

# Unit 1 - Computer Applications

Content Area: **21st Century Life & Careers**  
Course(s): **Business and Consumer Math**  
Time Period: **Semester 1**  
Length: **5 Months**  
Status: **Published**

## Unit Introduction

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## Standards

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BUS.9-12.9.4.12.D.11	Develop and deliver formal and informal presentations using appropriate media to engage and inform audiences.
BUS.9-12.9.4.12.D.21	Employ technological tools to expedite workflow.
BUS.9-12.9.4.12.D.24	Operate writing and publishing applications to prepare business communications.
BUS.9-12.9.4.12.D.25	Operate presentation applications to prepare and deliver presentations.
BUS.9-12.9.4.12.D.26	Employ spreadsheet applications to organize and manipulate data.

## Essential Questions

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- What is the Format Painter and what is it used for?
- How do you create, format, and edit a Word Document with pictures?
- Where do you go to add citations and references to a research paper?
- Why is it important to create a business letter with a letterhead and table?
- Where do you enter the formulas, functions and formatting in Excel?

## Content / Skills

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- Checking spelling as you type
- Formatting text and paragraphs
- Inserting digital pictures in a Word Document
- Format pictures
- Correct errors and revise a document
- Using a header to number pages of a document
- Modify paragraph indentation
- Insert and edit citations and their sources
- Create a bibliographical list of sources
- Cut, copy, and paste text
- Change margins
- Change text wrapping
- Add a border to a paragraph
- Convert a hyperlink to regular text

- Insert a Word table, enter data in the table and format the table
- Create a title and text slide
- Create a multi-level bulleted list
- Insert clips and pictures into a slide with and without a content placeholder
- Select slide transitions
- Change theme colors
- Format slide backgrounds
- Apply effects to a shape
- Format text using the Format Painter
- Color a picture
- Add artistic effects to a picture
- Insert and edit a video clip
- Insert audio
- Use the sum button to sum a range of cells
- Copy the contents of a cell to a range of cells using the fill handle
- Apply cell styles
- Create a Clustered Cylinder chart
- Change worksheet name and tab color
- Use the AutoCalculate area to display statistics
- Enter formulas using the keyboard and Point Mode
- Apply the AVERAGE, MAX and MIN functions
- Verify a formula using Range Finder
- Change the column width and row height.
- Set margins, headers, and footers in Page Layout View
- Rotate text in a cell
- Copy, paste, insert and delete cells
- Format numbers using format symbols
- Freeze and unfreeze rows and columns
- Use absolute and mixed cell references in a formula
- Use the IF function to perform a logical test
- Use the Format Painter button to format cells
- Create a 3-D Pie Chart on a separate chart sheet
- Answer what-if questions