

## Learning Microsoft Office 365 Level 1

### STRAND 1: Students will be able to identify common features and organize files across a variety of software programs.

#### Standard 1

Demonstrate these common functions in software applications.

- Cut p. 52
- Copy p. 52
- Paste p. 52
- Undo p. 105
- Redo p. 105
- Save p. 19
- Modify print settings p. 21
- Export as PDF pp. 256-257
- Find pp. 243-244
- Find + Replace p. 245
- Spell check pp. 189-191
- Zoom p. 46
- Format and edit text options p. 31
- Font Style p. 31
- Font Color p. 31
- Font Size p. 31
- Bold pp. 31-32
- Italicized pp. 31-32
- Underline pp. 31-32
- Apply various font styles and font sizes to the text within a document pp. 31-32
- Headers: located in the margin area at the top of a page. This information is repeated on each page and thus enables the reader to easily navigate the document. p. 87
- Footers: located in the margin area at the bottom of a page. This information is repeated on each page and thus enables the reader to easily navigate the document. p. 87
- Apply advanced text options using superscript, subscript, and capitalization (lowercase, uppercase, title case) p. 134
- Insert hyperlinks p. 596
- Insert symbols and special characters p. 320
- Identify the difference between Save and Save As. p. 19
- Save is a command that creates an original file and location or updates changes made in a document while keeping the original file name and location. p. 19
  
- Save As is a command that creates a copy of a current document and allows the user to rename and/or relocate the document. p. 19

#### Standard 2

Demonstrate best practices for file management.

- Perform basic file management system tasks. p. 16
- Define file management system as software that manages the storage of data files. p. 16

- Create and delete files. p. 13
- Define file as storage of computer-recorded data. p. 9
- Create and delete folders. p. 11
- Define folders as an icon on a computer used to access a directory of file storage. pp. 9-10
- Create subfolders. p. 11
- Define subfolders as a folder contained within another folder. p. 11
- Duplicate files. p. 64
- Identify where deleted content is contained (i.e. recycle bin, trash can, permanently deleted). p. 7
- Demonstrate the ability to sort and locate files based on search terms and file type. pp. 9-10
- Rename files and save in a new location. p. 389

### **Standard 3**

Identify and navigate through common software application screen components

- Locate the various toolbars, menus, and document window pp. 35-36
  - Utilize the ruler to edit a document p. 83
  - Explain the purpose of the status bar p. 17
  - Identify and explore the different options within the navigation pane p. 247
  - Apply and edit the different zoom options p. 46
  - Utilize the scroll bars to navigate through a document p. 48
  - Identify the purpose for different graphic objects (WordArt, image/picture, shapes, and text boxes) p. 176
- Apply and edit different graphic object formats (size and position, text wrapping, borders and shading, shape fill/outline, rotate/flip) pp. 160-167

## **STRAND 2: Students will explore word processing software and the many practical and creative applications for both personal and career development**

### **Standard 1**

Apply and format basic editing and formatting tools within a document

- Built-in styles: combinations of formatting characteristics that you can apply to text to quickly change its appearance. For example, applying the Heading 1 style might make the text bold, Arial, and 16 point, and applying the Heading 2 style makes text bold, italic, Arial, and 14 point. p. 97
  - Paragraph options: Paragraph formatting commands are in the Home → Paragraph group. Left to right, from the top, you find buttons to add bullets and numbers, apply indents, and short paragraphs, show the paragraph mark, align paragraphs, adjust line spacing, change the background color, and add borders. p. 112, p. 117, p. 141, p. 176
  - Tabs: used for aligning text in a word processor by moving the cursor to a predefined position p. 120
  - Background: color/page color p. 299
  - Watermark: a faint design made in some paper during manufacture that is visible when held against the light and typically identifies the maker p. 123
  - Paragraph Spacing: determines the amount of space above or below a paragraph p. 112
- Vertical Text alignment: determines the position of the text within a section of a document relative to the top and bottom margins p. 110
- Horizontal Text alignment: positions the text evenly between the margins on either side of the page. p. 109

- Paragraph Indent options: (left, right, hanging, and first line) p. 117
- Text bullets and numbering: (customize and list levels) pp. 141-143
- Format images: size & rotation, text wrapping, color adjustments, borders p. 160, p. 165, pp. 757-759

### **Standard 2**

Identify, and define functions used to review, navigate and edit a document

- Thesaurus: to explore alternative words. Lists words in groups of synonyms and related concepts. p. 193
- Format painter: lets you copy all of the formattings from one object and apply it to another one p. 319
- Bookmark: used to help navigate through a document. A bookmark is a feature that lets you tag words, pictures, charts, or other objects to quickly find and view them again later. p. 246

### **Standard 3**

Modify a table within a document through the use of insert, delete, and select the entire table.

Define the parts of a table. p. 210

- Rows: horizontal alignment of data p. 210
- Columns: vertical alignment of data p. 210
- Cells: part of a table where a row and column intersect and leave a field to enter text into p. 210
- Size, merge, and split cells within a table p. 229
- Enhance the appearance of a table using borders, shading/color, and styles p. 215
- Align text within a table and a cell (top, bottom, right, left, center) Use icons for test p. 215
- Sort data within a table p. 238
- Alphabetically: the order of the letters of the alphabet p. 238
- Numerically: sorted by numbers p. 238

### **Standard 4**

Insert references appropriately to a document. References provide the information for readers to identify and retrieve each work cited in the text. Cover the following references and when it is important to use each one. Commonly used in formal reports, thesis papers, project reports, and business plans

- Cover page: represents the main highlighted part of your document that contains the document title, pictures, company logo, or information about the document file. p. 322

- Table of contents: listing all the headings in the document in outline order, as well as the page number that each heading appears on.
- Citations: the way you tell your readers that certain material in your work came from another source and gives your readers the information necessary to find that source again. Citations may include Information about the Author(s) or Editor(s). The Title of the Work. The Publisher. The Date published. p. 293, pp. 297-298
- Footnote: appears on the bottom of the page that contains the sentence to which it refers. p. 295
- Endnotes: are listed at the end of the paper on separate pages p. 295
- Bibliography: list of sources referred to in a document p. 293, p. 298
- Caption Properties: the text identifies or describes the object with which it is associated an image, textbox, and figure p. 167
- Comments: useful when needing to make note of something that requires attention or needs fixed, or provide additional information pp. 339-341

### **Standard 5**

Format and customize page layout options within a document.

- Templates: predefined page layout, fonts, margins, and styles to enhance productivity p. 254, p. 258

- Margins: the blank spaces that line the top, bottom, and left and right sides of a document. pp. 109-110
- Section breaks: used to divide the document into sections, change the layout or formatting in one section of your document pp. 284-285
- Page breaks: mark the point at which one-page ends and the next page begins p. 293
- Page orientation: portrait (vertical) or landscape (horizontal) layout pp. 285-286
- Page numbers within a document p. 286
- Columns within a document (multiple columns, spacing between columns, lines between columns) pp. 306-309

**STRAND 3: Students will explore spreadsheets and the careers that use them. Spreadsheets can be used to solve problems that require organization, calculation, scheduling, and other work-related needs.**

**Standard 1**

Identify, define and modify cells, worksheets, and workbooks in a spreadsheet program. Include customizing, formatting, and layout options; creating, opening, importing and exporting, copying, and moving worksheets in a workbook.

- Workbooks: a single spreadsheet pp. 369-371
- Worksheets: a group of worksheets, identified by tabs at the bottom of a worksheet. p. 369, p. 373
- Cell References: A definition in a cell that refers to the contents of another cell p. 369
- Formula bar: a field at the top of a spreadsheet that shows the contents of the current cell and allows you to create and view formulas. p. 369
- Name box: lets you select cells or ranges by entering a reference or range name. p. 372
- Sheet Tabs: Reference labels on a workbook that identifies the data inside the worksheet. p. 369
- File formats for spreadsheets: .xls, csv pp. 604-607
- Edit and customize text formatting p. 399
- Merge & center p. 401
- Wrap text: a command that formats the text in a cell to wrap a line underneath each other. p. 406, 410
- Align text p. 409
- Edit and customize Number formatting: to change the appearance of a number within a cell to reflect the type of information being displayed. p. 402
- General p. 402
- Currency p. 402
- Accounting p. 402
- Date & time p. 402
- Decimal
- Apply and modify styles to cell
- Wrap text p. 406, 410
- Cell styles p. 399
- Cell alignment p. 401, pp. 410-411
- Apply and manage view options p. 374, pp. 488-500
- Freeze panes: keeps specific rows or columns visible when you scroll in the worksheet. p. 499

- Split window: you can view two areas of a sheet by splitting it into separate panes where you can scroll in both panes independently. p. 500
- Zoom: changes the scale of a worksheet. When you want to see more or less of a worksheet, use Zoom to increase or decrease the magnification. p. 374
- Continue a series or pattern into neighboring cells using the fill handle: a feature used to extend and fill several numbers, dates, or text to other cells. pp. 406-408
- Edit and customize cell size (row height, column width,) p. 411
- AutoFit: automatically adapts to appropriate height and width based on font size. p. 411

### Standard 2

Manage Data to create, format, and modify tables, charts, and graphs

- Insert, move, delete, and copy a worksheet range: a collection of cells pp. 416-418
- Utilize named range: naming a range of cells. p. 472
- Manipulate data in worksheets pp. 429-431
  - Auto Fill: when entering a predictable series, it will automatically enter data. p. 651
  - paste options pp. 429-431
- Sort and filter data within a worksheet pp. 466-467
  - Ascending: from A-Z or from the smallest number to largest. p. 466
  - Descending: from Z-A or from largest number to smallest. p. 466
- Multiple fields
- Create charts pp. 536-542
  - Line chart: displays data points connected by straight lines and shows information (trends) that changes over time. pp. 540-541
  - Pie chart: displays data in a circular graph showing the percentage of the whole. pp. 540-541
  - Column chart: displays rectangular bars to show a comparison between categories. pp. 540-541
- Modify and format charts pp. 560-564
  - Add data series: a row or column of numbers that are entered in a worksheet and then used to plot a chart. pp. 536-542
  - Add and modify chart elements: this makes your chart easier to read such as chart titles, legends, and data labels. p. 537
  - Apply chart layouts: contains the information for the structure and design of the various graphs. pp. 537-538
  - Apply chart styles: adjusts the format of several chart elements all at once. pp. 540-541
- Summarize data visually pp. 540-541
  - Sparklines: tiny chart in a worksheet cell that provides a visual representation of data. pp. 536-542
  - Conditional formatting: changes the appearance of a cell range based on a condition. p. 651

### Standard 3

Differentiate and apply formulas and functions

FORMULA SYNTAX

START p. 426

FUNCTION p. 426

ARGUMENTS p. 426

= p. 426

SUM p. 426

(A1+A2) p. 426

• Formulas vs. Functions	p. 423
• Formula: an expression that operates on values in a range of cells or a cell. For example, =A1+A2+A3, which finds the sum of the range of values from cell A1 to cell A3.	p. 423
• Function predefined formulas in Excel. For example: =SUM(A1:A3). The function sums all the values from A1 to A3.	p. 423
• Insert cell references	
• Relative reference: a cell reference is a relative reference, which means that the reference is relative to the location of the cell.	p. 429
• Absolute reference: a reference that is “locked” so that rows and columns won’t change when copied.	p. 429
• Mixed references: only part of the reference is fixed, either the row or the column, and the other part is relative.	p. 432
• Coding functions including	
SUM	p. 426
IF STATEMENTS	pp. 477-485
MAX	p. 454
MIN	p. 454
COUNT	p. 454
COUNTIF	pp. 483-484
VLOOKUP	pp. 670-671
HLOOKUP	pp. 670-672
• Apply total rows style: a preset style for totals.	pp. 463-466
• View in show formula mode: displays formulas and functions in the worksheet.	p. 443
• Error messages	pp. 510-511
• Formatting Error #####	p. 510
• Name Error ( #NAME? )	
• Value Error ( #VALUE! )	p. 992
• Division Error ( #DIV? 0! )	pp. 426-427
• Null Error ( #NULL! )	
• Reference Error ( #REF! )	p. 434

**STRAND 4: Students will explore and create a slideshow to learn essential communication for real-world and office applications.**

**Standard 1**

Identify, define and modify a slideshow by learning the essentials needed for the office.

• Customize slideshow:	pp. 692-697
• Modify placeholders: a preformatted container on a slide for content (text, graphics, or video). The preset formatting makes it easier to format slides consistently.	p. 695
• Modify layout	p. 702
• Size: change the size of the slide(s)	pp. 709-710
• Theme: preset formatting of a slideshow in text size, colors, placement, and graphic features.	p. 696
• Font style	p. 723
• Format background	p. 812

- Edit basic slide master/theme builder: this is the top slide in a hierarchy of slides that stores information about the theme. p. 819
- Arrange and title Sections: to organize your slides into meaningful groups
- Insert and edit objects pp. 757-759
- Picture pp. 757-759
- Table p. 840
- Chart p. 846
- Diagram/SmartArt: is a visual representation of your information and ideas pp. 794-799
- Sound p. 834
- Video p. 831
- Slide management
- Insert p. 702
- Move p. 740
- Delete p. 738
- Reuse: obtain slide(s) from another slideshow p. 738

## **Standard 2**

Demonstrate and use enhanced tools to make slideshows more engaging to the audience.

- Apply custom animation effects: Applied to text, images, or graphics that move when entering or leaving a slide for added emphasis. pp. 823-826
- Entrance p. 823
- Emphasis p. 823
- Exit p. 823
- Motion path p. 823
- Apply a transition: the visual effect that occurs when you move from one slide to the next during a presentation to a slide(s) within a slideshow p. 744
- Edit animation timing: the time that it takes for an object to enter or exit the slide. p. 825
- Slide order: rearrange the slides p. 740
- Format images and shapes: pp. 758-760, pp. 771-772, p. 794
  - Size & rotation p. 758
  - Text wrapping - formatting words around an image p. 160
  - Color adjustments p. 759, p. 798
  - Borders p. 716
- Screenshots + screen clippings p. 760
- Hyperlinks: a link from a file or document, typically activated by clicking on a highlighted word or image on the screen p. 4
- Action buttons: an object on a slide that performs an action when clicked p. 917
- Speaker notes: notes visible in the presenter view but not the audience p. 692
- Add alt text to graphic elements for accessibility: tells a screen reader what is in the image p. 565
- Configure slideshow options
- Set up timings: slide(s) move on a chosen amount of seconds to the next slide p. 825

- Presentation view: allows a presenter to preview the slide before it is seen by the audience.
- Loop: to play the slideshow again without stopping

pp. 830-833

Speaker notes: help you remember what to say when you present. Print them, or use Presenter view to see your notes, while the audience sees only your slides.

p. 692

**STRAND 5: Students will identify the courses that will help them to be a pathway completer as well as potential careers as an office administrator, executive assistant, project manager, information clerk, and many more.**

**Standard 1**

**Business, Finance and Marketing Pathways**

- Identify the “Explorer” courses offered at your school
- Identify the “Concentrator” courses taught at your school
- Identify the “Completer” course for the Business, Finance and Marketing Pathways

**Standard 2**

Explore the Certifications, Degrees and Tech college programs in your local region

Certifications available through your school

- Utah BOS Skills certification
- Microsoft Office Specialist certification
- Adobe Creative Associate certification

Degrees Available in your local region

- Associate degree in Business Administration, Business Information, Business Technology
- Most state colleges offer a bachelors in Business Management, Human Resource Management
- Masters in Business Administration
- Western Governors University
- MBA
- Business Management
- University of Utah: Certificate in Digital Literacy
- MTEC, Ogden/Weber Tech, Uintah Basin Tech
- Digital Media
- BTech: Business Technology
- UVU Marketing and Digital Marketing
- Professional Sales Certificate
- USU Huntsman Business School

**Standard 3**

Careers in Business Administration

- Explore current job postings in this field to introduce students to the fact that this is a high wage high demand field. There are many options that are available based on different strengths.