**COURSE GOALS:**

* Incorporate safety procedures in handling, operating, and maintaining tools and machinery; handling materials;
* utilizing personal protective equipment; maintaining a safe work area; and handling hazardous materials and forces.
* Demonstrate effective workplace and employability skills, including communication, awareness of diversity, positive work ethic, problem-solving, time management, and teamwork.
* Explore the range of careers available in the field and investigate their educational requirements, and
* demonstrate job-seeking skills including resume-writing and interviewing.
* Advocate and practice safe, legal, responsible, and ethical use of information and technology tools specific to the industry pathway.
* Participate in a Career and Technical Student Organization (CTSO) to increase knowledge and skills and to enhance leadership and teamwork.
* Discuss and demonstrate ways to value diversity.
* Manage advanced word processing document options and settings.
  + a. Manage templates, macros, and multiple documents using word processing software.
  + b. Prepare documents for collaboration using editing functions and protecting documents using passwords.
  + c. Use language-specific features, configure editing, and display languages to set language options.
* 2. Utilize advanced word processing editing and formatting features.
  + a. Perform advanced editing and formatting with word processing software.
  + Examples: wildcards to replace special characters, formatting, styles, paste options
  + b. Configure paragraph layout options.
  + Examples: hyphenation, line numbers, pagination options
  + c. Create and modify paragraph and character styles using word processing software.
* 3. Create custom document elements using advanced word processing software.
  + a. Mark, create, and update index entries software, including tables of contents, captions, and tables of figures.
  + b. Create and manage document building blocks.
  + c. Create custom design elements.
  + Examples: color sets, font sets, themes, style sets
  + d. Create and manage tables of figures using captions and configuring caption properties.
* 4. Create and modify advanced word processing features.
  + a. Manage forms by adding custom fields, modifying field properties, and inserting and configuring standard
  + content controls.
  + b. Create and modify macros.
  + Examples: Record, name, and edit simple macros. Copy macros to other documents or templates.
  + c. Create mail merged documents, labels, and envelopes using recipient lists and merged fields.
* Manage workbook options and settings.
  + Manage workbooks using advanced features including save as template, copy macros, and reference data from other spreadsheets.
  + Manage workbook review in word processing software, including restrict editing, protect, encrypt with password, configure formula calculation options, manage workbook versions, and protect workbook structure features.
* 6. Apply custom data formats, layouts, and validation to workbooks.
* Apply advanced conditional formatting and filtering to workbooks using spreadsheet software.
  + Create and modify custom workbook elements using spreadsheet software.
  + Prepare a workbook for internationalization, modifying currency, text, and other elements as needed, using spreadsheet software.
* 7. Create advanced workbook formulas using spreadsheet software.
* Apply functions in formulas by performing logical operations including AND, OR, NOT, and nested
  + functions and statistical operations including SUMIFS, AVERAGEIFS, and COUNTIFS functions in spreadsheet software.
  + Look up data by using functions VLOOKUP, HLOOKUP, MATCH, and INDEX with spreadsheet software.
  + Apply advanced date and time functions including NOW and TODAY functions and serializing numbers using spreadsheet software.
  + Use financial functions of spreadsheet software to perform data analysis and business intelligence including import, transform, combine, display, connect, and consolidate data; perform what-if analysis; use cube functions; and calculate data.
  + Troubleshoot formulas by utilizing trace precedence and dependence, monitor cells and formulas, validate formulas by using error checking, and evaluate formulas.
  + Define and manage named ranges and objects by name cells, data ranges, and tables.
* 8. Create advanced charts and tables with workbook data in spreadsheet software.
* Add trendlines to charts and create dual-axis charts.
  + Create and modify pivot tables by changing field selections and options, creating slicers, grouping data,
  + adding calculated fields, and formatting data.
  + Create and modify pivot charts by manipulating options in existing charts, applying styles, and drilling down
  + into details, using spreadsheet software.
* **9.** Build tables using database software.
  + a. Import data into tables and from other databases, create linked tables from external sources, and create a table
  + from a template with application parts.
  + b. Customize tables by hiding fields, adding total rows and descriptions, and renaming tables.
  + c. Manage records in tables by updating, adding, deleting, sorting, and filtering records, appending records from external data, and finding and replacing data.
  + d. Create and modify fields using add and delete fields; add validation rules; change field captions, sizes, and data types; configure fields to auto-increment; set default values; and use input masks.
* 10. Create and manage database forms.
  + a. Create and save forms and create a form from a template with application parts.
  + b. Configure form controls by moving, adding, and removing form controls; modifying data sources; setting form control properties; managing labels; and adding subforms.
  + c. Format forms using modify tab order; configure print settings; sort records by form field; apply a theme;
  + control form positioning; and insert backgrounds, headers, footers, and images.
* 11. Create database reports.
  + a. Create reports based on query or table, in design view, and using a wizard.
  + b. Configure report controls by group and sort fields, modify data sources, add report controls, and add and modify labels.
  + c. Format reports using multiple columns, add calculated fields, control report positioning, format report elements, change report orientation, insert header and footer information, insert images, and apply a theme.
* 12. Utilize digital technology applications on the Internet for business, personal, and educational uses.
  + a. Present a digital portfolio encompassing all programs used during the course.
  + Examples: website, blog, slideshow
  + b. Collaborate using cloud computing by designing, saving, uploading, and sharing documents, presentations, and calendars in an online account.
  + Example: cloud-based filing repositories
  + c. Utilize social networking as a business tool to create professional portfolios and blogs.
* 13. Devise and apply methods of modifying d ocuments to be more accessible to people with disabilities.

Examples: use headings, lists, meaningful hyperlinks, alternate text for images, tables; identify document language