

# Unit 8: Integration of Microsoft Programs (Word, Excel, PowerPoint, Outlook, and Publisher)

Content Area: **Business**  
Course(s): **Advanced Computer Applications**  
Time Period: **4th Marking Period**  
Length: **1 Marking Period**  
Status: **Published**

## Unit Overview

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Students will assess and integrate Microsoft Word, Excel, PowerPoint, Outlook, and Publisher with each other and supporting applications such as the internet, scanner, and digital camera.

- Students will assess and integrate Microsoft Word, Excel, PowerPoint, Outlook, and Publisher with each other and supporting applications such as the internet, scanner, and digital camera.

## Transfer

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

-Communicate and effectively organize personal data while creating integrated documents, workbooks, presentations, and publications.

## Meaning

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## Understandings

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Students will understand...

- The concept of integration.
- The relationships among the major software applications covered in this course of study.
- How to move and copy content among the major software applications covered in this course of study.
- Supporting equipment/applications. (These may include: other Microsoft applications, the internet, scanner, digital camera, storage devices, and/or drawing programs such as Paint.)
- Integration of supporting equipment/applications with the major software applications used in this course of study.

## **Essential Questions**

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Students will keep considering...

-What is integration, and how does it apply to the content of this course? How can I apply integration to be more 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...

- The concept of integration.
- The relationships among the major software applications covered in this course of study.
- How to move and copy content among the major software applications covered in this course of study.
- Supporting equipment/applications. (These may include: other Microsoft applications, the internet, scanner, digital camera, storage devices, and/or drawing programs such as Paint.)
- Integration of supporting equipment/applications with the major software applications used in this course of study.

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

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Students will ...

- Assess and apply the concept of integration.
- Assess and apply the relationships among the major software applications covered in this course of study.
- Apply the skills of moving and copying content among the major software applications covered in this course of study.
- Identify and analyze supporting equipment/applications. (These may include: other Microsoft applications, the internet, scanner, digital camera, storage devices, and/or drawing programs such as Paint.)
- Integrate supporting equipment/applications with the major software applications used in this course of study.

## Academic Vocabulary

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Integration, Internet, Scanner, Digital Camera, mail merge, capstone project, effectiveness, efficiency, etc.

## Learning Goal 1

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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.

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### **Target 1**

Assess and apply the concept of integration.

- Assess and apply the concept of integration.

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### **Target 2**

Assess and apply the relationships among the major software applications covered in this course of study.

- Assess and apply the relationships among the major software applications covered in this course of study.

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### **Target 3**

Apply the skills of moving and copying content among the major software applications covered in this course of study.

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### **Target 4**

Identify and analyze supporting equipment/applications. (These may include: other Microsoft applications, the internet, scanner, digital camera, storage devices, and/or drawing programs such as Paint.)

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### **Target 5**

Integrate supporting equipment/applications with the major software applications used in this course of study.

- Integrate supporting equipment/applications with the major software applications used in this course of study.

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### **Summative Assessment**

- 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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MA.K-12.1	Make sense of problems and persevere in solving them.
MA.K-12.5	Use appropriate tools strategically.
LA.RH.11-12.7	Integrate and evaluate multiple sources of information presented in diverse formats and media (e.g., visually, quantitatively, qualitatively, as well as in words) in order to address a question or solve a problem.
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.
MA.S-MD.B.5b	Evaluate and compare strategies on the basis of expected values.

