



ENLIGHTIUM ACADEMY

Ignitia™ Career and Technical Education
Electives

Office Applications I

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 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 I

COURSE OVERVIEW

Office Applications I is a semester-length, high school elective that explores the use of application skills in Microsoft® Word®, Publisher®, and PowerPoint® 2010. Students will use these applications to design, develop, create, edit, and share business documents, publications, and presentations. This course provides key knowledge and skills in the following Microsoft Office® applications:

1. Microsoft Word: Students are provided with an introduction to advanced skills in Microsoft Word that range from simply developing an understanding of the various uses of Word to more complex explorations of mail merge, tab stops, reference resources, and additional features available in backstage view.
2. Microsoft Publisher: Students learn to create publications, insert and edit publication items, and view, review, and share those publications.
3. Microsoft PowerPoint: Students will learn how to create presentations, enter and modify content, modify and deliver presentations, and collaborate and share PowerPoint presentations.

Objectives

- Create, modify, save, and format styles, text, font, pages, and folders in Microsoft Word.
- Demonstrate use of the Cut, Copy, and Paste commands and the Show/Hide button while editing documents.
- Show how to use Spell Check, Find and Replace, and AutoCorrect in the Word application.
- Know how to track changes and add comments in a document.
- Demonstrate how to insert, format, modify, and edit elements of a Word document.
- Demonstrate knowledge of Microsoft Word advanced skills.
- Understand the basics of references in Word.
- Modify document properties including templates.
- Recognize how to navigate, modify, edit, and review elements of the Microsoft Publisher application.
- Recall how to print and share a publication electronically.
- Demonstrate knowledge of how to open, modify, insert, create, present, and save elements of a PowerPoint presentation.

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 is required to produce projects.

OFFICE APPLICATIONS I	
UNIT 1: MICROSOFT WORD BEGINNING SKILLS	
Assignment Titles	
1. Course Overview	16. Backgrounds and Themes
2. Microsoft Word and the Documents it can Create	17. Project: Microsoft Word Page and Paragraph Formatting
3. Navigating the Word Screen	18. Quiz 3: Formatting Paragraphs and Pages
4. Open, Enter Text, Save and Print	19. Alternate Quiz 3: Form A: Formatting Paragraphs and Pages
5. Quiz 1: Word Introduction	20. Alternate Quiz 3: Form B: Formatting Paragraphs and Pages
6. Alternate Quiz 1: Form A: Word Introduction	21. Supplemental Lesson
7. Alternate Quiz 1: Form B: Word Introduction	22. Special Project
8. Font: Basic Editing Features	23. Review
9. Font Styles and the Clipboard	24. Test
10. Project: Microsoft Word Document Formatting	25. Alternate Test: Form A
11. Quiz 2: Formatting Font	26. Alternate Test: Form B
12. Alternate Quiz 2: Form A: Formatting Font	27. Glossary and Credits
13. Alternate Quiz 2: Form B: Formatting Font	
14. Paragraph Formatting Features	
15. Page Setup Features	

OFFICE APPLICATIONS I
UNIT 2: MICROSOFT WORD INTERMEDIATE SKILLS

Assignment Titles

1. Inserting Images into Documents	15. Insert Comments and Track Changes
2. Inserting Shapes, SmartArt and Text Boxes	16. Autocorrect Options
3. Special Parts in the Word Application	17. Project: Review Tab Skills
4. Project: Inserting and Modifying Content	18. Quiz 3: Autocorrect Options
5. Quiz 1: Word Intermediate Skills	19. Alternate Quiz 3: Form A: Autocorrect Options
6. Alternate Quiz 1: Form A: Word Intermediate Skills	20. Alternate Quiz 3: Form B: Autocorrect Options
7. Alternate Quiz 1: Form B: Word Intermediate Skills	21. Project: Collaborating on a Word Document
8. Inserting Tables	22. Project: Supplemental Projects
9. Organizing Content in Tables	23. Special Project
10. Project: Tables	24. Review
11. Quiz 2: Working with Tables	25. Test
12. Alternate Quiz 2: Form A: Working with Tables	26. Alternate Test: Form A
13. Alternate Quiz 2: Form B: Working with Tables	27. Alternate Test: Form B
14. Spell Check and Find and Replace	

OFFICE APPLICATIONS I
UNIT 3: MICROSOFT WORD ADVANCED SKILLS

Assignment Titles

1. Merging to Create Labels	15. Using and Creating a Template
2. Merging to Create Letters	16. Project: Creating a document template
3. Project: Creating a Merge	17. Quiz 3: Backstage View
4. Quiz 1: Word Advanced Skills	18. Alternate Quiz 3: Form A: Backstage View
5. Alternate Quiz 1: Form A: Word Advanced Skills	19. Alternate Quiz 3: Form B: Backstage View
6. Alternate Quiz 1: Form B: Word Advanced Skills	20. Project: Unit Simulation
7. Endnotes and Footnotes	21. Project: Supplemental Materials
8. Hyperlinks	22. Special Project
9. Table of Contents	23. Review
10. Project: Inserting Special Report Features	24. Test
11. Quiz 2: References	25. Alternate Test: Form A
12. Alternate Quiz 2: Form A: References	26. Alternate Test: Form B
13. Alternate Quiz 2: Form B: References	27. Glossary and Credits
14. Share, Protect, and Modify Document Properties	

OFFICE APPLICATIONS I
UNIT 4: MICROSOFT PUBLISHER APPLICATION

Assignment Titles

1. Opening and Navigating Publisher	13. Sharing and Printing Publications
2. Designing Pages	14. Project: Modify and Share a Publication
3. Inserting Text	15. Quiz 2: Publications
4. Project: Open Publisher, Browse, and Select a Template	16. Alternate Quiz 2: Form A: Publications
5. Quiz 1: Publisher	17. Alternate Quiz 2: Form B: Publications
6. Alternate Quiz 1: Form A: Publisher	18. Project: Design, Edit and Share a Publication
7. Alternate Quiz 1: Form B: Publisher	19. Project: Supplemental Activities
8. Graphics	20. Special Project
9. Tables and Building Blocks	21. Review
10. Project: Inserting Enhancements	22. Test
11. Viewing a Publication	23. Alternate Test: Form A
12. Reviewing a Publication	24. Alternate Test: Form B
	25. Glossary and Credits

OFFICE APPLICATIONS I
UNIT 5: MICROSOFT POWERPOINT APPLICATION

Assignment Titles

1. PowerPoint Layout and Modifying Views	16. Project: Simulation: Modify, Share, and Deliver a Show
2. Entering Text and Formatting Slides	17. Quiz 3: Modify, Share, Deliver a Show
3. Quiz 1: PowerPoint Layout and Views	18. Alternate Quiz 3: Form A: Modify, Share, Deliver a Show
4. Alternate Quiz 1: Form A: PowerPoint Layout and Views	19. Alternate Quiz 3: Form B: Modify, Share, Deliver a Show
5. Alternate Quiz 1: Form B: PowerPoint Layout and Views	20. Project: Simulation: Design and Create a Presentation
6. Images, WordArt, and SmartArt	21. Project: Supplemental Activities
7. Charts and Tables	22. Special Project
8. Project: Simulation: Creating a Presentation	23. Review
9. Quiz 2: Charts and Tables	24. Test
10. Alternate Quiz 2: Form A: Charts and Tables	25. Alternate Test: Form A
11. Alternate Quiz 2: Form B: Charts and Tables	26. Alternate Test: Form B
12. Transitions and Animations	27. Glossary and Credits
13. Set up Show and Timings	
14. Presentation Tools	
15. Saving, Printing, Sharing, and Protecting a Presentation	

OFFICE APPLICATIONS I
UNIT 6: COURSE REVIEW, AND EXAM

Assignment Titles

1. Course Review	3. Alternate Final Exam: Form A
2. Final Exam	4. Alternate Final Exam: Form B

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