

# Unit 3: Database Management Features of Microsoft Word and Excel

Content Area: **Business**  
Course(s): **Advanced Computer Applications**  
Time Period: **2nd Marking Period**  
Length: **1 Marking Period**  
Status: **Published**

## Unit Overview

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Student will synthesize and apply the database management features of Microsoft Word and Excel.

## Transfer

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Students will be able to independently use their learning to...

-create and integrate effective and professional products for both personal and business use.

## Meaning

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## Understandings

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Students will understand...

-Databases and how databases are organized.

-Features of Word for organizing, linking, and working with data (These may include: searching, replacing, bookmarking, hyper linking, Go To, sorting, filtering, and merging data).

-Features of Excel for organizing, linking, and working with data (These may include: searching, replacing, bookmarking, hyper linking, Go To, sorting, multiple level sorting, and filtering).

-Methods of designing/creating, saving, manipulating, and printing a database using Excel. (This will include printing specific sections of a database/worksheet using hide and print area features.)

-Methods of designing/creating and executing mail merges using data sources (lists of recipients) created in both Word and in Excel. (This will include selecting/filtering recipients.)

## **Essential Questions**

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Students will keep considering...

-What are the database management features of Microsoft Word and Excel? How can I apply these features to be more efficient and productive in the workplace and in my personal life?

## **Application of Knowledge and Skill**

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### **Students will know...**

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Students will know...

-Databases and how databases are organized.

-Features of Word for organizing, linking, and working with data (These may include: searching, replacing, bookmarking, hyper linking, Go To, sorting, filtering, and merging data).

-Features of Excel for organizing, linking, and working with data (These may include: searching, replacing, bookmarking, hyper linking, Go To, sorting, multiple level sorting, and filtering).

-Methods of designing/creating, saving, manipulating, and printing a database using Excel. (This will include printing specific sections of a database/worksheet using hide and print area features.)

-Methods of designing/creating and executing mail merges using data sources (lists of recipients) created in both Word and in Excel. (This will include selecting/filtering recipients.)

### **Students will be skilled at...**

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Students will ...

-Identify and define databases and how databases are organized.

-Synthesize and apply features of Word for organizing, linking, and working with data (These may include: searching, replacing, bookmarking, hyper linking, Go To, sorting, filtering, and merging data).

-Synthesize and apply features of Excel for organizing, linking, and working with data (These may include: searching, replacing, bookmarking, hyper linking, Go To, sorting, multiple level sorting, and filtering).

-Synthesize and apply methods of designing/creating, saving, manipulating, and printing a database using Excel. (This will include printing specific sections of a database/worksheet using hide and print area features.)

-Synthesize and apply methods of designing/creating and executing mail merges using data sources (lists of

recipients) created in both Word and in Excel. (This will include selecting/filtering recipients.)

## **Academic Vocabulary**

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Database

Find & Replace

Bookmark

GoTo

Hyperlink

Sort & Filter

Mail Merge

## **Learning Goal 1**

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Student will synthesize and apply the database management features of Microsoft Word and Excel.

- Student will synthesize and apply the database management features of Microsoft Word and Excel.

CAEP.9.2.12.C.3

Identify transferable career skills and design alternate career plans.

CAEP.9.2.12.C.7

Examine the professional, legal, and ethical responsibilities for both employers and employees in the global workplace.

TECH.8.1.12

Educational Technology: All students will use digital tools to access, manage, evaluate, and synthesize information in order to solve problems individually and collaborate and to create and communicate knowledge.

TECH.8.1.12.A.2

Produce and edit a multi-page digital document for a commercial or professional audience and present it to peers and/or professionals in that related area for review.

TECH.8.1.12.A.4

Construct a spreadsheet workbook with multiple worksheets, rename tabs to reflect the data on the worksheet, and use mathematical or logical functions, charts and data from all worksheets to convey the results.

TECH.8.1.12.A.5

Create a report from a relational database consisting of at least two tables and describe the process, and explain the report results.

TECH.8.1.12.A.CS1

Understand and use technology systems.

TECH.8.1.12.A.CS2

Select and use applications effectively and productively.

TECH.8.1.12.B	Creativity and Innovation: Students demonstrate creative thinking, construct knowledge and develop innovative products and process using technology.
TECH.8.1.12.B.CS1	Apply existing knowledge to generate new ideas, products, or processes.
TECH.8.1.12.B.CS2	Create original works as a means of personal or group expression.
TECH.8.1.12.C.CS2	Communicate information and ideas to multiple audiences using a variety of media and formats.
TECH.8.1.12.D.CS1	Advocate and practice safe, legal, and responsible use of information and technology.
TECH.8.1.12.E	Research and Information Fluency: Students apply digital tools to gather, evaluate, and use information.
TECH.8.1.12.E.CS3	Evaluate and select information sources and digital tools based on the appropriateness for specific tasks.
TECH.8.1.12.E.CS4	Process data and report results.
TECH.8.2.12.A.CS1	The characteristics and scope of technology.
TECH.8.2.12.A.CS3	The relationships among technologies and the connections between technology and other fields of study.
TECH.8.2.12.E.1	Demonstrate an understanding of the problem-solving capacity of computers in our world.

## Target 1

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Identify and define databases and how databases are organized.

- Identify and define databases and how databases are organized.

## Target 2

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Synthesize and apply features of Word for organizing, linking, and working with data (These may include: searching, replacing, bookmarking, hyper linking, Go To, sorting, filtering, and merging data).

- Synthesize and apply features of Word for organizing, linking, and working with data (These may include: searching, replacing, bookmarking, hyper linking, Go To, sorting, filtering, and merging data).

## Target 3

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Synthesize and apply features of Excel for organizing, linking, and working with data (These may include: searching, replacing, bookmarking, hyper linking, Go To, sorting, multiple level sorting, and filtering).

- Synthesize and apply features of Excel for organizing, linking, and working with data (These may include: searching, replacing, bookmarking, hyper linking, Go To, sorting, multiple level sorting, and filtering).

## Target 4

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Synthesize and apply methods of designing/creating, saving, manipulating, and printing a database using Excel. (This will include printing specific sections of a database/worksheet using hide and print area

features.)

- Synthesize and apply methods of designing/creating, saving, manipulating, and printing a database using Excel. (This will include printing specific sections of a database/worksheet using hide and print area features.)

## **Target 5**

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Synthesize and apply methods of designing/creating and executing mail merges using data sources (lists of recipients) created in both Word and in Excel. (This will include selecting/filtering recipients.)

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## **Summative Assessment**

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- Applied Projects
- Applied Quiz/Test
- Optional Classroom Survey
- Optional Written Quiz/Test

## **Formative Assessment and Performance Opportunities**

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- Applied Activities/Projects
- Guided Practice
- Peer Review
- Reflective Discussion
- Teacher Observation

## **Accommodations/Modifications**

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- Application problems for extra practice
- Projects/scenarios related to student personal interests incorporating this unit's content/skills/features
- Scenarios for critical thinking

## **Unit Resources**

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- Guest Speakers
- Internet Resources
- Technology Software & Hardware

- Textbooks
- Videos

## **Interdisciplinary Connections**

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LA.RST.11-12.3	Follow precisely a complex multistep procedure when carrying out experiments, taking measurements, or performing technical tasks; analyze the specific results based on explanations in the text.
LA.WHST.11-12.6	Use technology, including the Internet, to produce, share, and update writing products in response to ongoing feedback, including new arguments or information.
LA.WHST.11-12.8	Gather relevant information from multiple authoritative print and digital sources, using advanced searches effectively; assess the strengths and limitations of each source in terms of the specific task, purpose, and audience; integrate information into the text selectively to maintain the flow of ideas, avoiding plagiarism and overreliance on any one source and following a standard format for citation.
MA.K-12.1	Make sense of problems and persevere in solving them.
MA.K-12.5	Use appropriate tools strategically.
MA.S-IC.B.6	Evaluate reports based on data.