

## Microsoft Office I & II

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2008	Levels: I - introduced; P - practiced; M - mastered				
CONCEPT	SKILLS	LEVEL	Chapter	Illinois Learning Standards	Teaching Notes
Introduction to Computers				K.2,K.3	
Introduction to Office 2000					
Microsoft Word 2000	a) Creating and Editing a Word Document	IPM	1	3.A,3.B,3.C,4.A	K.1
	b) Creating a Research Paper	IPM			
	c) Using a Wizard to Create a Resume and a Cover Letter with a Table	IPM			
	d) Creating Web Pages Using Word	IPM			
Microsoft Excel 2000	a) Creating a Worksheet and Embedded Chart	IPM	2	1.A,4.A,6.A,6.D,	
	b) Formulas, Functions, Formatting, and Web Queries	IPM		7.C,10.A,11.B	
	c) What-IF Analysis, Charting and Working with Large Worksheets	IPM			
	d) Creating Static and Dynamic Web Pages	IPM			
Photo story	a) Creating a story book using Photo story	IPM			
Microsoft Access 2000	a) Creating a Database Using Design and Datasheet Views	IPM	3	1.A.5a,10.A.4a	
	b) Querying a Database using the Select Query Window	IPM		11.A.4c	
	c) Maintaining a Database Using the Design and Update Features of Access	IPM			
	d) Publishing to the Internet Using Data Access Pages	IPM			
Microsoft PowerPoint 2000	a) Using a Design Template and Auto Layouts to Create a Presentation	IPM	4	1.A,4.A,11.B,	
	b) Using Outline View and Clip Art to Create a Slide Show	IPM		25.A	
	c) Creating a Presentation on the Web Using P.P.	IPM			
Microsoft Outlook 2000	a) Schedule and Contact Management Using Outlook	IPM	5		

Microsoft Integration 2000	a) Integrating Office 2000 Applications and the World	IPM	6		
	Wide Web				
Current Text:					
Office 2000					
Intro. Concepts and Tech.					
Shelly, Cashma, Vermaat					