

Teacher's Notes

Computer Applications I

Word—PowerPoint—Excel--Access



Total Time: 18 weeks (One Semester)

General Overview for Computer Applications I

Major Concepts/Content: Computer Application I: Cyber Café is designed to provide the student with the opportunity to expand technology knowledge and apply various technology applications. This course will equip the student with the necessary technology tools for personal use, employment and advanced education.

Major Instructional Activities: The Cyber Café offers a full menu of application modules with core requirements for word processing, database, spreadsheet, presentation software and information literacy skills. After completion of the required core modules, based upon interest or need, a student may select any of the other modules. Students will have the opportunity to test out of any core module. Instruction will be provided in a lab utilizing individualized instruction and electronic learning services. The Cyber Café menu includes but is not limited to the following options:

*Word Processing	Information Literacy
*Spreadsheets	E-Communications
*Databases	Graphics
*Presentations	Operating Systems
Imaging Programs	Wireless Devices and Innovations
*Security	Code of Ethics
Self and Society	*Integrated Projects
<i>*LAPS developed summer of 2002</i>	

Resources:

Text: Microsoft Office 2000, Introductory Concepts and Techniques: Enhanced Edition

CD: Teaching Tools: Course Technology and Instructional Materials

Note: There is student workbook available; however it was not available for LAP development.

LAPS: Individual LAPS on Information Literacy, graphics, security, and other modules from the menu will need to be developed or selected from LAPS that have been developed from other courses. Perhaps, one could find excellent lesson plans on the Internet.

Time Frame:

Text is divided into four core sections: Word, Excel, PowerPoint and Access. Each section is divided into 5-week sections except PowerPoint which is 3 weeks.

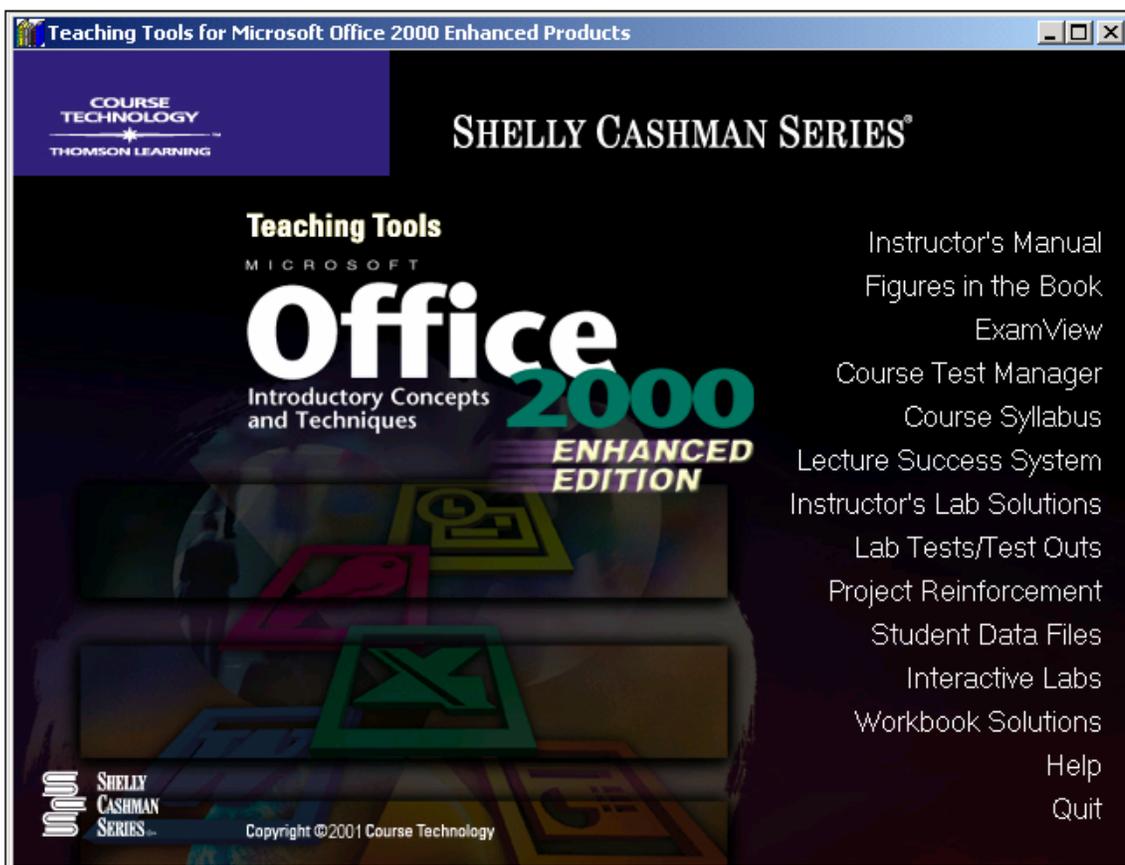
Assessment:

Assessments are available for project in three different formats: True/False; Multiple Choice and Short Answers. These assessment instruments are located on the Teaching Tools CD that each instructor should have. Assessments are located under project reinforcement. Answers for the assessment are located on the same CD. It was suggested that a Rubric might be developed to evaluate Projects.

Management of Materials:

Perhaps you might wish to tear the textbook apart and divide into individual sections and place into a loose leaf binder: example, Excel in one, Word in another, etc.

LAPS for Outlook was not developed. The Microsoft Integration Lap, the Introduction for Windows 2000 Professional and Office 2000 were developed. If time permits, you may wish to utilize the Microsoft Integration 2000 unit as it is one of the selections from the Cyber Café menu. In every selection from the text, after project 3, there is an internet project—you may wish to have students continue with these projects. At this time, LAPS have not been developed.

Teaching Tools CD:***Opening Main Menu of Teaching Tools CD***

Highlight the title and you will receive a brief description explaining content of that area.

When you select one of the areas, you will be taken to another menu where you may select the application/project with which you are working.

It is suggested that you might wish to install all areas of the Teaching Tools CD onto your harddrive.

Copy student data files to network or student directory so students can access needed files to complete assignments/projects. Students will select the files they need for assignments.

Interactive Labs (on teacher's CD) has several short tutorials on various applications and computer related topics. These could be useful as an introduction or review of topics.

Review any of the four core portions of the Quick Reference Summary available at www.scsite.com/off2000/qr.htm.

MICROSOFT Office 2000

Shelly/Cashman/Vermaat

Quick Reference Summary

In the Microsoft Office 2000 applications, you can accomplish a task in a number of ways. The following five tables (one each for Word, Excel, Access, PowerPoint, and Outlook) provide a quick reference to each task presented in this textbook. You can invoke the commands listed in the MENU BAR and SHORTCUT MENU columns using either the mouse or keyboard.

Click the application link below to display the Quick Reference Summary for the application.

[Microsoft Access 2000](#)

[Microsoft Outlook 2000](#)

[Microsoft Excel 2000](#)

[Microsoft PowerPoint 2000](#)

[Microsoft Frontpage 2000](#)

[Microsoft Publisher 2000*](#)

[Microsoft Word 2000](#)

* This Quick Reference requires the Adobe Acrobat Reader plug-in. The free reader can be downloaded by clicking the button below.

