sources <input checked="" type="checkbox"/> Internet Explorer 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Microsoft Office Suite 2007 <input checked="" type="checkbox"/> Microsoft Office 2007 Windows XP Edition by Beskeen, Cram, Duffy, Friedrichsen, Reding <input checked="" type="checkbox"/> Supplemental exercises & instruction from online, conference, past exercises sources <input checked="" type="checkbox"/> Internet Explorer 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Microsoft Office Suite 2007 <input checked="" type="checkbox"/> Microsoft Office 2007 Windows XP Edition by Beskeen, Cram, Duffy, Friedrichsen, Reding <input checked="" type="checkbox"/> Supplemental exercises & instruction from online, conference, past exercises sources <input checked="" type="checkbox"/> Internet Explorer

Calendar-Based Curriculum Map: Computer Applications/CFL

	December	January	February
Essential Question	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> How can spreadsheet information be turned into visual information? <input checked="" type="checkbox"/> How can Excel & Word be used together? 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> What is a relational database program? <input checked="" type="checkbox"/> What is Access 2007 used for? 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> What is Access 2007 used for? <input checked="" type="checkbox"/> How can Excel, Word and Access be used together?
Content	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Working with charts <input checked="" type="checkbox"/> Integrating Word & Excel 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Understanding relational databases <input checked="" type="checkbox"/> Building & using queries 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Using forms <input checked="" type="checkbox"/> Using reports <input checked="" type="checkbox"/> Integrating Word, Excel, & Access
Skills	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Plan and create a chart <input checked="" type="checkbox"/> Move & resize a chart <input checked="" type="checkbox"/> Change the chart design & layout <input checked="" type="checkbox"/> Format a chart <input checked="" type="checkbox"/> Annotate & draw on a chart <input checked="" type="checkbox"/> Integrate data between Word & Excel <input checked="" type="checkbox"/> Copy data from Excel to Word <input checked="" type="checkbox"/> Copy charts from Excel to Word <input checked="" type="checkbox"/> Create linked objects <input checked="" type="checkbox"/> Embed a Word file in Excel 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Open a database <input checked="" type="checkbox"/> Enter & edit data <input checked="" type="checkbox"/> Create a database <input checked="" type="checkbox"/> Create a table <input checked="" type="checkbox"/> Create primary keys <input checked="" type="checkbox"/> Relate two tables <input checked="" type="checkbox"/> Print a datasheet <input checked="" type="checkbox"/> Create a query <input checked="" type="checkbox"/> Use Query Design View <input checked="" type="checkbox"/> Modify queries <input checked="" type="checkbox"/> Sort & find data <input checked="" type="checkbox"/> Filter data <input checked="" type="checkbox"/> Apply AND as well as OR criteria <input checked="" type="checkbox"/> Format a datasheet 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Create a form <input checked="" type="checkbox"/> Use Form Layout & Design Views <input checked="" type="checkbox"/> Add fields to a form <input checked="" type="checkbox"/> Modify form controls <input checked="" type="checkbox"/> Create calculations <input checked="" type="checkbox"/> Modify tab order <input checked="" type="checkbox"/> Insert an image <input checked="" type="checkbox"/> Preview a report <input checked="" type="checkbox"/> Use the Report Wizard & Report Design Views <input checked="" type="checkbox"/> Use report sections <input checked="" type="checkbox"/> Add subtotals & counts <input checked="" type="checkbox"/> Resize & align controls <input checked="" type="checkbox"/> Format a report <input checked="" type="checkbox"/> Change page layout <input checked="" type="checkbox"/> Import an Excel worksheet into Access <input checked="" type="checkbox"/> Copy a Word table to Access <input checked="" type="checkbox"/> Link an Access table to Excel & Word
Assessments	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Work through units together using oral, visual and auditory <input checked="" type="checkbox"/> Assign questions & hands-on assessment <input checked="" type="checkbox"/> Written testing with the use of program being tests 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Work through units together using oral, visual and auditory <input checked="" type="checkbox"/> Assign questions & hands-on assessment <input checked="" type="checkbox"/> Written testing with the use of program being tests 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Work through units together using oral, visual and auditory <input checked="" type="checkbox"/> Assign questions & hands-on assessment <input checked="" type="checkbox"/> Written testing with the use of program being tests

Calendar-Based Curriculum Map: Computer Applications/CFL

	December	January	February
Activities/Resources	<input checked="" type="checkbox"/> Microsoft Office Suite 2007 <input checked="" type="checkbox"/> Microsoft Office 2007 Windows XP Edition by Beskeen, Cram, Duffy, Friedrichsen, Reding <input checked="" type="checkbox"/> Supplemental exercises & instruction from online, conference, past exercises sources <input checked="" type="checkbox"/> Internet Explorer	<input checked="" type="checkbox"/> Microsoft Office Suite 2007 <input checked="" type="checkbox"/> Microsoft Office 2007 Windows XP Edition by Beskeen, Cram, Duffy, Friedrichsen, Reding <input checked="" type="checkbox"/> Supplemental exercises & instruction from online, conference, past exercises sources <input checked="" type="checkbox"/> Internet Explorer	<input checked="" type="checkbox"/> Microsoft Office Suite 2007 <input checked="" type="checkbox"/> Microsoft Office 2007 Windows XP Edition by Beskeen, Cram, Duffy, Friedrichsen, Reding <input checked="" type="checkbox"/> Supplemental exercises & instruction from online, conference, past exercises sources <input checked="" type="checkbox"/> Internet Explorer

Calendar-Based Curriculum Map: Computer Applications/CFL

	March	April	May
Essential Question	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> How can a visually dynamic presentation be created using PowerPoint? 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> How can a visually dynamic presentation be created using PowerPoint? 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> How can Excel, Word, Access, PowerPoint and the Internet be used together?
Content	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Creating a presentation in PowerPoint 2007 <input checked="" type="checkbox"/> Modifying a presentation 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Inserting objects into a presentation <input checked="" type="checkbox"/> Finishing a presentation 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Integrating Word, Excel, Access, PowerPoint & the Internet
Skills	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Define presentation software <input checked="" type="checkbox"/> Plan an effective presentation <input checked="" type="checkbox"/> Examine the PowerPoint window <input checked="" type="checkbox"/> Enter slide text <input checked="" type="checkbox"/> Add a new slide <input checked="" type="checkbox"/> Apply a design theme <input checked="" type="checkbox"/> Compare presentation views <input checked="" type="checkbox"/> Print PowerPoint presentation <input checked="" type="checkbox"/> Enter text in the Outline tab <input checked="" type="checkbox"/> Format text <input checked="" type="checkbox"/> Convert text to SmartArt <input checked="" type="checkbox"/> Insert .modify, edit & duplicate shapes <input checked="" type="checkbox"/> Align & group objects <input checked="" type="checkbox"/> Add slide headers & footers 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Insert text from Word <input checked="" type="checkbox"/> Insert clip art, text boxes, charts, tables, WordArt & pictures <input checked="" type="checkbox"/> Format, edit & style inserted objects <input checked="" type="checkbox"/> Understand master pages <input checked="" type="checkbox"/> Customize background style <input checked="" type="checkbox"/> Use slide show commands <input checked="" type="checkbox"/> Set slide show transitions & timing <input checked="" type="checkbox"/> Set slide animation effects <input checked="" type="checkbox"/> Inspect a presentation <input checked="" type="checkbox"/> Evaluate a presentation <input checked="" type="checkbox"/> Create a design template <input checked="" type="checkbox"/> Present finding to class 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Import a Word outline into PowerPoint <input checked="" type="checkbox"/> Embed an Excel worksheet in PowerPoint <input checked="" type="checkbox"/> Link Access & Excel objects to PowerPoint <input checked="" type="checkbox"/> Manage links <input checked="" type="checkbox"/> Construct a spending plan with chart(s), proposal in pamphlet form and time restricted presentation
Assessments	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Work through units together using oral, visual and auditory <input checked="" type="checkbox"/> Assign questions & hands-on assessment <input checked="" type="checkbox"/> Written testing with the use of program being tests 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Work through units together using oral, visual and auditory <input checked="" type="checkbox"/> Assign questions & hands-on assessment <input checked="" type="checkbox"/> Written testing with the use of program being tests <input checked="" type="checkbox"/> Create & present individual presentations 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Work through units together using oral, visual and auditory <input checked="" type="checkbox"/> Assign questions & hands-on assessment <input checked="" type="checkbox"/> Written testing with the use of program being tests <input checked="" type="checkbox"/> Create & present individual presentations
Activities/Resources	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Microsoft Office Suite 2007 <input checked="" type="checkbox"/> Microsoft Office 2007 Windows XP Edition by Beskeen, Cram, Duffy, Friedrichsen, Reding <input checked="" type="checkbox"/> Supplemental exercises & instruction from online, conference, past exercises sources <input checked="" type="checkbox"/> Internet Explorer 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Microsoft Office Suite 2007 <input checked="" type="checkbox"/> Microsoft Office 2007 Windows XP Edition by Beskeen, Cram, Duffy, Friedrichsen, Reding <input checked="" type="checkbox"/> Supplemental exercises & instruction from online, conference, past exercises sources <input checked="" type="checkbox"/> Internet Explorer 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Microsoft Office Suite 2007 <input checked="" type="checkbox"/> Microsoft Office 2007 Windows XP Edition by Beskeen, Cram, Duffy, Friedrichsen, Reding <input checked="" type="checkbox"/> Supplemental exercises & instruction from online, conference, past exercises sources <input checked="" type="checkbox"/> Internet Explorer