Unit 2 - Computer Applications

Content Area: **21st Century Life & Careers**
Course(s): **Business and Consumer Math**
Time Period: **Semester 2**
Length: **3 - 4 Months**
Status: **Published**

Unit Introduction

Standards

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

- What are the main differences between Microsoft Office and Google Apps?
- How do you create, format, and edit a document on Google with pictures?
- Where do you go to share your work with other members of your group?
- Why is it more beneficial to create a project in Google Apps as opposed to Microsoft Office?
- Where do you enter the formulas, functions and formatting in Google Sheets?

Content / Skills

- Checking spelling as you type
- Formatting text and paragraphs
- Inserting digital pictures in a Google Doc
- Format pictures
- Correct errors and revise a document
- Using a header to number pages of a document
- Modify paragraph indentation
- Cut, copy, and paste text
- Insert a table into Google Docs, 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
- Format slide backgrounds

- Format text using the Format Painter
- Color a picture
- Add artistic effects to a picture
- 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
- Change worksheet name and tab color
- Use the AutoCalculate area to display statistics
- Apply the AVERAGE, MAX and MIN functions
- Change the column width and row height.
- Copy, paste, insert and delete cells
- Format numbers using format symbols
- Create a 3-D Pie Chart on a separate chart sheet