

## **TECHNOLOGY-12/13**

### **ESSENTIAL UNIT 3 (E03)**

(Productivity Software)  
(July 2017)

**Unit Statement:** The student will make full use of modern word processing and spreadsheet apps to generate a report, professional letter, and spreadsheets ready for viewing on screen or online. The student will work together with other students to produce readable and correctly formatted documents. The student is encouraged to use historical figures or events regarding computer technology or career options in the technology field as a topic for the project. The project may also be combined with work from other classes, such as Language Arts, Cultural Studies, or Science.

**Essential Outcomes:** (must be assessed for mastery)

1. **The Student Will** enter, edit, and check the spelling of text in an word processing application. (pg 6-9)
2. **TSW** will create a folder and name and save a file. (pg 12-16)
3. **TSW** insert a footer, add document properties, print a file, and close a desktop app. (p17-20)
4. **TSW** open an existing file and save it with a new name. (pg 22-24)
5. **TSW** perform commands from the ribbon and quick access toolbar. (pg 25-32)
6. **TSW** create a new document and insert text. (pg 59-61)
7. **TSW** insert and format graphics. (pg 61-69)
8. **TSW** insert and modify text boxes and shapes. (pg 70-73)
9. **TSW** preview and print a document. (pg 74-76)
10. **TSW** create, save, and navigate an excel workbook. (pg 125-127)
11. **TSW** enter data in a worksheet. (pg 128-133)
12. **TSW** construct and copy formulas and use the sum function. (pg 133-137)
13. **TSW** format cells with merge and center, cell styles, and themes. (pg 137-139)
14. **TSW** chart data to create a column chart and insert into a document. (pg 140-146)
15. **TSW** print a worksheet, display formulas, and close the app. (pg 146-151)

**Software/Resources:**

**Software:**

Microsoft Office 2016, Open Office, or any other word processing/spreadsheet application.

**Resources:**

Destiny Webpath Express (found on QSI schools Library site) use this search engine to find age-appropriate websites that align with this unit.

*Go! with Microsoft Office 2016 Getting Started.*

GCF Learn Free (Office) - <http://www.gcflearnfree.org/office>

**Suggested Projects for Word Processing:**

Example projects are listed below. Classes are not limited to these topics, but any project should reflect the depth suggested in the TSW's.

1. **School activity/event flyer**. Student creates a flyer to advertise an activity/event for the school.
2. **Emerging technology flyer**. Students identify one new or developing technology and advertise it.
3. **Sell it to me flyer**. Students act as salesmen for a new product that absolutely everyone must have. They develop a flyer to promote their product.
4. Any project from the textbook, pg 105-120.
5. Any optional project the teacher may develop.

**Sample project for Spreadsheets**

Example projects are listed below. Classes are not limited to these topics, but any project should reflect the depth suggested in the TSW's.

1. **Class Survey results**. Students take a survey of their own spending each week and create a worksheet to display their spending as worksheet and a chart.
2. Any project from the textbook, pg 174-188.
3. Any optional project the teacher may develop.

*ASSESSMENT RUBRICS FOUND ON FOLLOWING PAGES.....*

### Assessment Rubric – E03 – Productivity Software

**Student Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**To receive a ‘B’ the student must show ‘B’ level mastery on ALL Essential Outcomes. (TSW’s)**

**To receive an ‘A’, the student must show ‘A’ level mastery on 4 available and ‘B’ level mastery on all remaining TSW’s.**

<b>TSW</b>	<b>‘A’ Level Mastery</b>	<b>‘B’ Level Mastery</b>	<b>‘P’ Comments</b>
1. Enter, edit, and check the spelling of text in a word processing application.		Enter, edit, and check the spelling of text in a word processing application.	
2. Will create a folder and name and save a file.		Will create a folder and name and save a file.	
3. Insert a footer, add document properties, print a file, and close a desktop app.		Insert a footer, add document properties, print a file, and close a desktop app.	
4. Open an existing file and save it with a new name	Open an existing file and save it with a meaningful name.	Open an existing file and save it with a new name	
5. Perform commands from the ribbon and quick access toolbar.		Perform commands from the ribbon and quick access toolbar.	
6. Create a new document and insert text.		Create a new document and insert text.	
7. Insert and format graphics.	Insert and format graphics in a visually appealing manner.	Insert and format graphics.	
8. Insert and modify text boxes and shapes.	Insert and modify text boxes and shapes in a visually appealing manner.	Insert and modify text boxes and shapes.	
9. Preview and print a document.		Preview and print a document.	
10. Create, save, and navigate an excel workbook.		Create, save, and navigate an excel workbook.	
11. Enter data in a worksheet.	Enter data in a worksheet in a logical and organized fashion.	Enter data in a worksheet.	
12. Construct and copy formulas and use the sum function.		Construct and copy formulas and use the sum function.	
13. Format cells with merge and center, cell styles, and themes.	Format cells with merge and center, cell styles, and themes in a visually appealing manner.	Format cells with merge and center, cell styles, and themes.	
14. Chart data to create a column chart and insert into a document.	Chart data to create a column chart and insert into a document in a visually appealing manner.	Chart data to create a column chart and insert into a document.	
15. Print a worksheet, display formulas, and close the app.		Print a worksheet, display formulas, and close the app.	

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*Additional assessment tool for word processing projects.*

<b>Item</b>	<b>‘A’ Level</b>	<b>‘B’ Level</b>
Clarity of purpose and layout in final product	Document consistently exhibits balance between dark and white space, titles, addresses and page numbers with skill and precision. Language and phrasing are appropriate to the intended audience.	Document has correct headings, titles, page numbers, spacing, titles and addresses
Clarity in notes and editing (collaboration)	Makes pointed and specific suggestions in regards to content and language usage that can be easily followed.	Uses comments and colors to suggest corrections. Puts comments in strategic locations so that they can be clearly seen.
Clarity of research	Students paraphrase and give credit with skill and discretion. Students independently discover at least two new methods of working in a word processor	Students discover independently at least one new method of working in a word processor. Students incorporate research into the project and select the elements with correct proportions as is necessary to the project.
Mechanics		Student can follow MLA format exactly. Can adjust page margins, paper size, and spacing to print the fewest number of pages possible. Student can output to a file format that is necessary for the intended audience (such as .docx or .pdf)