

Wyoming Department of Education Required Virtual Education Course Syllabus

Niobrara County School District # 1

Program Name	Wyoming Virtual Academy	Content Area	VE
Course ID	D-TCH-112V1-CEN	Grade Level	9-12
Course Name	CEN Microsoft Word 2016	# of Credits	0.5
SCED Code	12006G0.5011	Curriculum Type	K12 Inc

COURSE DESCRIPTION

Using a project based approach, students are introduced to Microsoft® Word® 2016. This course walks students through basic to advanced features by experimenting with document creation. Forms of documents created include research papers, business letters, resumes, form letters and mailing labels. Students work through these hands on projects to hone skills in formatting, page layout, macro creation, and a vast variety of commonly used word processing tools.

WYOMING CONTENT AND PERFORMANCE STANDARDS

STANDARD#	BENCHMARK (Standard/Indicator) Use the Standards and Benchmarks as Spreadsheets
CV12.2.1	College and career-ready students communicate clearly, effectively, and with reason.
CV12.2.2	College and career-ready students identify and model integrity, ethical leadership and effective management skills.
CV12.2.4	College and career-ready students apply safe, legal, and responsible use of information and technology as appropriate to the task.
CV12.3.1	College and career-ready students identify and define authentic problems and significant questions for investigation.
CV12.3.2	College and career-ready students identify trends, forecast possibilities, and explore complex systems and issues.
CV12.3.3	College and career-ready students employ valid and reliable research strategies and apply prior knowledge to solve a problem or complete a project.
CV12.4.2	College and career-ready students determine the meaning of symbols, key terms, and other content-specific words and phrases as they are used in technical context. (*Adapted from CCSS RL.9.11)
CV12.4.3	College and career-ready students acquire, manipulate, analyze, diagnose, and/or report information, using the appropriate technology.
CV12.4.4	College and career-ready students precisely follow a complex multistep procedure when performing technical tasks. (*Adapted from CCSS RL.9.3)
CV12.5.1	College and career-ready students manage resources to develop, analyze, and implement systems and applications.
CV12.5.2	College and career-ready students productively complete tasks taking constraints, priorities and resources into account.

CV12.5.3	College and career-ready students safely and ethically use current industry-standard tools and emerging technologies.	
SCOPE AND SEQUENCE		
UNIT OUTLINE	STANDARD#	OUTCOMES OBJECTIVES/STUDENT CENTERED GOALS
Unit 1: Creating, Formatting and Editing a Word Document with a Picture	CV12.2.2 CV12.2.4 CV12.3.1 CV12.3.2 CV12.3.3 CV12.4.2 CV12.4.3 CV12.4.4 CV12.5.1 CV12.5.2 CV12.5.3	<ul style="list-style-type: none"> • Enter text in a Word document • Check spelling as you type • Format paragraphs • Format text • Undo and redo commands or actions • Change theme colors • Insert digital pictures in a Word document • Resize pictures • Format pictures • Add a page border • Adjust spacing • Correct errors and revise a document
Unit 2: Creating a Research Paper with References and Sources	CV12.2.2 CV12.2.4 CV12.3.1 CV12.3.2 CV12.3.3 CV12.4.2 CV12.4.3 CV12.4.4 CV12.5.1 CV12.5.2 CV12.5.3	<ul style="list-style-type: none"> • Describe the MLA documentation style for research papers • Modify a style • Change line and paragraph spacing in a document • Use a header to number pages of a document • Apply formatting using keyboard shortcuts • Modify paragraph indentation • Insert and edit citations and their sources • Add a footnote to a document • Insert a manual page break • Create a bibliographical list of sources • Cut, copy, and paste text • Find text and replace text • Find a synonym • Check spelling and grammar at once • Look up information
Unit 3: Creating a Business Letter with a Letterhead and Table	CV12.2.2 CV12.2.4 CV12.3.1 CV12.3.2 CV12.3.3 CV12.4.2 CV12.4.3 CV12.4.4 CV12.5.1 CV12.5.2 CV12.5.3	<ul style="list-style-type: none"> • Change margins • Insert and format a shape • Change text wrapping • Insert an online picture and format it • Insert a symbol • Add a border to a paragraph • Clear formatting • Convert a hyperlink to regular text • Apply a style • Set and use tab stops • Insert the current date • Create, modify, and insert a building block

		<ul style="list-style-type: none"> • Insert a Word table, enter data in the table, and format the table • Address and print an envelope
Unit 4: Creating a Document with a Title Page, Lists, Tables, and a Watermark	<p>CV12.2.2 CV12.2.4 CV12.3.1 CV12.3.2 CV12.3.3 CV12.4.2 CV12.4.3 CV12.4.4 CV12.5.1 CV12.5.2 CV12.5.3</p>	<ul style="list-style-type: none"> • Border a paragraph • Change paragraph indentation • Insert and format a SmartArt graphic • Apply character effects • Insert a section break • Insert a Word document in an open document • Insert formatted headers and footers • Sort paragraphs and tables • Use the format painter • Add picture bullets to a list • Create a multilevel list • Modify and format Word tables • Sum columns in a table • Create a watermark • Change theme fonts
Chapter 5: Using a Template to Create a Resume and Sharing a Finished Document	<p>CV12.2.2 CV12.2.4 CV12.3.1 CV12.3.2 CV12.3.3 CV12.4.2 CV12.4.3 CV12.4.4 CV12.5.1 CV12.5.2 CV12.5.3</p>	<ul style="list-style-type: none"> • Use a template to create a document • Change document margins • Personalize a document template • Indent a paragraph • Customize theme fonts • Create and modify a style • Insert a building block • Save a Word document as a PDF file and edit a PDF file • Run the compatibility checker • Enable others to access a document on OneDrive • Send a Word document using email • Save a Word document as a webpage • Format text as a hyperlink • Change a style set
Chapter 6: Generating Form Letters, Mailing Labels, and a Directory	<p>CV12.2.1 CV12.2.2 CV12.2.4 CV12.3.1 CV12.3.2 CV12.3.3 CV12.4.2 CV12.4.3 CV12.4.4 CV12.5.1 CV12.5.2 CV12.5.3</p>	<ul style="list-style-type: none"> • Explain the merge process • Use the Mail Merge task pane and the Mailings tab on the ribbon • Use a letter template as the main document for a mail merge • Create and edit a data source • Insert merge fields in a main document • Use an IF field in a main document • Merge form letters • Select records to merge • Sort data records • Address and print mailing labels and envelopes • Change page orientation • Merge all data records to a directory • Convert text to a table
Chapter 7: Creating a Newsletter with a Pull-Quote and Graphics	<p>CV12.2.2 CV12.2.4 CV12.3.1 CV12.3.2</p>	<ul style="list-style-type: none"> • Insert and format WordArt • Set custom tab stops • Crop a graphic • Rotate a graphic

	<p>CV12.3.3 CV12.4.2 CV12.4.3 CV12.4.4 CV12.5.1 CV12.5.2 CV12.5.3</p>	<ul style="list-style-type: none"> • Format a document in multiple columns • Justify a paragraph • Hyphenate a document • Format a character as a drop cap • Insert a column break • Insert and format a text box • Copy and paste using a split window • Balance columns • Modify and format a SmartArt graphic • Copy and paste using the Office Clipboard • Add an art page border
<p>Chapter 8: Using Document Collaboration, Integration, and Charting Tools</p>	<p>CV12.2.2 CV12.2.4 CV12.3.1 CV12.3.2 CV12.3.3 CV12.4.2 CV12.4.3 CV12.4.4 CV12.5.1 CV12.5.2 CV12.5.3</p>	<ul style="list-style-type: none"> • Insert, edit, view, and delete comments • Track changes • Review tracked changes • Compare documents • Combine documents • Link an Excel worksheet to a Word document • Break a link • Create a chart in Word • Format a Word chart • View and scroll through side-by-side documents • Create a new document for a blog post • Insert a quick table • Publish a blog post
<p>Chapter 9: Creating a Reference Document with a Table of Contents and an Index</p>	<p>CV12.2.2 CV12.2.4 CV12.3.1 CV12.3.2 CV12.3.3 CV12.4.2 CV12.4.3 CV12.4.4 CV12.5.1 CV12.5.2 CV12.5.3</p>	<ul style="list-style-type: none"> • Insert a screenshot • Add and modify a caption • Create a cross-reference • Insert and link text boxes • Compress pictures • Work in Outline view • Work with a master document and subdocuments • Insert a cover page • Create and modify a table of contents • Use the Navigation Pane • Create and update a table of figures • Build, modify, and update an index • Create alternating footers • Add bookmarks
<p>Chapter 10: Creating a Template for an Online Form</p>	<p>CV12.2.2 CV12.2.4 CV12.3.1 CV12.3.2 CV12.3.3 CV12.4.2 CV12.4.3 CV12.4.4 CV12.5.1 CV12.5.2 CV12.5.3</p>	<ul style="list-style-type: none"> • Save a document as a template • Change paper size • Change page color • Insert a borderless table in a form • Show the Developer tab • Insert plain text, drop-down list, check box, rich text, combo box, and date picker content controls • Edit placeholder text • Change properties of content controls • Insert and format a rectangle shape • Customize a theme • Protect a form

		<ul style="list-style-type: none"> • Open a new document based on a template • Fill in a form
<p>Chapter 11: Enhancing an Online Form and Using Macros</p>	<p>CV12.2.2 CV12.2.4 CV12.3.1 CV12.3.2 CV12.3.3 CV12.4.2 CV12.4.3 CV12.4.4 CV12.5.1 CV12.5.2 CV12.5.3</p>	<ul style="list-style-type: none"> • Unprotect a document • Specify macro settings • Convert a table to text • Insert and edit a field • Create a character style • Apply and modify fill effects • Change a shape • Remove a background from a graphic • Apply an artistic effect to a graphic • Insert and format a text box • Group objects • Record and execute a macro • Customize the Quick Access Toolbar • Edit a macro's VBA code