PCA1 (Personal Computer Apps 1) – Grade level 9th through 12th

Big Idea –
Microsoft Word can be utilized in a variety of ways to create effective communication documents.

Essential Question-
How is Microsoft Word utilized to create effective communication documents?

Concepts	PA Core/Competencies	Resources	Assessments
Microsoft Word can be used to create a variety of flyers. Microsoft Word can be used to create MLA reports. Microsoft Word can be used to create business letters with letterhead.	**15.4.12.G.** Create an advanced digital project using sophisticated design and appropriate software/applications.	Microsoft Office Suite 2010 (Word, PowerPoint, Excel, and Publisher) - Software Microsoft Office 2010 Introductory, by Shelly Cashman & Misty Vermaat, Cengage Learning, Boston, MA 2011	Teacher lead chapter tutorials. End of chapter assignments.

Vocabulary
Tabs, ribbon, file, file path, font theme, font color, insertion point, clip art, WordArt, template.

PCA1 (Personal Computer Apps 1) – Grade level 9th through 12th

Big Idea –
Microsoft PowerPoint can be utilized in a variety of ways to create effective presentations.

Essential Question-
How is Microsoft PowerPoint utilized to create effective presentations?

Concepts	PA Core/Competencies	Resources	Assessments
Microsoft PowerPoint can be used to create a presentation with clip art. Microsoft PowerPoint can be used to create a presentation with pictures, shapes, and WordArt. Microsoft PowerPoint can be used to create a presentation with media added.	**15.4.12.G.** Create an advanced digital project using sophisticated design and appropriate software/applications.	Microsoft Office Suite 2010 (Word, PowerPoint, Excel, and Publisher) - Software Microsoft Office 2010 Introductory, by Shelly Cashman & Misty Vermaat, Cengage Learning, Boston, MA 2011	Teacher lead chapter tutorials. End of chapter assignments.

Vocabulary
Slide, slide sorter, clip art, transition, animation.

PCA1 (Personal Computer Apps 1) – Grade level 9th through 12th

Big Idea –
Microsoft Excel can be utilized in a variety of ways to create spreadsheets.

Essential Question-
How is Microsoft Excel utilized to create spreadsheets?

Concepts	PA Core/Competencies	Resources	Assessments
Microsoft Excel can be used to create a spreadsheet with an embedded chart. Microsoft Excel can be used to calculate a variety of math formulas, and utilize function calls. Microsoft Excel can be used to create an if-then statement within a spreadsheet.	**15.4.12.G.** Create an advanced digital project using sophisticated design and appropriate software/applications.	Microsoft Office Suite 2010 (Word, PowerPoint, Excel, and Publisher) - Software Microsoft Office 2010 Introductory, by Shelly Cashman & Misty Vermaat, Cengage Learning, Boston, MA 2011	Teacher lead chapter tutorials. End of chapter assignments.

Vocabulary
Worksheet, workbook, cell, column, row, range, function call, formula, formula bar.

PCA1 (Personal Computer Apps 1) – Grade level 9th through 12th

Big Idea –
Microsoft Publisher can be utilized to create a variety of effective communication documents.

Essential Question-
How is Microsoft Publisher utilized to create a variety of effective communication documents?

Concepts	PA Core/Competencies	Resources	Assessments
Microsoft Publisher can be used to create a flyer. Microsoft Publisher can be used to create a trifold brochure. Microsoft Publisher can be used to create a newsletter.	**15.4.12.G.** Create an advanced digital project using sophisticated design and appropriate software/applications.	Microsoft Office Suite 2010 (Word, PowerPoint, Excel, and Publisher) - Software Microsoft Office 2010 Introductory, by Shelly Cashman & Misty Vermaat, Cengage Learning, Boston, MA 2011	Teacher lead chapter tutorials. End of chapter assignments.

Vocabulary
Building blocks, color scheme, crop, thumbnails, story.