



# Hamburg Area School District

## Course Guide

Name:	Microsoft Office Certification (6285)
Grade(s):	10-12
Length:	<i>Place an X next to the correct option</i>
X	Full-Year (180 Sessions)
	Semester (90 Sessions)
	Quarter (45 Sessions)
	Other (Specify):
Text:	N/A
Approved on:	February 27, 2023

### Description:

Microsoft Office Certification will provide students to proficiently use basic and advanced applications of Microsoft Word, PowerPoint, and Excel. This course will be a preparation for an industry recognized credential—the Microsoft Office\* Specialist (MOS) certification for Microsoft Office. The purpose of this course is to prepare students to qualify for entry-level positions in the business/office sector and prepare students for college courses in a computer related field. (Satisfies the computer technology requirements)

Microsoft Office Certification

Unit: Microsoft Word-Managing Documents

Unit Length: 3 weeks

ESSENTIAL QUESTION- ESSENTIAL CONTENT	PERFORMANCE OBJECTIVES	CERTIPORT MO-100 OBJECTIVES	ASSESSMENT/ ACTIVITY
How can I efficiently navigate within a document?	<ul style="list-style-type: none"><li>• Use various methods to search for text</li><li>• Create links to specific locations within a document</li><li>• Use various methods to move to specific locations or objects in a document</li><li>• Show/hide formatting symbols</li><li>• Show/hide hidden text</li></ul>	1.1	<p>Students will create a document that includes but is not limited to:</p> <ul style="list-style-type: none"><li>• Navigating within document</li><li>• Links to areas in a document</li><li>• Adjustments to margins, line spacing</li><li>• Header/Footer information</li><li>• Page background</li><li>• Inspecting document for issues</li></ul> <p>The project will be submitted as a Word document as well as a .pdf.</p>
In what ways can a document format be adjusted?	<ul style="list-style-type: none"><li>• Adjust the setup of a page including but not limited to margins, line spacing, and tabs</li><li>• Apply a style set</li><li>• Insert and modify headers and footers</li><li>• Apply a page background</li></ul>	1.2	
How do you save and share documents?	<ul style="list-style-type: none"><li>• Save documents in alternative file formats (.rtf, .txt, .pdf, .xps)</li><li>• Modify basic document properties (change title, tag or comment properties and add or remove an author) and print settings (multiple copies on one or both sides, collated pages, selecting different paper sources if printer has multiple paper trays, landscape/portrait orientation, paper size)</li><li>• Share documents electronically</li></ul>	1.3	
How do you inspect documents for issues?	<ul style="list-style-type: none"><li>• Locate and remove hidden properties and personal information</li><li>• Locate and correct accessibility issues (check document for content that people with disability might have a hard time reading) and compatibility issues (check for features not supported by earlier versions)</li></ul>	1.4	

Microsoft Office Certification

Unit: Microsoft Word–Formatting Text, Paragraphs, and Sections

Unit Length: 2 weeks

ESSENTIAL QUESTION- ESSENTIAL CONTENT	PERFORMANCE OBJECTIVES	CERTIPORT MO-100 OBJECTIVES	ASSESSMENT/ ACTIVITY
How can I quickly insert and adjust text and paragraphs?	<ul style="list-style-type: none"><li>• Use various methods to find and/or replace text</li><li>• Insert symbols and special characters</li></ul>	2.1	<p>Students will create a document that includes but is not limited to:</p> <ul style="list-style-type: none"><li>• Inserting and formatting text</li><li>• Inserting symbols/characters</li><li>• Using text effects</li><li>• Applying a text style</li><li>• Adjusting line spacing</li><li>• creating and configuring sections</li></ul>
How do you format text and paragraphs?	<ul style="list-style-type: none"><li>• Apply text effects such as shadow and glow</li><li>• Apply font formatting by using Format Painter and built-in styles to text</li><li>• Set line and paragraph spacing (ex: single, double, etc.)</li><li>• Clear formatting</li></ul>	2.2	
How do you create and configure document sections?	<ul style="list-style-type: none"><li>• Format text into multiple columns</li><li>• Insert page section and column breaks</li><li>• Change page setup options for a section</li></ul>	2.3	

Microsoft Office Certification

Unit: Microsoft Word- Manage Tables and Lists

Unit Length: 2 weeks

ESSENTIAL QUESTION- ESSENTIAL CONTENT	PERFORMANCE OBJECTIVES	CERTIPORT MO-100 OBJECTIVES	ASSESSMENT/ ACTIVITY
How do you create tables in a Word document?	<ul style="list-style-type: none"><li>• Convert text to tables, tables to text</li><li>• Create tables by giving a specific number of rows and columns</li></ul>	3.1	Students will create a document that includes but is not limited to: <ul style="list-style-type: none"><li>• creating and modifying tables and lists</li></ul>
How do you modify tables in a Word Document?	<ul style="list-style-type: none"><li>• Sort data in tables</li><li>• Set cell margins and spacing</li><li>• Learn to merge and split cells, resize tables, rows, and columns</li><li>• Apply a repeating row header</li></ul>	3.2	
How do you create and modify lists in a Word Document?	<ul style="list-style-type: none"><li>• Format paragraphs as numbered and bulleted lists</li><li>• Change and define bullet characters and number formats</li><li>• Increase and decrease lists levels</li><li>• Restart and continue list numbering</li><li>• Set starting number values</li></ul>	3.3	

Microsoft Office Certification

Unit: Microsoft Word- Create and Manage References

Unit Length: 2 weeks

ESSENTIAL QUESTION- ESSENTIAL CONTENT	PERFORMANCE OBJECTIVES	CERTIPOINT MO-100 OBJECTIVES	ASSESSMENT/ ACTIVITY
How do you create and manage reference elements?	<ul style="list-style-type: none"><li>• Insert and modify footnotes and endnotes</li><li>• Create and modify bibliography citation sources</li><li>• Insert citations for bibliographies</li></ul>	4.1	Students will create a document that includes but is not limited to: <ul style="list-style-type: none"><li>• creating and managing reference elements (footnotes, endnotes, bibliographies) and tables</li></ul>
How do you create and manage reference tables?	<ul style="list-style-type: none"><li>• Insert and customize the table of contents</li><li>• Insert bibliographies</li></ul>	4.2	

Microsoft Office Certification

Unit: Word- Insert and Format Graphic Elements

Unit Length: 2 weeks

ESSENTIAL QUESTION- ESSENTIAL CONTENT	PERFORMANCE OBJECTIVES	CERTIPORT MO-100 OBJECTIVES	ASSESSMENT/ ACTIVITY
How do you add illustrations and text boxes to a Word document?	<ul style="list-style-type: none"><li>• Insert shapes, pictures, 3D models, SmartArt graphics, text boxes, screenshots, and screen clippings</li></ul>	5.1	<p>Students will create a document that includes but is not limited to:</p> <ul style="list-style-type: none"><li>• Insert and format illustrations (shapes, pictures, 3D models, SmartArt graphics, text boxes, screenshots, and screen clippings) and text</li><li>• Add text and modify graphic elements</li></ul>
How do you format illustrations and text boxes in a Word document?	<ul style="list-style-type: none"><li>• Apply artistic effects, picture effects, and picture styles</li><li>• Remove picture elements</li><li>• Format graphic elements, SmartArt graphics, and 3D models</li></ul>	5.2	
How do you add and modify graphic elements in a Word document?	<ul style="list-style-type: none"><li>• Add and modify text in text boxes, shapes, SmartArt graphic content</li><li>• Position objects</li><li>• Wrap text around objects</li><li>• Add alternative text to objects accessibility</li></ul>	5.3 5.4	

Microsoft Office Certification

Unit: Word- Manage Document Collaboration

Unit Length: 2 weeks

ESSENTIAL QUESTION- ESSENTIAL CONTENT	PERFORMANCE OBJECTIVES	CERTIPORT MO-100 OBJECTIVES	ASSESSMENT/ ACTIVITY
How do you add and manage comments in a Word document?	<ul style="list-style-type: none"><li>• Add comments</li><li>• Review and reply, resolve, and delete comments</li></ul>	6.1	<p>Students will create a document that includes but is not limited to:</p> <ul style="list-style-type: none"><li>• Adding and managing comments</li><li>• changing tracking in a Word project</li></ul> <p>Students will take Microsoft Office Specialist- Word Exam when the Word unit is completed.</p>
How do you manage change tracking in a Word document?	<ul style="list-style-type: none"><li>• Track changes</li><li>• Review, accept, reject, lock, and unlock tracked changes</li></ul>	6.2	

Microsoft Office Certification

Unit: Excel–Manage Worksheets and Workbooks

Unit Length: 3 weeks

ESSENTIAL QUESTION- ESSENTIAL CONTENT	PERFORMANCE OBJECTIVES	CERTIPORT MO-200 OBJECTIVES	ASSESSMENT/ ACTIVITY
How can data from other file types be imported into an Excel workbook?	<ul style="list-style-type: none"><li>• Determine file types and understand various file extensions (.txt, .csv, etc.)</li><li>• Import .txt and .csv files into a workbook</li></ul>	1.1	<p>Students will create a spreadsheet that includes but is not limited to:</p> <ul style="list-style-type: none"><li>• Importing data (.txt and .csv) and navigating workbooks</li><li>• Formatting worksheets and workbooks</li><li>• Customizing options and views</li><li>• Configuring content for collaboration</li></ul> <p>The project will be submitted as an Excel spreadsheet as well as a .pdf.</p>
What methods can be used to quickly navigate within a workbook?	<ul style="list-style-type: none"><li>• Search and navigate data within a workbook, named cells, ranges, or workbook elements</li><li>• Insert and remove hyperlinks</li></ul>	1.2	
How do you format worksheets and workbooks?	<ul style="list-style-type: none"><li>• Modify page setup for a worksheet</li><li>• Adjust row height and column width</li><li>• Customize headers and footers</li></ul>	1.3	
How do you customize options and views in a workbook?	<ul style="list-style-type: none"><li>• Customize the Quick Access toolbar</li><li>• Display, modify, and change workbook content in different views</li><li>• Freeze worksheet rows and columns</li><li>• Modify workbook properties</li><li>• Display formulas</li></ul>	1.4	
How do you configure content for collaboration in a workbook?	<ul style="list-style-type: none"><li>• Set a print area and configure print settings (custom scaling options, fit sheet, columns, rows on one page)</li><li>• Save workbooks in alternative file formats (.xlsm, .html, CSV, PDF, XPS)</li><li>• Inspect workbooks for issues</li></ul>	1.5	



Microsoft Office Certification

Unit: Excel-Manage Data Cells and Ranges

Unit Length: 2 weeks

ESSENTIAL QUESTION- ESSENTIAL CONTENT	PERFORMANCE OBJECTIVES	CERTIPORT MO-200 OBJECTIVES	ASSESSMENT/ ACTIVITY
How do you manipulate data in a worksheet?	<ul style="list-style-type: none"><li>• Learn how to use special paste options (Ex: source formatting, text, or picture only)</li><li>• Use autofill to fill cells</li><li>• Insert and delete multiple columns, rows, or cells</li></ul>	2.1	<p>Students will create a spreadsheet that includes but is not limited to:</p> <ul style="list-style-type: none"><li>• manipulating data in worksheet</li><li>• formatting cells and ranges</li><li>• defining and referencing named ranges</li><li>• summarizing data visually (sparklines and conditional formatting)</li></ul>
How do you format cells and ranges in a worksheet?	<ul style="list-style-type: none"><li>• Merge and unmerge cells</li><li>• Change cell alignment, orientation, and indentation</li><li>• Use the format painter</li><li>• Wrap text within cells</li><li>• Apply number formats, cell styles, cell formats from the Format Cells dialog box</li></ul>	2.2	
How do you define and reference named ranges in a worksheet?	<ul style="list-style-type: none"><li>• Define a named range and name a table</li></ul>	2.3	
How do you summarize data visually in a worksheet?	<ul style="list-style-type: none"><li>• Insert sparklines</li><li>• Apply built-in conditional formatting</li><li>• Remove conditional formatting</li></ul>	2.4	

Microsoft Office Certification

Unit: Excel- Manage Tables and Table Data

Unit Length: 2 weeks

ESSENTIAL QUESTION- ESSENTIAL CONTENT	PERFORMANCE OBJECTIVES	CERTIPORT MO-200 OBJECTIVES	ASSESSMENT/ ACTIVITY
How do you create and format tables in workbooks?	<ul style="list-style-type: none"><li>• Use cell ranges to create an Excel table</li><li>• Apply table styles</li><li>• Convert tables to cell ranges</li></ul>	3.1	Students will create a spreadsheet that includes but is not limited to: <ul style="list-style-type: none"><li>• Creating, formatting, and modifying a table</li><li>• Filter and sorting data</li></ul>
How do you modify tables in workbooks?	<ul style="list-style-type: none"><li>• Add or remove table rows and columns</li><li>• Add table style options</li><li>• Insert and configure total rows</li></ul>	3.2	
How do you filter and sort table data in workbooks?	<ul style="list-style-type: none"><li>• Filter records</li><li>• Sort data by multiple columns</li></ul>	3.3	

Microsoft Office Certification

Unit: Excel- Perform Operations by using Formulas and Functions

Unit Length: 3 weeks

ESSENTIAL QUESTION- ESSENTIAL CONTENT	PERFORMANCE OBJECTIVES	CERTIPORT MO-200 OBJECTIVES	ASSESSMENT/ ACTIVITY
How do you insert references in workbooks?	<ul style="list-style-type: none"><li>• Insert relative, absolute, and mixed references</li><li>• Reference named ranges and named tables in formulas</li></ul>	4.1	Students will create a spreadsheet that includes but is not limited to: <ul style="list-style-type: none"><li>• Inserting references</li><li>• Calculating and transforming data using formulas</li><li>• Formatting and modifying text</li></ul>
How do you calculate and transform data in workbooks?	<ul style="list-style-type: none"><li>• Construct formulas using the AVERAGE, MAX, MIN, and SUM functions</li><li>• Count cells using these functions: COUNT, COUNTA, and COUNTBLANK</li><li>• Learn conditional operations using the IF function</li></ul>	4.2	
How do you format and modify text in workbooks?	<ul style="list-style-type: none"><li>• Format text using the following functions: LEFT, LEFT, MID, UPPER, LOWER, LEN, CONCAT, and TEXTJOIN</li></ul>	4.3	

Microsoft Office Certification

Unit: Excel- Manage Charts

Unit Length: 2 weeks

ESSENTIAL QUESTION- ESSENTIAL CONTENT	PERFORMANCE OBJECTIVES	CERTIPORT MO-200 OBJECTIVES	ASSESSMENT/ ACTIVITY
How do you create and modify charts in workbooks?	<ul style="list-style-type: none"><li>• Create charts and chart sheets</li><li>• Add data series to charts</li><li>• Use source data to switch between rows and columns</li><li>• Add or modify chart elements</li></ul>	5.1 5.2	Students will create a spreadsheet that includes but is not limited to: <ul style="list-style-type: none"><li>• Creating, modifying, and formatting charts</li></ul> Students will take the Microsoft Office Specialist- Excel Exam when the Excel unit is completed.
How do you format charts in workbooks?	<ul style="list-style-type: none"><li>• Apply chart layouts and styles</li><li>• Add alternative text to charts for accessibility</li></ul>	5.3	

Unit: PowerPoint- Manage Presentations

Unit Length: 3 weeks

ESSENTIAL QUESTION- ESSENTIAL CONTENT	PERFORMANCE OBJECTIVES	CERTIPORT MO-300 OBJECTIVES	ASSESSMENT/ ACTIVITY
How do you modify slide masters, handout masters, and note masters?	<ul style="list-style-type: none"><li>• Modify the slide master theme or background</li><li>• Create and modify slide layouts</li><li>• Change slide master content, handout master, the notes master</li></ul>	1.1	<p>Students will create a PowerPoint that includes but is not limited to:</p> <ul style="list-style-type: none"><li>• Modifying slide master, handout masters and note masters</li><li>• Changing presentation options and views</li><li>• Configuring print settings for presentations</li><li>• Preparing presentations for collaboration</li></ul>
How do you change presentation options and views?	<ul style="list-style-type: none"><li>• Change slide size (standard or widescreen)</li><li>• Display presentation in different views</li><li>• Set basic file properties</li></ul>	1.2	
How do you configure print settings for presentations?	<ul style="list-style-type: none"><li>• Print all or part of a presentation, notes pages, or handouts in color, grayscale, or black and white</li></ul>	1.3	
How do you configure and present slide shows?	<ul style="list-style-type: none"><li>• Configure and design custom slide shows</li><li>• Rehearse slide show timing</li><li>• Set up slide show recording options</li><li>• Present slide show by using Presenter View</li></ul>	1.4	
How do you prepare presentations for collaborations?	<ul style="list-style-type: none"><li>• Mark presentations as final</li><li>• Use passwords to protect presentations</li><li>• Inspect presentations for issues</li><li>• Add and manage comments</li><li>• Preserve presentation content</li><li>• Export presentations to other formats</li></ul>	1.5	

Microsoft Office Certification

Unit: PowerPoint- Manage Slides

Unit Length: 2 weeks

ESSENTIAL QUESTION- ESSENTIAL CONTENT	PERFORMANCE OBJECTIVES	CERTIPORT MO-300 OBJECTIVES	ASSESSMENT/ ACTIVITY
How do you insert slides in PowerPoint?	<ul style="list-style-type: none"><li>• Import Word document outlines</li><li>• Insert slides from another presentation and summary zoom slides</li><li>• Insert slides and select slide layouts</li><li>• Duplicate slides</li></ul>	2.1	<p>Students will create a PowerPoint that includes but is not limited to:</p> <ul style="list-style-type: none"><li>• Inserting, modifying, ordering, and grouping slides in a presentation</li><li>• Inserting headers, footers, and page numbers</li></ul>
How do you modify slides in PowerPoint?	<ul style="list-style-type: none"><li>• Hide and unhide slides</li><li>• Modify individual slide backgrounds</li><li>• Insert slide headers, footers, and page numbers</li></ul>	2.2	
How do you order and group slides in PowerPoint?	<ul style="list-style-type: none"><li>• Create and rename sections</li><li>• Modify slide order</li></ul>	2.3	

Microsoft Office Certification

Unit: PowerPoint- Insert and Format Text, Shapes, and Images

Unit Length: 2 weeks

ESSENTIAL QUESTION- ESSENTIAL CONTENT	PERFORMANCE OBJECTIVES	CERTIPORT MO-300 OBJECTIVES	ASSESSMENT/ ACTIVITY
How do you format text in PowerPoint?	<ul style="list-style-type: none"><li>• Apply formatting and styles to text</li><li>• Create multiple columns, bulleted and numbered lists</li></ul>	3.1	<p>Students will create a PowerPoint that includes but is not limited to:</p> <ul style="list-style-type: none"><li>• Inserting and formatting text, links, images, and graphic elements on a slide</li><li>• Inserting screenshots and screen clippings</li><li>• Ordering and grouping objects on slides</li></ul>
How do you insert links in PowerPoint?	<ul style="list-style-type: none"><li>• Insert hyperlinks, section zoom links, and slide zoom links</li></ul>	3.2	
How do you insert and format images?	<ul style="list-style-type: none"><li>• Format images by resizing, cropping, adding built-in styles and effects</li><li>• Insert screenshots and screen clipping</li></ul>	3.3	
How do you insert and format graphic elements?	<ul style="list-style-type: none"><li>• Insert and change shapes</li><li>• Add, resize, format, and apply built-in styles to shapes and text boxes</li><li>• Draw by using digital ink</li><li>• Add alternate text to graphic elements for accessibility</li></ul>	3.4	
How do you order and group objects on slides?	<ul style="list-style-type: none"><li>• Order, group, and align shapes, images, and text boxes</li><li>• Display alignment tools</li></ul>	3.5	

Microsoft Office Certification

Unit: PowerPoint- Insert Tables, Charts, SmartArt, 3D Models, and Media

Unit Length: 2 weeks

ESSENTIAL QUESTION- ESSENTIAL CONTENT	PERFORMANCE OBJECTIVES	CERTIPORT MO-300 OBJECTIVES	ASSESSMENT/ ACTIVITY
How do you insert and modify tables and charts in PowerPoint?	<ul style="list-style-type: none"><li>• Create, insert, and modify tables and charts</li><li>• Insert and delete table rows and columns</li><li>• Apply built-in table styles</li></ul>	4.1 4.2	Students will create a PowerPoint that includes but is not limited to: <ul style="list-style-type: none"><li>• Inserting, formatting, and modifying tables, charts, SmartArt graphics, 3-D models</li><li>• Managing media (audio and video clips) in a slide</li></ul>
How do you insert and format SmartArt graphics and 3D models?	<ul style="list-style-type: none"><li>• Add and modify SmartArt graphics and 3D models</li><li>• Convert lists to SmartArt graphics</li></ul>	4.3 4.4	
How do you manage media?	<ul style="list-style-type: none"><li>• Insert audio, video clips, and screen recordings</li><li>• Configure media playback options</li></ul>	4.5	



Microsoft Office Certification

Unit: PowerPoint- Apply Transitions and Animations

Unit Length: 2 weeks

ESSENTIAL QUESTION- ESSENTIAL CONTENT	PERFORMANCE OBJECTIVES	CERTIPOINT MO-300 OBJECTIVES	ASSESSMENT/ ACTIVITY
How do you apply and configure slide transitions?	<ul style="list-style-type: none"><li>• Add basic and 3D slide transitions</li><li>• Configure transition effects</li></ul>	5.1	<p>Students will create a PowerPoint that includes but is not limited to:</p> <ul style="list-style-type: none"><li>• Applying and configuring slide transitions</li><li>• Animating slide content</li><li>• Setting the timing for transitions in slides.</li></ul> <p>Students will take the Microsoft Office Specialist- PowerPoint Exam when the PowerPoint unit is completed.</p>
How do you animate slide content?	<ul style="list-style-type: none"><li>• Animate text, graphic elements, and 3D models</li><li>• Configure animation paths and how to reorder them on slides</li></ul>	5.2	
How do you set the timing for transitions?	<ul style="list-style-type: none"><li>• Set transition effect duration</li><li>• Configure start and finish options for transitions</li></ul>	5.3	