

## Computer Applications in Business 2

### COURSE OUTLINE

1. **Course Title:** Computer Applications in Business 2
2. **CBEDS Title:** Computer Operations/Computer Science
3. **CBEDS Number:** 4601
4. **Job Titles:**

Brokerage Clerk	Order Clerk
Cashier	Production, Planning & Expediting Clerk
Computer Operator	Receptionist
Court Reporter	Reservation and Transportation
Information and Records Clerk	Ticket Agent
Library Assistant	Shipping and Receiving Clerk
Office Assistant	Bank Teller
Office Clerks	
Administrative Support Worker	

**5. Course Description:** Students will be able to enhance the skills developed in (ROP) Computer Applications 1-2 and acquire new skills as well. Each student will be able to select units of instruction that are suited to his/her ability and career goals. In addition, students may work on special projects, as approved by instructor, which include work for other classes, i.e. yearbook, newspaper, term papers, and other assignments.

This course is designed for students seeking to further develop their computer/business skills. Students will be expected to produce work and conduct themselves in a businesslike manner, work with a minimum of supervision, and complete units of work as selected and assigned. **Students will work towards Microsoft Office Specialist Certification at both the CORE and EXPERT level of expertise.** Microsoft Office Specialist tests will be made available.

#### Student Outcomes and Objectives:

##### Students will:

1. Identify the application software in Microsoft Offices Suite.
2. Prepare complex Business Documents using MS Word.
3. Prepare and edit complex documents that include indexes, bookmarks, hypertext and other special formatting features.
4. Perform a mail merge utilizing database software.
5. Prepare and edit complex multi-page reports.
6. Insert advanced graphics into Word Processing documents and convert to Web Format.
7. Manage documents for editing and commenting in a workgroup of several users.
8. Create and edit complex spreadsheets using MS Excel.
9. Incorporate complex functions and formulas to perform calculations on data in an Excel Worksheet.
10. Import and export data using MS Excel.
11. Create complex graphs using data in an Excel Worksheet and linking with another file.
12. Manage multiple Excel workbooks.
13. Format & Print an Excel Worksheet.
14. Prepare a presentation using MS PowerPoint.
15. Editing and using advanced features in MS PowerPoint.
16. Preparing output for a presentation and giving a presentation using PowerPoint.

17. Creating and Using a MS Access database.
18. Communicating in and office through using and customizing MS Outlook.
19. Integrating Office suite programs with other programs.

### EXAM OBJECTIVES

Exam objectives are categories of examination tasks, identified by subject-matter experts, which certify an ability to productively use Microsoft Office applications. These categories are organized into skill sets representing the more basic functions of each Office application.

Exam objectives and skill sets for the Microsoft Word 2000 Expert Exam, the Microsoft Excel 2000 Expert Exam, the Microsoft PowerPoint 2000 Comprehensive Exam, and the Microsoft Outlook 2000 Exam are listed below. Training centers and courseware providers authorized by the Microsoft Office Specialist (Office Specialist) program tailor their instruction to these criteria.

### Pathway

Recommended Sequence	Courses	
<b>Introductory</b>	Computer Foundations	Computer Foundations
<b>Skill Building</b>	Computer Applications in Business 1	Computer Applications in Business 1
<b>Advanced Skill</b>	Multi Media & Desktop Publishing	<b>Computer Applications in Business 2</b>

**6. Hours:** *Students receive up to 180 hours of classroom instruction.*

**7. Prerequisites:** Computer Applications in Business 1

**8. Date (of creation/revision):** July 2009

## 9. Course Outline

<b>COURSE OUTLINE</b>				
Upon successful completion of this course, students will be able to demonstrate the following skills necessary for entry-level employment.				
<b>Instructional Units and Competencies</b> Guaranteed curriculum = regular font Negotiated curriculum = italicized	<b>Course Hours</b>	<b>Model Curr. Standards</b>	<b>CA Academic Content Standards</b>	<b>CAHSEE</b>
<b>I. CAREER PREPARATION</b> <b>A. Career Planning and Management.</b> 1. Know the personal qualifications, interests, aptitudes, knowledge, and skills necessary to succeed in careers. a. Students will identify skills needed for job success b. Students will identify the education and experience required for moving along a career ladder. 2. Understand the scope of career opportunities and know the requirements for education, training, and licensure. a. Students will describe how to find a job. b. Students will select two jobs in the field and map out a timeline for completing education and/or licensing requirements. 3. Know the main strategies for self-promotion in the hiring process, such as completing job applications, resume writing, interviewing skills, and preparing a portfolio. a. Students will write and use word processing software to create a resume, cover letters, thank you letters, and job applications. b. Students will participate in mock job interviews. 4. <i>Develop a career plan that is designed to reflect career interests, pathways, and postsecondary options.</i> a. <i>Students will conduct a self—assessment and explain how professional qualifications affect career choices.</i> 5. <i>Understand the role and function of professional organizations, industry associations, and organized labor in a productive society.</i> a. <i>Contact two professional organization and identify the steps to become a member.</i> 6. <i>Understand the past, present and future trends that affect careers, such as technological developments and societal trends, and the resulting need for lifelong learning.</i> a. <i>Students will describe careers in the business industry sector.</i> b. <i>Students will identify work-related cultural differences to prepare for a global workplace.</i> <b>B. Technology.</b> 1. Understand past, present and future technological advances as they relate to a chosen pathway and on selected segments of the economy. 2. Understand the use of technological resources to gain access to, manipulate, and produce information, products and services. 3. Use appropriate technology in the chosen career pathway. <b>C. Problem solving and Critical Thinking.</b> 1. Understand the systematic problem-solving models that incorporate input, process, outcome and feedback components, and apply appropriate problem-solving strategies and critical thinking to work-related issues and	20  Additional hours are integrated throughout the course.	Finance & Business Industry Sector, Model Curriculum Standards  3.0, 4.0, 5.0, 6.0, 7.0, 8.0, 9.0, 10.0	<u>Language Arts</u> (8) R 1.3, 2.6 W1.3, 2.5, LC 1.4,1.5 1.6 LS1.2, 1.3, (9/10) R2.1,2.3,2 W2.5 LC1.4 LS 1.1, 2.3 (11/12) R2.3 W2.5 LC1.2 <u>Math</u> (7) NS1.2, 1.7 MR 1.1,1.3 2.7,2.8, 3.1	Lang. Arts R 8.2.1  (9/10) R 2.1, 2.3 W2.5  Math (7) NS 1.2, 1.3, 1.7 MR 1.1, 2.1, 3.1

<p>tasks.</p> <ol style="list-style-type: none"> <li>2. Use and apply critical thinking and decision making skills to make informed decisions, solve problems, and achieve balance in the multiple roles of personal, home, work and community life.</li> </ol> <p>D. Health and Safety.</p> <ol style="list-style-type: none"> <li>1. Know policies, procedures, and regulations regarding health and safety in the workplace, including employers' and employees' responsibilities.</li> <li>2. Understand critical elements of health and safety practices related to a variety of business environments.</li> </ol> <p>E. Responsibility &amp; Flexibility.</p> <ol style="list-style-type: none"> <li>1. Understand the qualities and behaviors that constitute a positive and professional work demeanor.</li> <li>2. Understand the importance of accountability and responsibility in fulfilling personal, community, and workplace roles and how individual actions can affect the larger community.</li> <li>3. Understand the need to adapt to varied roles and responsibilities.</li> </ol> <p>F. Ethics and Legal Responsibilities</p> <ol style="list-style-type: none"> <li>1. Know the major local, district, state, and federal regulatory agencies and entities that affect the industry and how they enforce laws and regulations.</li> <li>2. Understand the concept and application of ethical and legal behavior consistent with workplace standards.       <ol style="list-style-type: none"> <li>a. <i>Contact a business and obtain a copy of their rules for employment.</i></li> <li>b. <i>Role play difference ethical scenarios.</i></li> </ol> </li> <li>3. Understand the role of personal integrity and ethical behavior in the workplace.</li> </ol> <p>G. Leadership and Teamwork.</p> <ol style="list-style-type: none"> <li>1. Understand the characteristics and benefits of teamwork, leadership, citizenship in the school, community, and workplace settings for effective performance and attainment of goals.</li> <li>2. Understand the ways in which professional associations and competitive career development activities enhance academic skills, career choices, and contribute to promote employability.</li> <li>4. Know multiple approaches to personal conflict resolution and understand how to interact with others in ways that demonstrate respect for individual and cultural differences and for the attitudes and feelings of others.</li> </ol>				
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Instructional Units and Competencies	Hours	Model Curr. Standards.	CA Academic Standards	CAHSEE
<p><b>I. OBJECTIVES FOR WORD MICROSOFT OFFICE SPECIALIST EXPERT EXAM</b></p> <p><b>A. Working with Paragraphs</b></p> <ol style="list-style-type: none"> <li>1. Apply paragraph and section shading</li> <li>2. Use text flow options (keeping lines together)</li> <li>3. Sort lists, paragraphs, and tables</li> </ol> <p><b>B. Working with Documents</b></p> <ol style="list-style-type: none"> <li>1. Create and modify page borders</li> <li>2. Format first page differently than subsequent pages</li> <li>3. Use bookmarks</li> <li>4. Create and edit styles</li> <li>5. Create watermarks</li> <li>6. Use Find and Replace with formats, special characters, and nonprinting elements</li> <li>7. Balance column length (using column breaks appropriately)</li> <li>8. Create or revise footnotes and endnotes</li> <li>9. Work with master documents and subdocuments</li> <li>10. Create and modify a table of contents</li> <li>11. Create cross reference</li> <li>12. Create and modify an index</li> </ol> <p><b>C. Using Tables</b></p> <ol style="list-style-type: none"> <li>1. Embed worksheets in a table</li> <li>2. Perform calculations in a table</li> <li>3. Link Microsoft Excel data as a table</li> <li>4. Modify worksheets in a table</li> </ol> <p><b>D. Working with Pictures and Charts</b></p> <ol style="list-style-type: none"> <li>1. Add bitmap graphics</li> <li>2. Delete and position graphics</li> <li>3. Create and modify charts</li> <li>4. Import data into charts</li> </ol> <p><b>E. Using Mail Merge</b></p> <ol style="list-style-type: none"> <li>1. Create main document</li> <li>2. Create data source</li> <li>3. Sort records to be merged</li> <li>4. Merge main document and data source</li> <li>5. Generate labels</li> <li>6. Merge a document using alternate data sources</li> </ol>	<b>25</b>	Information Technology Industry Sector Information Support & Services PW A7.0 A7.1 A7.2 A7.3	ELA 9-10; W; 2.5c, d 11-12; W; 1.7-1.9, 2.5a, b, c, d WO; 1.1 – 1.3	R(9-10) 2.1, 2.6 R(11-12) 2.3 W(9-12) 1.3, 1.7, 1.8 W(11-12) 1.6, 1.8, 2.6 Alg.(8-12) 13.0

Instructional Units and Competencies	Hours	Model Curr. Standards.	CA Academic Standards	CAHSEE
<p>F. Using Advanced Features</p> <ol style="list-style-type: none"> <li>1. Insert a field</li> <li>2. Create, apply, and edit macros</li> <li>3. Copy, rename, and delete macros</li> <li>4. Create and modify form</li> <li>5. Create and modify a form control (for example, add an item to a drop-down list)</li> <li>6. Use advanced text alignment features with graphics</li> <li>7. Customize toolbars</li> </ol> <p>G. Collaborating with Workgroups</p> <ol style="list-style-type: none"> <li>1. Insert comments</li> <li>2. Protect documents</li> <li>3. Create multiple versions of a document</li> <li>4. Track changes to a document</li> <li>5. Set default file location for workgroup templates</li> </ol>			S. 8-12; IE; a	<p>R(9-10) 2.1, 2.6 R(11-12) 2.3 W(9-12) 1.3, 1.7, 1.8 W(11-12) 1.6, 1.8, 2.6 Alg.(8-12) 13.0</p>
<p>II. Objectives for Excel Microsoft Office Specialist Expert Exam</p> <p>A. Importing and Exporting Data</p> <ol style="list-style-type: none"> <li>1. Import data from text files (insert, drag-and-drop) operations</li> <li>2. Import from other applications</li> <li>3. Import a table from an HTML file (insert and drag and drop operations, including HTML round tripping)</li> <li>4. Export to other applications</li> </ol> <p>B. Using Templates</p> <ol style="list-style-type: none"> <li>1. Apply templates</li> <li>2. Edit templates</li> <li>3. Create templates</li> </ol> <p>C. Using Multiple Workbooks</p> <ol style="list-style-type: none"> <li>1. Link workbooks</li> </ol> <p>D. Formatting Numbers</p> <ol style="list-style-type: none"> <li>1. Apply number formats (accounting, currency, and number)</li> <li>2. Create custom number formats</li> </ol>	30	<p>Information Technology Industry Sector Information Support &amp; Services PW A7.0 A7.1 A7.2 A7.3</p>	<p>ELA 9-10; W; 2.5c, d 11-12; W; 1.7-1.9, 2.5a, b, c, d WO; 1.1 – 1.3</p> <p>M. 7; MR; 2.6</p> <p>M. 8-12; A1; 13.0, 16.0, 18.0</p>	<p>R(9-10) 2.1, 2.6 R(11-12) 2.3 W(9-12) 1.3, 1.7, 1.8 W(11-12) 1.6, 1.8, 2.6 Alg.(8-12) 13.0</p>

Instructional Units and Competencies	Hours	Model Curr. Standards.	CA Academic Standards	CAHSEE
<p>E. Printing Workbooks</p> <ol style="list-style-type: none"> <li>1. Print and preview multiple worksheets</li> </ol> <p>F. Working with Named Ranges</p> <ol style="list-style-type: none"> <li>1. Add and delete a named range</li> <li>2. Use a named range in a formula</li> <li>3. Use Lookup Functions (Hlookup or Vlookup)</li> </ol> <p>G. Working with Toolbars</p> <ol style="list-style-type: none"> <li>1. Hide and display toolbars</li> <li>2. Customize a toolbar</li> <li>3. Assign a macro to a command button</li> </ol> <p>H. Using Macros</p> <ol style="list-style-type: none"> <li>1. Record macros</li> <li>2. Run macros</li> <li>3. Edit macros</li> </ol> <p>I. Auditing a Worksheet</p> <ol style="list-style-type: none"> <li>1. Work with the Auditing Toolbar</li> <li>2. Trace errors (find and fix errors)</li> <li>3. Trace precedents (find cells referred to in a specific formula)</li> <li>4. Trace dependents (find formulas that refer to a specific cell)</li> </ol> <p>J. Displaying and Formatting Data</p> <ol style="list-style-type: none"> <li>1. Apply conditional formats</li> <li>2. Perform single and multilevel sorts</li> <li>3. Use grouping and outlines</li> <li>4. Use data forms</li> <li>5. Use subtotaling</li> <li>6. Apply data filters</li> <li>7. Extract data</li> <li>8. Query databases</li> <li>9. Use data validation</li> </ol> <p>K. Using Analysis Tools</p> <ol style="list-style-type: none"> <li>1. Use the Microsoft PivotTable® autoforamt</li> <li>2. Use Goal Seek</li> <li>3. Create Microsoft PivotChart® reports</li> <li>4. Work with Scenarios</li> <li>5. Use Solver</li> <li>6. Use data analysis and PivotTable</li> <li>7. Create interactive tables for the Web with PivotTable</li> <li>8. Add fields to a table using the Web browser</li> </ol>		<p>Information Technology Industry Sector Information Support &amp; Services PW A7.0 A7.1 A7.2 A7.3</p>	<p>ELA 9-10; W; 2.5c, d 11-12; W; 1.7-1.9, 2.5a, b, c, d WO; 1.1 – 1.3  M. 7; MR; 2.6  M. 8-12; A1; 13.0, 16.0, 18.0</p>	<p>R(9-10) 2.1, 2.6 R(11-12) 2.3 W(9-12) 1.3, 1.7, 1.8 W(11-12) 1.6, 1.8, 2.6 Alg.(8-12) 13.0</p>

<p><b>III. OBJECTIVES FOR POWERPOINT MICROSOFT OFFICE SPECIALIST EXAM</b></p> <p><b>A. Creating a Presentation</b></p> <ol style="list-style-type: none"> <li>1. Delete slides</li> <li>2. Create a specified type of slide</li> <li>3. Create a presentation from a template or a wizard</li> <li>4. Navigate among different views (slide, outline, sorter, and tri-pane)</li> <li>5. Create a new presentation from existing slides</li> <li>6. Copy slide between presentations</li> <li>7. Insert headers and footers</li> <li>8. Create a blank presentation</li> <li>9. Create a presentation using the AutoContent Wizard</li> <li>10. Send a presentation via e-mail</li> </ol> <p><b>B. Modifying a Presentation</b></p> <ol style="list-style-type: none"> <li>1. Change slide order using Slide Sorter view</li> <li>2. Find and replace text</li> <li>3. Change the layout for one or more slides</li> <li>4. Modify the Slide Master</li> <li>5. Modify slide sequence in the outline pane</li> <li>6. Apply a design template</li> </ol> <p><b>C. Working with Text</b></p> <ol style="list-style-type: none"> <li>1. Check spelling</li> <li>2. Change and replace text fonts (individual slide and entire presentation)</li> <li>3. Enter text in tri-pane view</li> <li>4. Import text from Microsoft Word</li> <li>5. Change the text alignment</li> <li>6. Create a text box for entering text</li> <li>7. Use the Wrap text in TextBox feature</li> <li>8. Use the Office Clipboard</li> <li>9. Use the Format Painter</li> <li>10. Promote and Demote text in slide and outline panes</li> </ol> <p><b>D. Working with Visual Elements</b></p> <ol style="list-style-type: none"> <li>1. Add a picture from the Clip Art Gallery</li> <li>2. Add and group shapes using WordArt or the Drawing Toolbar</li> <li>3. Apply formatting</li> <li>4. Add text to a graphic using a text box</li> <li>5. Scale and size an object including clip art</li> <li>6. Create tables within PowerPoint</li> <li>7. Rotate and fill an object</li> </ol>	<b>20</b>	<p>Information Technology Industry Sector Information Support &amp; Services PW A7.0 A7.1 A7.2 A7.3</p>	<p>ELA 9-10; LS; 1.3-1.14, 2.1, 2.2, 2.5, 2.6</p>	<p><b>R(9-10) 2.1, 2.6 R(11-12) 2.3 W(9-12) 1.3, 1.7, 1.8 W(11-12) 1.6, 1.8, 2.6 Alg.(8-12) 13.0</b></p>
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Instructional Units and Competencies	Hours	Model Curr. Standards.	CA Academic Standards	CAHSEE
<p>E. Customizing a Presentation</p> <ol style="list-style-type: none"> <li>1. Add AutoNumber bullets</li> <li>2. Add speaker notes</li> <li>3. Add graphical bullets</li> <li>4. Add slide transitions</li> <li>5. Animate text and objects</li> </ol> <p>F. Creating Output</p> <ol style="list-style-type: none"> <li>1. Preview presentation in black and white</li> <li>2. Print slides in a variety of formats</li> <li>3. Print audience handouts</li> <li>4. Print speaker notes in a specified format</li> </ol> <p>G. Delivering a Presentation</p> <ol style="list-style-type: none"> <li>5. Start a slide show on any slide</li> <li>6. Use on screen navigation tools</li> <li>7. Print a slide as an overhead transparency</li> <li>8. Use the pen during a presentation</li> </ol> <p>H. Managing Files</p> <ol style="list-style-type: none"> <li>9. Save changes to a presentation</li> <li>10. Save as a new presentation</li> <li>11. Publish a presentation to the Web</li> <li>12. Use the Microsoft Office Assistant</li> <li>13. Insert hyperlink</li> </ol>		<p>Information Technology Industry Sector Information Support &amp; Services PW A7.0 A7.1 A7.2 A7.3</p>	<p>ELA 9-10; LS; 1.3-1.14, 2.1, 2.2, 2.5, 2.6</p>	<p>R(9-10) 2.1, 2.6 R(11-12) 2.3 W(9-12) 1.3, 1.7, 1.8 W(11-12) 1.6, 1.8, 2.6 Alg.(8-12) 13.0</p>

<p><b>IV. OBJECTIVES FOR ACCESS MICROSOFT OFFICE SPECIALIST EXAM</b></p> <p><b>A. Planning and Designing Databases</b></p> <ol style="list-style-type: none"> <li>1. Determine appropriate data inputs/outputs for your database</li> <li>2. Create table structure</li> <li>3. Establish table relationships</li> </ol> <p><b>B. Working with Access</b></p> <ol style="list-style-type: none"> <li>1. Use the Microsoft Office Assistant</li> <li>2. Select an object using the Objects Bar</li> <li>3. Print database objects (tables, forms, reports, and queries)</li> <li>4. Navigate through records in a table, query, or form</li> <li>5. Create a database (using a wizard or in-design view)</li> </ol> <p><b>C. Building and Modifying Tables</b></p> <ol style="list-style-type: none"> <li>1. Create tables by using the Table Wizard</li> <li>2. Set primary keys</li> <li>3. Modify field properties</li> <li>4. Use multiple data types</li> <li>5. Modify tables using Design View</li> <li>6. Use the Lookup Wizard</li> <li>7. Use the Input Mask Wizard</li> </ol> <p><b>D. Building and Modifying Forms</b></p> <ol style="list-style-type: none"> <li>1. Create a form with the Form Wizard</li> <li>2. Use the Control Toolbox to add controls</li> <li>3. Modify Format Properties (font, style, font size, color, caption, etc.) of controls</li> <li>4. Use form sections (headers, footers, and detail)</li> <li>5. Use a Calculated Control on a form</li> </ol>	<b>30</b>	<p>Information Technology Industry Sector Information Support &amp; Services PW A7.0 A7.1 A7.2 A7.3 A10.0 A10.4</p>	<p>S. 8-12; IE; a</p>	<p><b>R(9-10)</b> <b>2.1, 2.6</b> <b>R(11-12)</b> <b>2.3</b> <b>W(9-12)</b> <b>1.3, 1.7,</b> <b>1.8</b> <b>W(11-12)</b> <b>1.6, 1.8,</b> <b>2.6</b> <b>Alg.(8-12)</b> <b>13.0</b></p>
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Instructional Units and Competencies	Hours	Model Curr. Standards.	CA Academic Standards	CAHSEE
<p>E. Viewing and Organizing Information</p> <ol style="list-style-type: none"> <li>1. Use the Office Clipboard</li> <li>2. Switch between object views</li> <li>3. Enter records using a datasheet</li> <li>4. Enter records using a form</li> <li>5. Delete records from a table</li> <li>6. Find a record</li> <li>7. Sort records</li> <li>8. Apply and remove filters (filter by form and filter by selection)</li> <li>9. Specify criteria in a query</li> <li>10. Display related records in a subdatasheet</li> <li>11. Create a calculated field</li> <li>12. Create and modify a multitable select query</li> </ol> <p>F. Defining Relationships</p> <ol style="list-style-type: none"> <li>1. Establish relationships</li> <li>2. Enforce referential integrity</li> </ol> <p>G. Producing Reports</p> <ol style="list-style-type: none"> <li>1. Create a report with the Report Wizard</li> <li>2. Preview and print a report</li> <li>3. Move and resize a control</li> <li>4. Modify Format Properties (font, style, font size, color, caption, etc.)</li> <li>5. Use the Control Toolbox to add controls</li> <li>6. Use report sections (headers, footers, and detail)</li> <li>7. Use a Calculated Control in a report</li> </ol> <p>H. Integrating with Other Applications</p> <ol style="list-style-type: none"> <li>1. Import data to a new table</li> <li>2. Save a table, query, or form as a Web page</li> <li>3. Add Hyperlinks</li> </ol> <p>I. Using Access Tools</p> <ol style="list-style-type: none"> <li>1. Print database relationships</li> <li>2. Back-up and restore a database</li> <li>3. Compact and repair a database</li> </ol>		<p>Information Technology Industry Sector Information Support &amp; Services PW A7.0 A7.1 A7.2 A7.3</p>	<p>S. 8-12; IE; a</p>	<p><b>R(9-10)</b> <b>2.1, 2.6</b> <b>R(11-12)</b> <b>2.3</b> <b>W(9-12)</b> <b>1.3, 1.7,</b> <b>1.8</b> <b>W(11-12)</b> <b>1.6, 1.8,</b> <b>2.6</b> <b>Alg.(8-12)</b> <b>13.0</b></p>

Instructional Units and Competencies	Hours	Model Curr. Standards.	CA Academic Standards	CAHSEE
<p>V. Navigating and Using Outlook 2000</p> <p>A. Program Overview</p> <ol style="list-style-type: none"> <li>1. Use Outlook Help and the Microsoft Office Assistant.</li> <li>2. Move items between folders</li> <li>3. Navigate between Outlook components</li> <li>4. Modify the Outlook Master Categories List</li> <li>5. Assign items to a category</li> <li>6. Sort information using categories</li> <li>7. Use the Office Clipboard</li> </ol> <p>B. Using Contacts</p> <ol style="list-style-type: none"> <li>1. Create, edit, and delete contacts</li> <li>2. Send contact information via e-mail</li> <li>3. Organize contacts by category</li> <li>4. Manually record an activity in a journal</li> <li>5. Link activities to a Contact</li> <li>6. Sort contacts using fields</li> </ol> <p>C. Using Tasks</p> <ol style="list-style-type: none"> <li>1. Create and update one-time tasks</li> <li>2. Accept and decline tasks</li> <li>3. Organize tasks using categories</li> <li>4. Assign tasks to others</li> <li>5. Create tasks from other Outlook components</li> <li>6. Change the view for tasks</li> </ol> <p>D. Integrating Office Applications with Outlook 2000 Components</p> <ol style="list-style-type: none"> <li>1. Create and use Office documents inside Outlook 2000</li> </ol> <p>E. Using Notes</p> <ol style="list-style-type: none"> <li>1. Create and edit notes</li> <li>2. Organize and view notes</li> <li>3. Customize notes</li> </ol>	<b>10</b>	Information Technology Industry Sector Information Support & Services PW A7.0 A7.1 A7.2 A7.3		<b>R(9-10)</b> <b>2.1, 2.6</b> <b>R(11-12)</b> <b>2.3</b> <b>W(9-12)</b> <b>1.3, 1.7, 1.8</b> <b>W(11-12)</b> <b>1.6, 1.8, 2.6</b> <b>Alg.(8-12)</b> <b>13.0</b>
<p>VI. OTHER SOFTWARE APPLICATIONS</p> <p>A. Microsoft Publisher</p> <p>B. Microsoft FrontPage</p> <p>C. Photoshop</p> <p>D. HTML</p>	<b>55</b>	Information Technology Industry Sector Information Support & Services PW A7.0 A7.1 A7.2 A7.3		<b>R(9-10)</b> <b>2.1, 2.6</b> <b>R(11-12)</b> <b>2.3</b> <b>W(9-12)</b> <b>1.3, 1.7, 1.8</b> <b>W(11-12)</b> <b>1.6, 1.8, 2.6</b> <b>Alg.(8-12)</b> <b>13.0</b>

10. Additional recommended/optional items

- a. Articulation: Formalized articulation agreements should be mentioned.
- b. Academic credit:
- c. Instructional strategies:
  - Methods of Instruction:
    - 1) Demonstration
    - 2) Group & Individual Activities
    - 3) Quizzes, Tests & Final Exam
    - 4) Internet Exploration
- d. Instructional materials: DDC Publishing, Learning Microsoft Word 2000; Learning Microsoft Excel 2000; Learning Microsoft Access 2000; Learning Microsoft PowerPoint 2000; Learning Microsoft Publisher 2000.
- e. Certificates: See Below

Office Specialist exams provide a valid and reliable measure of technical proficiency and expertise by evaluating your overall comprehension of Office or Microsoft Project applications, your ability to use their advanced features, and your ability to integrate the Office applications with other software applications. Office Specialist exams are developed and validated by industry experts and are available at over 9,000 Authorized Testing Centers worldwide.

To earn the Microsoft Office Specialist (Office Specialist) certification for Microsoft Office or Microsoft Project, you must pass one or more certification exams.

Office 2000 Track	
Exams	Study Materials
<b>Master Certification:</b> Candidates must successfully complete all five of the required examinations.	
Word 2000 Expert	SAM 2000, DDC Testing Center
Excel 2000 Expert	SAM 2000, DDC Testing Center
PowerPoint 2000 Comprehensive	SAM 2000, DDC Testing Center
Access 2000 Core	SAM 2000, DDC Testing Center
<b>Expert Certification:</b> Candidates must successfully complete any one of the Expert examinations.	
Word 2000 Expert	SAM 2000, DDC Testing Center
Excel 2000 Expert	SAM 2000, DDC Testing Center
<b>Core Certification:</b> Candidates must successfully complete any one of the Core examinations.	
Word 2000 Core	SAM 2000, DDC Testing Center
Excel 2000 Core	SAM 2000, DDC Testing Center
PowerPoint 2000 Comprehensive	SAM 2000, DDC Testing Center
Access 2000 Core	SAM 2000, DDC Testing Center