



***Bristol Public Schools***  
**Office of Teaching & Learning**

<b>Department</b>	Business
<b>Department Philosophy</b>	The Business Department curriculum enables students to acquire and strengthen literacy, numeracy, decision-making, and computer skills through a series of three coordinated course pathways: Accounting, Computer Information Systems, and Business Management. Students will actively use technology as a tool to gather, analyze, and communicate information, solve problems, and make responsible, ethical decisions. Our focus will be to assist and encourage each student to use education to develop leadership, interpersonal and technological skills necessary for post-secondary, professional, and personal success in a competitive global marketplace.
<b>Course</b>	Information Processing 2
<b>Course Description for Program of Studies</b>	The ability to use Microsoft Office is a vital skill in today's world for both college and careers. Through this course, students will build upon the foundational skills developed in Information Processing 1. Students will learn advanced features in Microsoft Word, Excel, and PowerPoint. Microsoft Word topics include: columns, templates, wizards, merging, advanced tables and charts. Microsoft Excel topics will include: creating spreadsheets, analyzing worksheet data, goal seeking, and what/if analysis. Microsoft PowerPoint topics will include advanced graphics and media techniques, tables and charts, and creating professional presentations by adding audio, video, and sound to slideshows.
<b>Grade Level</b>	9, 10, 11, 12
<b>Pre-requisites</b>	Information Processing 1
<b>Credit (if applicable)</b>	0.5 Academic Credit

**P** indicates standard will be a priority for the unit; **S** indicates a supporting standard

District Learning Expectations and Standards	Microsoft Word	Microsoft Excel	Microsoft PowerPoint
CT CTE Standards			
A. Impact on Society: Assess the impact of information technology in a global society.			
1. Describe the impact of technology skills needed for success in the workplace.	S	S	S
E. Applications: Identify, evaluate, select, instal, use, upgrade, troubleshoot, and customize applications			
7. Evaluate and select the appropriate applications to productively complete tasks.	P	P	P
F. Digital Media: Use and create digital media			
9. Use elements of digital and visual literacy appropriately	S	S	P
ISTE Standards			
5. Computational Thinking: Students develop and employ strategies for understanding and solving problems in ways that leverage the power of technological methods to develop and test solutions.			
B. Students collect data or identify relevant data sets, use digital tools to analyze them, and represent data in various ways to facilitate problem-solving and decision-making.	S	P	S

## UNIT 1: Microsoft Word

### UNWRAPPED STANDARDS

Standard		Type of Standard		Concepts and Disciplinary-Specific Vocabulary	Academic Vocabulary
1	Describe the impact of technology skills needed for success in the workplace.	X	Content Knowledge	Template PDF File External Source Doc Split Window Document Properties Print Settings Saving File Formats Hidden Properties Accessibility Issues Compatibility Issues Page Setup	
			Skill (Problem-Solving, Writing, Speaking, Listening, Reasoning)		
			Physical Skill		
			Product Development		
			Learning Behavior		
7, 9, 5b	Evaluate and select the appropriate applications to productively complete tasks.	x	Content Knowledge	Page Background Quick Access Toolbar Special Characters Format Painter Line Spacing Paragraph Spacing Clear Formatting Text Highlight Built-In Styles WordArt Columns Page Breaks Section Breaks Column Breaks Sort Table Data Table / Cell Margins and Spacing	Hyperlinks Bookmarks Indentation Table of Contents Cover Page
		X	Skill (Problem-Solving, Writing, Speaking, Listening, Reasoning)		
			Physical Skill		
		X	Product Development		
			Learning Behavior		

			Merge / Split Cells Resize tables, rows, and columns Split tables Repeat Row Header bullet characters number format for lists Custom List Format Increase / Decrease List Levels Restart / Continue List Numbering Set Starting Number Value Footnote / Endnote Properties Figure / Table Captions Shapes Textboxes Screenshot Remove picture background Format objects Wrap Text Position Objects SmartArt	
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## UNIT ESSENTIAL QUESTIONS

1. How can the tools and options within Microsoft Word have a positive impact on the overall effectiveness and use of the document?

CCSS Standard #	Objective(s): The students will be able to:	Summative Assessment Strategy		Additional Student Outcomes								Common Learning Experiences
1	Explain how Microsoft Word can be effectively used in communication.	X	Selected Response		Reading		Writing		Math		Tech	<ul style="list-style-type: none"><li>● Examine a variety of flyers for purpose and effectiveness.</li><li>● Interpret each flyer and formulate a conclusion about the effectiveness of each flyers intended communication.</li><li>● Provide constructive feedback to improve the communication of the flyer.</li></ul>
		X	Constructed Response									
			Performance									
			Observation									
7, 9, 5b	<div>Create, format, and edit documents<ul style="list-style-type: none"><li>● Create new document using a template</li><li>● Open a PDF in Word for editing</li><li>● Insert text from a file or external source</li><li>● Format page backgrounds</li><li>● Create bookmarks</li></ul></div> <div>Print and save documents<ul style="list-style-type: none"><li>● Modify print settings</li><li>● Save documents as alternative file formats (PDF, HTML, RTF, TXT, etc.)</li><li>● Print whole document or selection</li></ul></div>		Selected Response		Reading		Writing		Math		Tech	<ul style="list-style-type: none"><li>● Design a flyer for vacation.</li><li>● Create a letter that explains the trip and connects the trip to the culture, language, and customs of the location. Revise letter after soliciting feedback.</li><li>● Create a bibliography of all sources used for planning the trip.</li><li>● Provide constructive feedback to improve the communication of a vacation letter.</li></ul>
			Constructed Response									
		X	Performance									
			Observation									

	<ul style="list-style-type: none"> <li>● Inspect document for accessibility issues, hidden properties, compatibility issues</li> </ul> <p>Format text and paragraphs to create business documents, reports, and research papers</p> <p>Insert and format tables and charts</p> <ul style="list-style-type: none"> <li>● Convert text to tables and tables to text</li> <li>● Sort table data</li> <li>● Configure cell margins and spacing</li> <li>● Merge and split cells</li> <li>● Split tables</li> <li>● Configure repeating row header</li> </ul> <p>Insert multilevel lists</p> <ul style="list-style-type: none"> <li>● Change bullet characters or number format</li> <li>● Define custom bullet</li> <li>● Restart or continue list numbering</li> <li>● Set starting number value</li> </ul> <p>Create and manage references, footnotes, endnotes, citations, captions, bibliography, and table of contents</p> <p>Insert, format, and design graphical elements including shapes, screenshots, textboxes, and SmartArt</p>			
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ADDITIONAL CONSIDERATIONS			
COMMON MISCONCEPTIONS	PRIOR KNOWLEDGE NEEDED TO MASTER STANDARDS FOR THIS UNIT	ADVANCED STANDARDS FOR STUDENTS WHO HAVE DEMONSTRATED PRIOR MASTERY	OPPORTUNITIES FOR STUDENT-DIRECTED LEARNING WITHIN THE UNIT
<p>Proper Terminology</p> <p>Word is a simple program and without advanced / high powered features</p>	<p>Create, save, and navigate a blank document.</p> <p>Change document views and use zoom settings</p> <p>Print documents using basic features</p> <p>Insert and format text and paragraphs</p> <p>Create basic tables and charts</p> <p>Create a numbered and bulleted list</p> <p>Insert footnotes, citations, bibliography</p> <p>Insert and format pictures</p>	<p>Apply use of advanced Word features to assist other teachers, staff members, clubs, sports in the building.</p>	<p>Working with teachers, staff members, clubs, sports to create documents for outside purposes.</p> <p>Student choice in topics.</p>
RESOURCES			
<p>Microsoft Word 2016 (or most recent version)</p>			



## UNIT 2: Microsoft Excel

### UNWRAPPED STANDARDS

Standard		Type of Standard		Concepts and Disciplinary-Specific Vocabulary	Academic Vocabulary
1	Describe the impact of technology skills needed for success in the workplace.	x	Content Knowledge	Workbooks Worksheets External Source Split Window Workbook Properties Print Settings Saving File Formats Hidden Properties Accessibility Issues Compatibility Issues Page SetUp	Hyperlinks
			Skill (Problem-Solving, Writing, Speaking, Listening, Reasoning)		
			Physical Skill		
			Product Development		
			Learning Behavior		
7; 9; 5b	Evaluate and select the appropriate applications to productively complete tasks.	x	Content Knowledge	Themes Hide / Unhide Worksheets, Columns, Rows Quick Access Toolbar Special Paste Cell Alignment Indentation Format Painter Sparklines Outline Data Excel table Table Style Options Filter data Sort data References SUMIF AVERAGEIF	Basic mathematical operations Chart Table Columns Rows Pictures
		x	Skill (Problem-Solving, Writing, Speaking, Listening, Reasoning)		
			Physical Skill		
		x	Product Development		
			Learning Behavior		

				<div>RIGHT, LEFT, and MID functions</div> <div>UPPER, LOWER, PROPER functions</div> <div>CONCATENATE function</div> <div>Data Series</div> <div>Quick Analysis</div> <div>Textboxes</div> <div>Shapes</div> <div>Images</div> <div>Modify object properties</div> <div>Alternative text for objects</div>	
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## UNIT ESSENTIAL QUESTIONS

1. How can the tools and options within Microsoft Excel have a positive impact on personal and professional life?

CCSS Standard #	Objective(s): The students will be able to:	Summative Assessment Strategy		Additional Student Outcomes								Common Learning Experiences
1	Explain how Microsoft Excel can be used effectively to analyze data	x	Selected Response		Reading		Writing		Math		Tech	<ul style="list-style-type: none"><li>● Use charts/graphs to support decisions.</li><li>● Explain how Excel can be used to support or refute and idea.</li></ul>
		x	Constructed Response									
			Performance									
			Observation									
7; 9; 5B	Import and move worksheet data  Format workbooks <ul style="list-style-type: none"><li>● Copy or Move Worksheets</li><li>● Modify Page Setup</li><li>● Change worksheet tab color / rename tab</li><li>● Change workbook themes</li></ul> Customize options and views for worksheets and workbooks  Print and save worksheets <ul style="list-style-type: none"><li>● Modify print settings</li><li>● Save documents as alternative file formats (PDF, HTML, RTF, TXT, etc.)</li><li>● Print whole workbook, worksheet or selection</li><li>● Display repeating row and column titles on multipage worksheets</li></ul>		Selected Response		Reading		Writing		Math		Tech	<ul style="list-style-type: none"><li>● Create a cost structure for the trip using formulas and formatting.</li><li>● Synthesize lodging, transportation, and excursion costs to justify the best pricing.</li></ul>
			Constructed Response									
		x	Performance									
			Observation									

	<ul style="list-style-type: none"> <li>● Inspect workbook for accessibility issues, hidden properties, compatibility issues</li> </ul> <p>Paste data using “Special Paste”</p> <p>Format cells and ranges using more advanced features</p> <p>Create and format tables, charts, and sparkline charts</p> <ul style="list-style-type: none"> <li>● Convert a table to a cell range</li> <li>● Create an excel table from a cell range</li> <li>● Add or remove table rows</li> <li>● Adjust table style options</li> </ul> <p>Filter and sort table data</p> <p>Summarize data using functions and conditional operations</p> <p>Format and modify text by using functions</p> <p>Insert and format textboxes, shapes, and images</p>			
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ADDITIONAL CONSIDERATIONS			
COMMON MISCONCEPTIONS	PRIOR KNOWLEDGE NEEDED TO MASTER STANDARDS FOR THIS UNIT	ADVANCED STANDARDS FOR STUDENTS WHO HAVE DEMONSTRATED PRIOR MASTERY	OPPORTUNITIES FOR STUDENT-DIRECTED LEARNING WITHIN THE UNIT
<p>Proper Terminology</p> <p>Excel is a simple program and without advanced / high powered features</p>	<p>Create, save, and navigate a blank workbook.</p> <p>Change workbook views and use zoom settings</p> <p>Print workbooks using basic features</p> <p>Insert and format data</p> <p>Create basic tables and charts</p> <p>Perform calculations using SUM, MIN, MAX, COUNT, AVERAGE functions</p> <p>Perform conditional operations using IF and COUNTIF functions</p> <p>Insert and format pictures</p>	<p>Apply use of advanced Excel features to assist other teachers, staff members, clubs, sports in the building.</p>	<p>Working with teachers, staff members, clubs, sports to create documents for outside purposes.</p> <p>Student choice in topics.</p>
RESOURCES			
Microsoft Excel 2016 (or most recent version)			

## UNIT 3: Microsoft PowerPoint

### UNWRAPPED STANDARDS

Standard		Type of Standard		Concepts and Disciplinary-Specific Vocabulary	Academic Vocabulary
1	Describe the impact of technology skills needed for success in the workplace.	x	Content Knowledge	Slideshow Slides Template Slide Master Handout Master Word Document Outlines Slide Layouts Backgrounds Notes Master Notes Pages Handouts Print Settings Saving File Formats Hidden Properties Accessibility Issues Compatibility Issues Page SetUp Slideshow Properties Protect a presentation Inspect a presentation Proof a presentation Preserve presentation content Export presentations to other formats	Presentation
			Skill (Problem-Solving, Writing, Speaking, Listening, Reasoning)		
			Physical Skill		
			Product Development		
			Learning Behavior		
7; 9	Evaluate and select the appropriate applications to productively complete tasks.	x	Content Knowledge	Sections Slide Order Slide size Custom Slide Shows	Hyperlinks Audio Video
		x	Skill (Problem-Solving, Writing, Speaking, Listening, Reasoning)		

			Physical Skill	Slide Show Timing Presenter View Shapes Textboxes Styles for Shapes and Textboxes Order objects Align objects Group objects Import Chart Change Chart type SmartArt Insert Audio and Video Animations Transitions Merge content	
		x	Product Development		
			Learning Behavior		

## UNIT ESSENTIAL QUESTIONS

1. How can the advanced tools and options within Microsoft PowerPoint have a positive impact on your educational and professional life?

CCSS Standard #	Objective(s): The students will be able to:	Summative Assessment Strategy		Additional Student Outcomes								Common Learning Experiences
1	Explain how Microsoft PowerPoint can be effectively used to present and communicate.	x	Selected Response		Reading		Writing		Math		Tech	● Define the ways in which PowerPoint supports effective communication,
		x	Constructed Response									
			Performance									
			Observation									
7; 9	<p>Create presentations using templates</p> <ul style="list-style-type: none"><li>● Download template from internet</li><li>● Import word document outlines</li></ul> <p>Insert and format slide</p> <ul style="list-style-type: none"><li>● Specific slide layouts</li><li>● Duplicate slides</li><li>● Hide and unhide slides</li><li>● Modify individual slide background</li></ul> <p>Modify slides, handouts, and notes pages</p> <ul style="list-style-type: none"><li>● Change the slide master theme / background</li><li>● Modify slide master content</li><li>● Create a slide layout</li><li>● Modify slide layout</li></ul>		Selected Response		Reading		Writing		Math		Tech	● Design a PowerPoint slideshow about a trip. Include: (1) sound, (2) video, and (3) custom animation in your presentation.
			Constructed Response									
		x	Performance									
			Observation									



	<ul style="list-style-type: none"> <li>● Create a handout master</li> <li>● Create a notes master</li> </ul> <p>Order, group slides</p> <p>Create sections for slides</p> <p>Print and save slideshow</p> <ul style="list-style-type: none"> <li>● Print all or part of a presentation</li> <li>● Print notes pages</li> <li>● Print handouts</li> <li>● Print in color, grayscale, or black and white</li> <li>● Save in various document forms including PDF, HTML</li> </ul> <p>Configure a slide show</p> <ul style="list-style-type: none"> <li>● Create custom slideshows</li> <li>● Determine / set up slide show options</li> <li>● Rehearse slideshow timing</li> </ul> <p>Insert and format shapes and textboxes</p> <p>Order and group objects</p> <p>Import a table</p> <p>Insert and format charts and SmartArt</p> <p>Insert and manage audio and video</p> <p>Apply Animations to objects and</p>				
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	text				
	Set timing for transitions and animations				
	Manage multiple presentations				

ADDITIONAL CONSIDERATIONS			
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<p>Proper Terminology</p> <p>PowerPoint is a simple program and without advanced / high powered features</p>	<p>Create, save, and navigate a blank slideshow.</p> <p>Change slideshow views and use zoom settings</p> <p>Print slideshows using basic features</p> <p>Insert and format text</p> <p>Create basic tables and charts</p> <p>Insert and format pictures</p> <p>Insert and delete slides</p> <p>Change slide layouts</p> <p>Insert textboxes</p> <p>Insert and format images</p> <p>Apply slide transitions and basic animations</p>	<p>Apply use of advanced PowerPoint features to assist other teachers, staff members, clubs, sports in the building.</p>	<p>Working with teachers, staff members, clubs, sports to create documents for outside purposes.</p> <p>Student choice in topics.</p>
RESOURCES			
Microsoft PowerPoint 2016 (or most recent version)			