

UNITS	STANDARDS	OBJECTIVES (What it looks like in the classroom) The learner will í	NUMBER OF DAYS TAUGHT	DATE ASSESSED	ASSESSMENT TYPE	RESOURCES (Materials, web sites, auto-visual, print)	LEARNING ACTIVITIES AND VOCABULARY
Introduction Information		Log onto Google Accounts Log onto Google Classroom Create a Ted Account Log onto TedED Create a Certiport Account	1				
Access Lesson 1		Get started Work in the Access windows Use the on-screen tools Use the Backstage view Use the Microsoft Office Access Help button Define data needs and types	5				Project 1-1 Project 1-2 Project 1-3 Project 1-4 Project 1-5 Project 1-6

UNITS	STANDARDS	OBJECTIVES (What it looks like in the classroom) The learner will í	NUMBER OF DAYS TAUGHT	DATE ASSESSED	ASSESSMENT TYPE	RESOURCES (Materials, web sites, auto-visual, print)	LEARNING ACTIVITIES AND VOCABULARY
Access Lesson 2		Create a database Create a table Save a database object					Project 2-1 Project 2-2 Project 2-3 Project 2-4 Project 2-5 Project 2-6
Access Lesson 3		Navigate among records Enter, insert, edit, and delete records Work with primary keys Find and replace data Attach and detach documents Sort and filter data and set field viewing options within a table Understand table relationships					Project 3-1 Project 3-2 Project 3-3 Project 3-4 Project 3-5 Project 3-6
Access Lesson 4		Modify a database table Create fields and modify field properties					Project 4-1 Project 4-2 Project 4-3 Project 4-4 Project 4-5 Project 4-6

UNITS	STANDARDS	OBJECTIVES (What it looks like in the classroom) The learner will í	NUMBER OF DAYS TAUGHT	DATE ASSESSED	ASSESSMENT TYPE	RESOURCES (Materials, web sites, auto-visual, print)	LEARNING ACTIVITIES AND VOCABULARY
Access Lesson 5		Create forms Sort and filter data within a form					Project 5-1 Project 5-2 Project 5-3 Project 5-4 Project 5-5 Project 5-6
Access Lesson 6		Create reports Apply a theme Work with reports					Project 6-1 Project 6-2 Project 6-3 Project 6-4 Project 6-5 Project 6-6
Access Lesson 7		Create a query Modify a query Sort and filter data within a query					Project 7-1 Project 7-2 Project 7-3 Project 7-4 Project 7-5 Project 7-6

UNITS	STANDARDS	OBJECTIVES (What it looks like in the classroom) The learner will í	NUMBER OF DAYS TAUGHT	DATE ASSESSED	ASSESSMENT TYPE	RESOURCES (Materials, web sites, auto-visual, print)	LEARNING ACTIVITIES AND VOCABULARY
Access Lesson 8		Add bound and unbound controls Define control tab order Format controls Arrange control layout Arrange control alignment, size, and position Adjust page margins and change page orientation for forms and reports					Project 8-1 Project 8-2 Project 8-3 Project 8-4 Project 8-5 Project 8-6
Access Lesson 9		Create a custom table Use the Table Analyzer Summarize table data					Project 9-1 Project 9-2 Project 9-3 Project 9-4 Project 9-5 Project 9-6
Access Lesson 10		Create advanced forms Use Application Parts to create blank forms Create a navigation form					Project 10-1 Project 10-2 Project 10-3 Project 10-4 Project 10-5 Project 10-6

UNITS	STANDARDS	OBJECTIVES (What it looks like in the classroom) The learner will í	NUMBER OF DAYS TAUGHT	DATE ASSESSED	ASSESSMENT TYPE	RESOURCES (Materials, web sites, auto-visual, print)	LEARNING ACTIVITIES AND VOCABULARY
Access Lesson 11		Define groups Create aggregate fields Create a subform on a report Create the print layout Use the Label Wizard					Project 11-1 Project 11-2 Project 11-3 Project 11-4 Project 11-5 Project 11-6
Access Lesson 12		Create crosstab queries Create a subquery Save a filter as a query Create action queries Understand advanced query modification					Project 12-1 Project 12-2 Project 12-3 Project 12-4 Project 12-5 Project 12-6

UNITS	STANDARDS	OBJECTIVES (What it looks like in the classroom) The learner will í	NUMBER OF DAYS TAUGHT	DATE ASSESSED	ASSESSMENT TYPE	RESOURCES (Materials, web sites, auto-visual, print)	LEARNING ACTIVITIES AND VOCABULARY
Access Lesson 13		Create a chart using the Chart Wizard Format a chart Change chart types Save a database object as another file type Print a database object					Project 13-1 Project 13-2 Project 13-3 Project 13-4 Project 13-5 Project 13-6
Access Lesson 14		Import data Save and run import specifications Export data Save and run export specifications					Project 14-1 Project 14-2 Project 14-3 Project 14-4 Project 14-5 Project 14-6
Access Lesson 15		Maintain a database Save a database as a template Merge databases Set database properties Encrypt a database Configure database options Use database tools					Project 15-1 Project 15-2 Project 15-3 Project 15-4 Project 15-5 Project 15-6

UNITS	STANDARDS	OBJECTIVES (What it looks like in the classroom) The learner will í	NUMBER OF DAYS TAUGHT	DATE ASSESSED	ASSESSMENT TYPE	RESOURCES (Materials, web sites, auto-visual, print)	LEARNING ACTIVITIES AND VOCABULARY
Excel Lesson 1		Start Excel Work in the Excel window Change Excel's View Work with an existing workbook Work with Excel's Help System					Project 1-1 Project 1-2 Project 1-3 Project 1-4 Project 1-5 Project 1-6
Excel Lesson 2		Create workbooks Save workbooks Enter and edit basic data in a worksheet Use data types to populate a worksheet Cut, copy, and paste data Edit a workbook's properties					Project 2-1 Project 2-2 Project 2-3 Project 2-4 Project 2-5 Project 2-6

UNITS	STANDARDS	OBJECTIVES (What it looks like in the classroom) The learner will í	NUMBER OF DAYS TAUGHT	DATE ASSESSED	ASSESSMENT TYPE	RESOURCES (Materials, web sites, auto-visual, print)	LEARNING ACTIVITIES AND VOCABULARY
Excel Lesson 3		Access and use Backstage view Print with Backstage Change the Excel environment Access and use Excel templates					Project 2-1 Project 2-2 Project 2-3 Project 2-4 Project 2-5 Project 2-6
Excel Lesson 4		Understand and display formulas Understand order of operations Build basic formulas Use cell references in formulas Use cell ranges in formulas					Project 4-1 Project 4-2 Project 4-3 Project 4-4 Project 4-5 Project 4-6

UNITS	STANDARDS	OBJECTIVES (What it looks like in the classroom) The learner will í	NUMBER OF DAYS TAUGHT	DATE ASSESSED	ASSESSMENT TYPE	RESOURCES (Materials, web sites, auto-visual, print)	LEARNING ACTIVITIES AND VOCABULARY
Excel Lesson 5		Display dates and times with functions Summarize data with functions Use a financial function Use formulas to create subtotals Uncover formula errors Print formulas					Project 5-1 Project 5-2 Project 5-3 Project 5-4 Project 5-5 Project 5-6

UNITS	STANDARDS	OBJECTIVES (What it looks like in the classroom) The learner will í	NUMBER OF DAYS TAUGHT	DATE ASSESSED	ASSESSMENT TYPE	RESOURCES (Materials, web sites, auto-visual, print)	LEARNING ACTIVITIES AND VOCABULARY
Excel Lesson 6		Insert and delete cells Manually format cell contents Copy cell formatting with the Format Painter Understand Paste Special options Format cells with styles Work with hyperlinked data Apply conditional formatting to cells Clear a cell's formatting					Project 6-1 Project 6-2 Project 6-3 Project 6-4 Project 6-5 Project 6-6
Excel Lesson 7		Work with rows and columns Use themes Modify a worksheet's onscreen and printed appearance Insert headers and footers Prepare a document for printing					Project 7-1 Project 7-2 Project 7-3 Project 7-4 Project 7-5 Project 7-6

UNITS	STANDARDS	OBJECTIVES (What it looks like in the classroom) The learner will í	NUMBER OF DAYS TAUGHT	DATE ASSESSED	ASSESSMENT TYPE	RESOURCES (Materials, web sites, auto-visual, print)	LEARNING ACTIVITIES AND VOCABULARY
Excel Lesson 8		Organizing worksheets Use Zoom and Freeze to change the onscreen view Find and replace data Insert headers and footers Prepare a document for printing					Project 8-1 Project 8-2 Project 8-3 Project 8-4 Project 8-5 Project 8-6
Excel Lesson 9		Import data Ensure your data's integrity Sort data Filter data Outline and subtotal data Set up data in a table format Save work with Macros					Project 9-1 Project 9-2 Project 9-3 Project 9-4 Project 9-5 Project 9-6
Excel Lesson 10		Use formulas to conditionally summarize data Use formulas to modify text					Project 10-1 Project 10-2 Project 10-3 Project 10-4 Project 10-5 Project 10-6

UNITS	STANDARDS	OBJECTIVES (What it looks like in the classroom) The learner will í	NUMBER OF DAYS TAUGHT	DATE ASSESSED	ASSESSMENT TYPE	RESOURCES (Materials, web sites, auto-visual, print)	LEARNING ACTIVITIES AND VOCABULARY
Excel Lesson 11		Secure your work before sharing it with others Distribute a workbook by email Track changes to a workbook Add comments to a workbook					Project 11-1 Project 11-2 Project 11-3 Project 11-4 Project 11-5 Project 11-6
Excel Lesson 12		Build charts Format the parts of a chart manually Modify a chart Use new quick analysis tools					Project 12-1 Project 12-2 Project 12-3 Project 12-4 Project 12-5 Project 12-6
Excel Lesson 13		Insert pictures Add shapes, lines, text boxes, and WordArt Delete, copy, and move graphics Format graphics Add graphic enhancements using picture tools Use SmartArt graphics					Project 13-1 Project 13-2 Project 13-3 Project 13-4 Project 13-5 Project 13-6

UNITS	STANDARDS	OBJECTIVES (What it looks like in the classroom) The learner will í	NUMBER OF DAYS TAUGHT	DATE ASSESSED	ASSESSMENT TYPE	RESOURCES (Materials, web sites, auto-visual, print)	LEARNING ACTIVITIES AND VOCABULARY