



# ENLIGHTIUM ACADEMY

Ignitia™ Career and Technical Education  
Electives

Office Applications II

Enlightium Academy invites you to open the door to career and college readiness with Career and Technical Education (CTE) courses from Alpha Omega Publications - Ignitia™.

These rigorous, hands-on courses for grades 7-12 promote critical thinking, emphasize problem solving, and encourage students to take responsibility for their own learning. With 24 CTE courses divided into six clusters, these courses put students on practical paths to post-graduate success.

Should you have any questions about the curriculum, please contact [support@enlightiumacademy.com](mailto:support@enlightiumacademy.com) or call Enlightium Academy Customer Support at (866) 488-4818 ext. 2017.

If you have questions about technical support or product configuration, please see the information below for Alpha Omega Publications.

### **Alpha Omega Publications Technical Support**

Alpha Omega Publications' technical support is Ignitia™'s full-service technical support system. We exist to promote and preserve our customers' satisfaction. Our services include:

- Technical Support
- Product Configuration and Update Management

Please use the following information to contact Alpha Omega Publications' technical support:

**Online:**

Access our helpful Technical Support website simply by clicking on the life preserver located in the upper-right corner of any screen in our program!

**Telephone:**

Toll Free: 1-877-251-6662  
Monday –Friday 7 a.m. to 5 p.m. (CT)

## OFFICE APPLICATIONS II

### COURSE OVERVIEW

Office Applications II is a semester-length, high school elective course that explores the use of application skills in Microsoft® Excel® and Microsoft® Access®. Students will use these applications to design, develop, create, edit, and share business spreadsheet and database documents. This course provides key knowledge and skills in the following areas:

1. Introduction to advanced skills in Microsoft® Excel® ranging from basic spreadsheet terminology to exploring data entry, formatting, formulas, functions, charts, graphics, and additional features available in backstage view
2. Skills in Microsoft® Access®, ranging from basic relational database terminology to creating and modifying tables, forms, queries, and reports

#### Objectives

- Recognize the elements of an Excel spreadsheet.
- Demonstrate use of Excel navigation and protection tools.
- Know how to modify, edit, save, create, and format Excel spreadsheets.
- Use tools to manage Excel worksheets.
- Define the rules for creating formulas and functions in Excel worksheets.
- Demonstrate how to create, modify, and edit charts and shapes in Microsoft Excel.
- Demonstrate knowledge of database design.
- Manage the Access Environment.
- Create an Access database.
- Create, modify, and edit Access forms, queries, and reports.

#### Office Applications 2 Course Requirements

Students must be computer literate and have Internet access. Students should have basic research skills, as well as the ability to conduct online searches and access recommended websites. Word processing and presentation software might be required to produce projects.

OFFICE APPLICATIONS II	
UNIT 1: MICROSOFT EXCEL SPREADSHEETS BASICS	
Assignment Titles	
1. Course Overview	15. Saving and File Formats
2. What is a Spreadsheet and What Are Its Uses?	16. Sharing Worksheet Data with Other Users
3. Spreadsheet Design and the Microsoft Excel Screen	17. Managing Comments
4. Quiz 1: Overview of Spreadsheet Basics	18. Printing Worksheets and Workbooks
5. Alternate Quiz 1: Form A: Overview of Spreadsheet Basics	19. Project: Saving and Printing Microsoft Excel Files
6. Alternate Quiz 1: Form B: Overview of Spreadsheet Basics	20. Quiz 3: Managing File Settings
7. Navigating in a Worksheet	21. Alternate Quiz 3: Form A: Managing File Settings
8. Microsoft Excel Workbook Views	22. Alternate Quiz 3: Form B: Managing File Settings
9. Microsoft Excel Window Views	23. Supplemental Lesson 1: Financial Terms
10. Project: Managing the Worksheet Environment	24. Supplemental Lesson 2: Financial Statements
11. Quiz 2: Spreadsheet Basics	25. Special Project
12. Alternate Quiz 2: Form A: Spreadsheet Basics	26. Review
13. Alternate Quiz 2: Form B: Spreadsheet Basics	27. Test
14. Workbook Properties	28. Alternate Test: Form A
	29. Alternate Test: Form B
	30. Glossary and Credits

**OFFICE APPLICATIONS II**  
**UNIT 2: CREATING MICROSOFT EXCEL SPREADSHEETS**

**Assignment Titles**

1. Microsoft Excel Data Types	21. Alternate Quiz 3: Form A: Creating Formulas
2. Entering and Editing Cell Data	22. Alternate Quiz 3: Form B: Creating Formulas
3. Selecting, Filling, Moving, and Copying Cell Data	23. Functions in Microsoft Excel
4. AutoFill	24. Function Wizard and Linking Formulas
5. Project: Stock Market Project Part 1 - Researching and Recording Stock Prices	25. Analyzing Data by Sorting and Filtering
6. Quiz 1: Data Entry	26. Project: Stock Market Project 4 - Entering Functions
7. Alternate Quiz 1: Form A: Data Entry	27. Quiz 4: Utilizing Functions and Data Commands
8. Alternate Quiz 1: Form B: Data Entry	28. Alternate Quiz 4: Form A: Utilizing Functions and Data Commands
9. Cell Formats	29. Alternate Quiz 4: Form B: Utilizing Functions and Data Commands
10. Editing Cells, Rows, and Columns	30. Project: Budget Project - Career Search
11. Managing Worksheets	31. Project: Budget Project - Housing Research
12. Project: Stock Market Project 2 - Formatting a Spreadsheet	32. Project: Budget Project - Vehicle Research
13. Quiz 2: Formatting Cells and Worksheets	33. Project: Budget Project - Utilities, Vacation, and Miscellaneous Expense Research
14. Alternate Quiz 2: Form A: Formatting Cells and Worksheets	34. Project: Budget Project - Final
15. Alternate Quiz 2: Form B: Formatting Cells and Worksheets	35. Special Project
16. Order of Operations	36. Review
17. Microsoft Excel Formulas	37. Test
18. Types of Cell References in Formulas	38. Alternate Test: Form A
19. Project: Stock Market Project 3 - Entering Formulas	39. Alternate Test: Form B
20. Quiz 3: Creating Formulas	40. Glossary and Credits

**OFFICE APPLICATIONS II**  
**UNIT 3: MICROSOFT EXCEL GRAPHICAL REPRESENTATIONS**

**Assignment Titles**

1. Why Use Graphical Representations of Data?	15. Project: Stock Market Project Part 6 - Creating Advanced Charts
2. Creating Charts	16. Quiz 3: Advanced Charting Options
3. Quiz 1: Creating Charts in Microsoft Excel	17. Alternate Quiz 3: Form A: Advanced Charting Options
4. Alternate Quiz 1: Form A: Data Entry	18. Alternate Quiz 3: Form B: Advanced Charting Options
5. Alternate Quiz 1: Form B: Data Entry	19. Project: Research and Chart Product Price Comparisons
6. Formatting Charts	20. Project: Chart Budget Expenses
7. Enhancing Charts with Illustrations	21. Special Project
8. Formatting Illustrations	22. Review
9. Project: Stock Market Project Part 5 - Creating and Enhancing Charts	23. Test
10. Quiz 2: Enhancing Microsoft Excel Charts	24. Alternate Test: Form A
11. Alternate Quiz 2: Form A: Enhancing Microsoft Excel Charts	25. Alternate Test: Form B
12. Alternate Quiz 2: Form B: Enhancing Microsoft Excel Charts	26. Glossary and Credits
13. Creating Picture Charts	
14. Sparklines	