*Welcome to the Mr. Beighle’s Microsoft Word 2016*

*and PowerPoint 2016 Class.*

**Course Intro:**

This is a course utilizing MicrosoftLessons and Online Resources to enable students to become proficient in Microsoft Word 2016 and PowerPoint 2016. The ultimate goal is for all students to gain Microsoft Office Specialist certification credentials in both Word and PowerPoint.

**Course Schedule:**

|  |  |  |
| --- | --- | --- |
| **ES #2016** | **Unit Titles/Essential Standards and Indicator Statements(The Learner will be able to:)** | **Course Weight** |
|  | Total Course Weight | 100% |
| 1.00 | Understand word processing software application skills using Microsoft Word 2016. | 30% |
| 1.01 | Understanding Word |  |
| 1.02 | Basic Editing |  |
| 1.03 | Character Formatting |  |
| 1.04 | Paragraph Formatting |  |
| 1.05 | Managing Text Flow |  |
| 1.06 | Creating Tables |  |
| 1.07 | Working with Themes, Style Sets, Backgrounds, Quick Parts, and Text Boxes |  |
| 1.08 | Using Illustrations and Graphics |  |
| 1.09 | Formatting a Research Paper |  |
| 2.00 | Understand advanced word processing skills using Microsoft Word 2016. | 20% |
| 2.01 | Managing Document Changes |  |
| 2.02 | Advanced Editing and Formatting |  |
| 2.03 | Protecting and Sharing Documents |  |
| 2.04 | Customizing Documents |  |
| 2.05 | Using Macros, QuickParts, and Content Links |  |
| 2.06 | Using Fields, Forms and Indexes |  |
| 2.07 | Performing Mail Merges |  |
| 3.00 | Understand presentation software application skills using Microsoft PowerPoint 2016. | 50% |
| 3.01 | PowerPoint Essentials |  |
| 3.02 | Presentation Basics |  |
| 3.03 | Working with Text |  |
| 3.04 | Designing a Presentation |  |
| 3.05 | Adding Tables to Slides |  |
| 3.06 | Using Charts in a Presentation |  |
| 3.07 | Creating SmartArt Graphics |  |
| 3.08 |  Adding a Graphics to a Presentation |  |
| 3.09 | Using Animation and Multimedia |  |
| 3.10 | Securing and Sharing a Presentation |  |
| 3.11 | Delivering a Presentation |  |

\**Dates and curriculum may change based upon student needs*

*and can be changed at the teachers discretion.*

**Class Requirements:**

* Be on time to class, ready to learn! The tardy policy will be enforced.
* ***RESPECT-*** At all times respect is expected to be show to Mr. Beighle, your fellow classmates and anyone else who may be a guest to our classroom.
* Our “Classroom Policy and School Discipline Procedure” will be followed.
* You may have a beverage with a lid in this classroom however food is not allowed.

**Supplies Needed:**

* A flash drive (at least 4 GB).

**Food and Beverages:**

* Due to our room, B1, being a Computer Lab, food of any kind is prohibited. Drinks that have a screw on lid will be allowed as long as it is consumed away from the students work area. Thank you for your help and understanding enforcing this policy.

**Procedures:**

|  |  |
| --- | --- |
| Questions/Help | 1. Raise your hand for help. Do Not “call out”.
2. Always read instructions first before asking for help.
 |
| Equipment | 1. Only use equipment assigned to you.
2. Do not change computer settings!
3. Handle equipment with extreme care.
4. Check your computer at the beginning of class and let me know immediately if something is missing or not working.
5. Hands off switches, cords, plugs, etc.
6. Intentionally damaging or causing disruptions with equipment will result in disciplinary actions.
 |
| Moving Around the Classroom | 1. Do not get out of your seat when the teacher is teaching or giving instructions. Raise your hand if there is an immediate need.
2. You may quietly sharpen pencils, throw away trash, get needed materials, etc. during independent work.
 |
| Talking | 1. **Absolutely no talking when the teacher is teaching and giving instructions.**
2. During computer work, you may quietly ask questions of your neighbors as long as you are not bothering them.
 |
| Leaving the Classroom | 1. You must have a pass to leave the room.
2. All students are required to sign in/out on the sign out sheet.
3. No one is allowed out of class during the first 10 min. or last 10 min. of class. (school policy)
 |
| End of Class | 1. Logout of your computer and return to your desk 5 min. before the bell. (I will let you know when it’s time)
2. Review and ask questions.
 |
| Dismissal | 1. Remain in your seat until the bell rings. **Do not stand at the door.**
 |
| Fire Drills, “codes”, alerts | 1. Follow the teacher’s instructions and take all safety drills seriously.
2. Stay with the class at all times.
 |

**Grading:**

|  |  |  |
| --- | --- | --- |
| **Certification Exams****(to be counted as a test grade)** | **Computer Lab Exercises and Projects** | **Tests/Quizzes** |
| * Must score **700** to obtain certification.

|  |
| --- |
| **Certification Exams** |
| **Range** | **Score** |
| 700 | 93 |
| 701-744 | 94 |
| 745-788 | 95 |
| 789-831 | 96 |
| 832-874 | 97 |
| 875-917 | 98 |
| 918-960 | 99 |
| 961-1000 | 100 |

* Students scoring below 700 will receive a pro-rated grade based upon their level of mastery. Students are encouraged to retest until they achieve certification.
 | * Each Microsoft Lesson includes lab exercises to practice real-world situations that utilize the software.
* Completion of labs is critical for success with software certification.
* Teacher-developed projects will measure skills learned during lab assignments.
 | * Weekly Quizzes
* Online Tests on each objective.
* Tests at the end of each Unit/Standard

**Final Exam****The final exam at the end of the semester is a N.C. CTE State Assessment and will count 25% of the student’s final average.** |

**Why Should You Want to Obtain Microsoft Office Certification?**

* Certification will document your knowledge of the software.
* Microsoft is a recognized industry leader.
* It will give you the cutting edge against job or college applicants who do not have certification.
* You may receive college credit (depends on the college).
* Take Microsoft certification exams now while it is free to you.

*Please sign below as acknowledgement to these policies.*

Student Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_

Parent Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_