

# STRANDS AND STANDARDS

## BUSINESS OFFICE SPECIALIST



### Course Description

This course applies advanced concepts and principles using word processing, spreadsheets, databases, and electronic presentation software. Students may have the opportunity to obtain a Microsoft Office Specialist industry certificate through Microsoft and Certiport per district discretion. The certification is recognized worldwide as the best method for employers to validate computer skill proficiency. Students will integrate applications learned. This course builds on skills included in Digital Literacy.

<b>Intended Grade Level</b>	9 – 12
Units of Credit	0.5
Core Code	32.02.00.00.216
Concurrent Enrollment Core Code	32.02.00.13.216
Prerequisite	None
Skill Certification Test Number	251
Test Weight	0.5
<b>License Type</b>	CTE and/or Secondary Education 6-12
<b>Required Endorsement(s)</b>	
Endorsement 1	Business and Marketing Information Tech.
Endorsement 2	Business and Marketing (CTE/General)

## STRAND 1

**Students will build on basic word processing skills to create and manage documents.**

### Standard 1

Review basic editing and formatting tools within a document

- Format and edit text options
  - Apply various font styles and font sizes to text within a document
  - Apply advanced text options using superscript, subscript, capitalization (lowercase, uppercase, title case)
  - Apply and modify styles, insert hyperlinks (to a web page, email, within a document), and clear formatting to text within a document
  - Format styles for use in text, tables, and lists (Normal, Heading, Title)
- Format and edit paragraph options
  - Apply before and after paragraph spacing
  - Identify text alignment (vertical and horizontal)
  - Apply various indent options to a paragraph (left, right, hanging, and first line)
  - Edit and customize text bullets and numbering (customize and list levels)

### Standard 2

Identify and navigate through common software application (word processing, spreadsheet, presentation, and database) screen components

- Locate the various toolbars, menus, and document window
- Utilize the ruler to edit a document
- Explain the purpose of the status bar
- Identify and explore the different options within the navigation pane
- Apply and edit the different zoom options
- Utilize the scroll bars to navigate through a document

### Standard 3

Customize graphic objects within a document

- Identify the purpose for different graphic objects (WordArt, image/picture, shapes, and text boxes)
- Apply and edit different graphic object formats (size and position, text wrapping, borders and shading, shape fill/outline, rotate/flip)

### Standard 4

Review, navigate and edit a document

- Navigate through a document using Find and Replace
- Edit a document using spell check
- Use the thesaurus to explore alternative words
- Apply current formatting throughout a document using the format painter

- Explore and utilize different design themes within a document
- Create bookmarks to help navigate through a document

### Standard 5

Create and modify a table within a document

- Insert a table and modify rows/columns (add, delete, select entire table)
- Format cells within a table (add, delete, size, merge, split)
- Enhance the appearance of a table using borders, shading/color, and styles
- Align text within a table and a cell (top, bottom, right, left, center)
- Sort data within a table alphabetically, chronologically, and numerically

### Standard 6

Create and manage simple references within a document

- Apply simple references appropriately to a document (cover page, table of contents, citations, footnote/endnote, bibliography)
- Apply and modify caption properties to an image, textbox and figure
- Review and insert comments throughout a document

### Standard 7

Format and customize page layout options within a document

- Understand the purpose of templates to enhance productivity
- Create, modify and apply custom margins within a document
- Identify and insert various section and page breaks within a document
- Edit page orientation
- Insert and customize headers and footers and page numbers within a document
- Apply and customize columns within a document (multiple columns, spacing between columns, lines between columns)
- Customize and set tabs within a document
- Customize background color/page color

### Standard 8

Code macros within a document

- Record and play a macro
- Assign a keyboard shortcut to run a macro

### Standard 9 (Optional for Industry Certification)

Apply advanced document setting, properties, formatting, and options

- Edit document properties (title, keywords/tags, subject)
- Edit display options (enable/disable print background color, always show paragraph marks)
- Edit save option (auto recovery options, embed fonts)
- Edit advanced options (print pages in reverse order)
- Inspect the document for hidden properties and personal information
- Apply a theme (color, font style, effects)
- Insert and customize a page border

## Performance Skills

Use word processing software to create:

- Reports that include:
- Title/cover page, headings, table of contents, page numbers, header or footer, section/page break(s), in-text citations, and footnotes/endnotes
- Table with merged/split cells, borders and shading, and sorted data (this table may be included in reports, letters, etc.)
- Code and record a macro and assign it to a keyboard shortcut

## STRAND 2

**Students will build on spreadsheet skills to create and manage worksheets.**

### Standard 1

Create and edit worksheets and workbooks

- Create new workbooks and add worksheets from existing workbooks
- Open/Import files into an existing worksheet
- Copy and move worksheets within a workbook

### Standard 2

Identify and navigate through common software application screen components

- Identify and manage cell data using the formula bar
- Explain the purpose of the name box
- Manage and customize sheet tabs options (rename, tab color)

### Standard 3

Customize formatting and layout options within a workbook/worksheet

- Insert and customize headers and footers
- Edit and customize text formatting (Merge & center, wrap text, align text)
- Edit and customize number formatting (general, currency, accounting, date & time, decimal, etc.)
- Define and explore options with conditional formatting
- Insert, move, delete, and copy ranges of a worksheet
- Apply and modify styles to cell or table
- Apply and manage view options (Freeze panes, split window, zoom)
- Continue a series or pattern into neighboring cells using the fill handle
- Edit and customize cell size (row height, column width, AutoFit)
- Sort and filter data within a worksheet (ascending, descending, multiple fields)

### Standard 4

Create and code formulas and functions within a workbook/worksheet

- Create customized formulas
- Identify relative and absolute cell references
- Differentiate and apply basic functions (MAX, MIN, COUNT, AVERAGE, SUM)

- Differentiate and apply logical functions (SUMIF, AVERAGEIF, COUNTIF)
- Differentiate and apply text functions (PROPER, RIGHT, LEFT, MID, LOOKUP, CONCATENATE)
- Name and reference a range of cells
- Record and play a macro
  - Assign a keyboard shortcut to run a macro

### Standard 5

Create and edit charts/graphs within a worksheet

- Differentiate between chart/graph types (pie, bar, column, line)
- Create a chart in a new sheet or within a worksheet
- Customize chart elements (styles, legends, titles, labels, axis, borders, fill)
- Embed a chart as an object in current worksheet
- Understand the purpose of the “switch row/column data” option when editing a chart/graph

### Standard 6

Set and manage page layout and print settings within a workbook

- Understand and manage printing options (Fit worksheet to specified number of pages, scaling, print area, print multiple sheets, print selection of cells)
- Understand and manage page layout options (Turn on/off gridlines, print row/column headings, Repeat rows and/or columns headings)
- Prepare a worksheet for review through show/hide formulas tool
  - Keyboard shortcut **ctrl + `** (grave accent key)

### Standard 7 (Optional for Industry Certification)

Apply advanced document setting, properties, and options

- Edit document properties (title, keywords/tags, subject)
- Manage save options (auto-recovery options)
- Apply banded rows and columns within a worksheet

### Performance Skills

Use spreadsheet software to create:

- Workbooks (with two or more worksheets) that include:
  - References to other worksheet cells in the workbook
  - Formulas with absolute and relative cell references
  - Coding functions including MAX, MIN, COUNT, COUNTIF
  - Print options including formulas, gridlines, row/column headings, scaling
  - Sort and filter data
- Charts
  - Pie, bar, column, line
  - Apply various formatting
- Code and record a macro and assign it to a keyboard shortcut

## STRAND 3

**Students will build on electronic presentation skills to create and manage slideshows.**

### Standard 1

Create and modify a slideshow

- Apply appropriate design principles (professional business presentation)
- Edit basic slide master options (size, theme, font style)
- Arrange and customize content placeholders
- Apply custom animation effects (entrance, emphasis, exit, motion path)
- Edit animation timing and order (start, duration, delay)
- Apply a transition to a slide(s) within a presentation
- Insert and edit objects (picture, table, chart, diagram, sound, and video)
- Insert hyperlinks and action buttons
- Add speaker notes to slides

### Standard 2 (Optional for Industry Certification)

Apply advanced document setting, properties, and options

- Customize slide master (header/footer,
- Insert custom slides (slide layout, slides from outline, reuse slides)
- Create custom slide show (hide slides, record timing)

### Performance Skills

Use presentation software to create:

- Slideshows, demonstrating professional quality design following generally accepted presentation guidelines that include:
  - Transitions with automatic timing
  - Custom animations
  - Objects (charts, diagrams, tables, sound, video)
  - Links and action buttons
- Speaker notes, handouts, and outlines

## STRAND 4

**Students will acquire basic database skills to create and manage data.**

### Standard 1

Create and modify a database

- Define database and database management systems
- Define and identify database terminology (data source, field, record, table, primary key, queries, reports)
- Create and edit fields within a database (create new records, add/delete fields, change field names and properties)
- Preview and print reports within a database

**Standard 2**

Navigate effectively within a database

- Understand and demonstrate how to navigate to specific records
- Set navigation options (filter)
- Alternate between view options (database view, design view)

**Performance Skills**

Use database software to create a table including fields and records.

Complete a project that combines the use of at least two of the following: word processing, spreadsheet, and electronic presentation software.

**Skill Certificate Test Points by Strand**

Test Name	Test #	Number of Test Points by Strand										Total Points	Total Questions
		1	2	3	4	5	6	7	8	9	10		
<b>Business Office Specialist</b>	251	20	24	8	4							56	45