

**MICROSOFT OFFICE COMPUTER APPLICATIONS**  
**Unit 1 - Lesson 1 Microsoft Office 2003 Basics and the Internet**  
**Career Applied Technology – Business & Information Standards**

**Text: Microsoft Office 2003 Pasewark & Pasewark**

- 3.0 Students understand how to make effective decisions, utilize career information and manage personal career plans.*  
*4.0 Students know how to use contemporary and emerging technological resources in diverse and changing personal, community, and workplace environments.*  
*10.0 Students understand the essential knowledge and skills common to all pathways within the Information Technology Cluster*

Aligned with State Curriculum Documents  
 Aligned with District Curriculum Documents  
 Standardized Test  
 Performance Assessment  
 High School Exit Exam

Standard	Strategies	Resources	Evaluations/ Other Criteria				
3.1 Know the personal qualifications interests aptitudes, knowledge, and skills, necessary to succeed in careers.	<ul style="list-style-type: none"> <li>The instructor will review the computer lab set-up and requirements for student computer use.</li> <li>Teacher will review the Microsoft Office 2003 Software package and all applications.</li> <li>Upon completion of this unit, the student will explain the concept of an integrated software package.</li> </ul>	Lesson 1 Microsoft Office 2003 Basics and the Internet Pages 3-24 <ul style="list-style-type: none"> <li>Step-by-Step 1.1 through 1.10</li> <li>Practice Exercises</li> </ul>	X	X			
3.3 Develop a career plan that is designed to reflect career interests, pathways, and post secondary options.	<ul style="list-style-type: none"> <li>Teacher will review the internet policy within the classroom and the proper usage authorization through CVUSD.</li> <li>Students will demonstrate how to access the internet using a web browse.</li> <li>Instructor will review the MSN browser with the students.</li> <li>Students will surf the internet for information on a specific career pathway. <a href="http://www.careers-in-business.com">www.careers-in-business.com</a> or <a href="http://www.careerkey.org">www.careerkey.org</a></li> <li>Upon completion of this unit, the student will list the top three career occupations that they have an interest in.</li> <li>Note – Taking</li> <li>Whole class Interaction</li> </ul>	Student Internet Research  Teacher Handouts  Career Interest Assessment through E-choices website for each student.					
4.2 Understand the use of technological resources to access, manipulate, and produce information products and services.  10.8 Know how to utilize appropriate help resources (e.g., help desks, online help, and manuals) to install, configure, upgrade, diagnose, and repair operating systems, environments, applications, and utilities.	<ul style="list-style-type: none"> <li>Using the Office help system, students will demonstrate how to look for answers to their questions on procedures.</li> <li>The instructor will review the help menu and have students practice looking up questions to common application problems.</li> <li>Step-by-step 1.6, 1.7, and 1.8</li> <li>Note – Taking</li> <li>Whole class Interaction</li> </ul>	Lesson 1 Microsoft Office 2003 Basics and the Internet <ul style="list-style-type: none"> <li>Teacher Created Project</li> <li>Page 23 Project 1-2</li> </ul>					

**MICROSOFT OFFICE COMPUTER APPLICATIONS**  
**Unit 2 - Lesson 1 Microsoft Word 2003 Word Basics**

**Text Microsoft Office 2003**

**Career Applied Technology – Business & Information Standards**

*3.0 Students understand how to make effective decisions, utilize career information and manage personal career plans.*

*4.0 Students know how to use contemporary and emerging technological resources in diverse and changing personal, community, and workplace environments.*

Aligned with State Curriculum Documents	Aligned with District Curriculum Documents	Standardized Test	Performance Assessment	High School Exit Exam
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Goals and Objectives	Strategies	Resources	Evaluations/ Other Criteria				
<p>3.1 Know the personal qualifications, interests, aptitudes, knowledge, and skills necessary to succeed in careers.</p> <p>3.2 Understand the scope of career opportunities and know the requirements for education, training, and licensure.</p>	<ul style="list-style-type: none"> <li>The students will research several occupational careers within their career path and prepare a short oral or written presentation that will be presented to the class. This research will examine tasks and responsibilities, work environment, aptitudes and abilities, education and training, career outlook and international career outlook.</li> <li>Teacher will facilitate research on the Occupational Outlook Website and other career websites.</li> <li>Note – Taking</li> <li>Whole class Interaction</li> </ul>	<p>Career Occupational Website Hand-out                      Internet                      Career Information Websites                      E-Choices website</p>					
<p>4.2 Understand the use of technological resources to access, manipulate, and produce information products and services.</p>	<ul style="list-style-type: none"> <li>Students will work on creating their own profile and manipulating documents in their profile. .</li> <li>Upon completion of this unit, the student will be able to create a new document, enter text into a document, navigate through a document, and save a document.</li> <li>The student will demonstrate opening an existing document, change the zoom view of the document, use the different view options, and preview a document.</li> <li>Note – Taking</li> <li>Whole class Interaction</li> <li>Group collaboration on internet sites.</li> </ul>	<p>Lesson 1 Microsoft Word                      Page 3-10</p> <ul style="list-style-type: none"> <li>Step-by-step 1.1 through 1.4</li> </ul> <p>Page 11-15</p> <ul style="list-style-type: none"> <li>Step-by step 1.5 through 1.8</li> </ul>					

**MICROSOFT OFFICE COMPUTER APPLICATIONS**

**Unit 2 - Lesson 2 – Basic Editing**

**Career Applied Technology – Business & Information Standards**

*4.0 Students know how to use contemporary and emerging technological resources in diverse and changing personal, community, and workplace environments.*

*5.0 Students understand how to create alternative solutions using critical and creative thinking skills, logical reasoning, analytical thinking and problem solving techniques.*

Aligned with State Curriculum Documents  
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Goals and Objectives	Strategies	Resources	Evaluations/ Other Criteria				
4.1 Understand the use of technological resources to access, manipulate, and produce information products and services.	<ul style="list-style-type: none"> <li>• The instructor will review the several different techniques of selecting text and all students will demonstrate these techniques on an open Word document.</li> <li>• The student will demonstrate selecting text in a document, the use of the show/hide formatting feature, and hot to delete and type over text.</li> <li>• Upon completion of this unit, the student will undo and redo recent text changes in a document, demonstrate the use of the cut, copy, and paste commands, and define the use of the clipboard.</li> <li>• Note – Taking</li> <li>• Whole class Interaction</li> </ul>	Lesson 2 Microsoft Word Page 23 – 30 <ul style="list-style-type: none"> <li>• Review Table 2-1</li> <li>• Step-by-Step 2.1- 2.5</li> </ul>					
5.1 Apply appropriate problem-solving strategies and critical thinking skills to work-related issues and tasks.	<ul style="list-style-type: none"> <li>• Using a text example, the students will demonstrate the ability to use the Find and Replace Text command.</li> <li>• The students will demonstrate the use of the Go To command.</li> <li>• Students will obtain word, paragraph, and character counts using the proper command.</li> <li>• Note – Taking</li> <li>• Whole class Interaction</li> </ul>	Lesson 2 Microsoft Word Page 30 – 34 <ul style="list-style-type: none"> <li>• Step-by-Step 2.6 – 2.7</li> </ul>					

**MICROSOFT OFFICE COMPUTER APPLICATIONS**  
**Unit 2 - Lesson 3 – Helpful Word Features**

**Text: Microsoft Office 2003**

**Career Applied Technology – Business & Information Standards.**

*2.0 Students understand the principles of effective oral, written, and multimedia communication in a variety of formats and contents.*

Aligned with State Curriculum Documents	Aligned with District Curriculum Documents	Standardized Test	Performance Assessment	High School Exit Exam
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Goals and Objectives	Strategies	Resources	Evaluations/ Other Criteria				
2.1 Write business letters.	<ul style="list-style-type: none"> <li>• Upon completion of this lesson, the student will be able to demonstrate the Use AutoFormat As You Type feature, AutoComplete Feature, and AutoText feature.</li> <li>• The student will be able to key a business letter and memorandum in correct format.</li> <li>• Students will demonstrate the use of spelling check and grammar check of a document.</li> <li>• Using the insert date and time command, the student will create a text document.</li> <li>• Note – Taking</li> <li>• Whole class Interaction</li> <li>• Pair Interaction on Business Letter creation.</li> </ul>	Lesson 3 Microsoft Word Page 41 – 54 <ul style="list-style-type: none"> <li>• Step-by-step 3.0 through 3.8</li> <li>• Project 3-1, 3-2</li> </ul> Business Letter Format Handouts	X	X			
2.2 Write job applications and resumes.	<ul style="list-style-type: none"> <li>• The Student will demonstrate the use of the Thesaurus feature and insert symbols feature.</li> <li>• Occupational document about ethics in the workplace will be used by students to demonstrate the automatic spell checking feature and thesaurus feature.</li> <li>• The student will manipulate a text example by making corrections using the AutoCorrect, Automatic Spell Checking, and Automatic Grammar Checking Functions.</li> <li>• Note – Taking</li> <li>• Whole class Interaction</li> </ul>	Lesson 3 Microsoft Word Page 59 - 60 <ul style="list-style-type: none"> <li>• Project 3-4</li> <li>• Critical Thinking 3-1</li> <li>• Step-by-Step 3.9</li> <li>• Resume Teacher Handout</li> <li>• Job Application Handout</li> <li>• Practice Job Applications</li> </ul>	X	X			

MICROSOFT OFFICE COMPUTER APPLICATIONS Unit 2 - Lesson 4 – Formatting Text				Aligned with State Curriculum Documents	Aligned with District Curriculum Documents	Standardized Test	Performance Assessment	High School Exit Exam
Career Applied Technology – Business & Information Standards								
<p>2.0 Students understand the principles of effective oral, written, and multimedia communication in a variety of formats and contents.</p> <p>4.0 Students know how to use contemporary and emerging technological resources in diverse and changing personal, community, and workplace environments.</p> <p>1.0 Students understand the effective use of tools for media production, development, and project management.</p> <p>3.0 Students understand how to make effective decisions, utilize career information and manage personal career plans.</p>								
Goals and Objectives	Strategies	Resources	Evaluations/ Other Criteria					
2.3 Deliver multimedia presentations.	<ul style="list-style-type: none"> <li>Upon completion of this unit, the student will change the size and color of text in a document and will use different underlining styles and font effects.</li> </ul>	Lesson 4 Microsoft Word Formatting Text Page 61-69 <ul style="list-style-type: none"> <li>Step-by-Step 4.1 through Step-by-Step 4.5</li> <li></li> </ul>						
4.1 Use technology to access, manipulate, and produce information.	<ul style="list-style-type: none"> <li>The teacher will demonstrate Format Changes using the PowerPoint Projector and students will make the changes onto an employment document.</li> <li>The students will demonstrate the Format Painter command and the apply and clear styles command.</li> <li>Students will use the format painter command to alter an outline document that covers employment rules and regulations</li> </ul>	Lesson 4 Microsoft Word Formatting Text Page 69 – 72 <ul style="list-style-type: none"> <li>Step-by-Step 4.6 through Step-by-Step 4.7</li> <li>Critical Thinking Activity 4.1 through 4.4</li> <li>Supplemental employment document</li> </ul>						
1.1 Use appropriate software to design and produce professional-quality documents and presentation.	<ul style="list-style-type: none"> <li>Teacher driven project in technology innovation.</li> <li>Note – Taking</li> <li>Whole class Interaction on Technological advancement.</li> </ul>	Lesson 4 Microsoft Word Formatting Text Page 61-75 <ul style="list-style-type: none"> <li>Project 4.1 through 4.5</li> </ul>						
3.3 Apply goal-setting strategies to relate personal characteristics and interest to educational and occupational opportunities.	<ul style="list-style-type: none"> <li>Teacher will instruct students in using the E-Choices career information site and the students will take an aptitude test on career interests.</li> <li>Students will work in groups on assessing what training and education they will need for their career goals as they research the internet.</li> <li>Upon completion of this lesson, the student will establish a plan of action, intermediate career goals, and identify the education and training needed to become employed in their target career</li> </ul>	<ul style="list-style-type: none"> <li>E-Choices Website</li> <li>Teacher Handouts</li> <li>Written materials and articles on career placement.</li> </ul>	X	X				

**MICROSOFT OFFICE COMPUTER APPLICATIONS**  
**Unit 2 - Lesson 5 – Formatting Paragraphs and Documents**

**Career Applied Technology – Business & Information Standards**

- 4.0 Students know how to use contemporary and emerging technological resources in diverse and changing personal, community, and workplace environments.
- 3.0 Students understand how to make effective decisions, utilize career information and manage personal career plans.

Aligned with State Curriculum Documents  
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Goals and Objectives	Strategies	Resources	Evaluations/ Other Criteria				
4.1 Use technology to access, manipulate, and produce information.	<ul style="list-style-type: none"> <li>• Using a text example, the students will set the margins of a document, change the alignment of text, adjust indents and line spacing, and apply tab settings.</li> <li>• Text examples demonstrated by instructor.</li> <li>• By applying bullet and numbering formats, the students will demonstrate how to create a document that has advanced format features</li> <li>• With a document that outlines the proper business dress for a meeting, review how the document can be enhanced using the bullet and numbering formats.</li> </ul>	Lesson 5 Microsoft Word Formatting Paragraphs Pages 77-94 <ul style="list-style-type: none"> <li>• Step-by-Step 5.1 through Step-by-Step 5.5</li> <li>• Step-by-Step 5.6 through Step-by-Step 5.11</li> <li>• Teacher Hand out</li> <li>• Demonstration by outside retail company</li> </ul>	X	X			
3.1 Know the career preparation and job acquisition skills required for the field of information technology.	<ul style="list-style-type: none"> <li>• The student will explain how networking is an effective tool in developing job leads.</li> <li>• The student will identify sources for job leads and create a career network and contact list.</li> <li>• Class discussion on looking for employment and where to find job leads.</li> <li>• Internet search on Monster.com and other job search internet sites.</li> <li>• The student will create a professional resume using their own personal qualifications and information.</li> <li>• Review the format for a resume on the PowerPoint. Students will work in pairs listing their qualifications and information for their personal resumes. The students will then work on inputting the information into a Word document.</li> </ul>	<ul style="list-style-type: none"> <li>• Internet Employment sites. Monster.com</li> <li>• Resume Teacher Handouts.</li> <li>• Resume Books and Websites</li> </ul>					

**MICROSOFT OFFICE COMPUTER APPLICATIONS**

**Unit 2 - Lesson 6 – Working with Graphics**

**Career Applied Technology – Business & Information Standards**

- 1.0 Students understand the effective use of tools for media production, development, and project management.
- 2.0 Students understand the principles of effective oral, written, and multimedia communication in a variety of formats and contents.
- 3.0 Students understand how to make effective decisions, utilize career information and manage personal career plans.

Aligned with State Curriculum Documents  
 Aligned with District Curriculum Documents  
 Standardized Test  
 Performance Assessment  
 High School Exit Exam

Goals and Objectives	Strategies	Resources	Evaluations/ Other Criteria				
1.1 Use appropriate software to design and produce professional-quality documents and presentation.	<ul style="list-style-type: none"> <li>• The student will format text into columns in a Word document and add borders and shading to the cells.</li> <li>• Using a text based document, the student will insert and scale clip art images, wrap text around graphics, and draw objects.</li> </ul>	Lesson 6 Microsoft Word Working with Graphics Pages 103-115 <ul style="list-style-type: none"> <li>• Step-by-Step 6.1 through Step-by-Step 6.7</li> <li>• Step-by-Step 6.2</li> </ul>	X	X			
2.3 Deliver multimedia presentations.	<ul style="list-style-type: none"> <li>• Students will create an advertisement for an article that they are familiar with through a local advertising campaign.</li> <li>• Upon completion of this lesson the student will select, resize, cut, copy, and paste objects in a Word document. The student will edit drawings in a document.</li> <li>• The student will change the appearance of objects, add text to drawings, and create and modify diagrams.</li> </ul>	Lesson 6 Microsoft Word Working with Graphics Pages 116 <ul style="list-style-type: none"> <li>• Step-by-Step 6.8 through Step-by-Step 6.13</li> <li>•</li> </ul>					
3.1 Know the career preparation and job acquisition skills required for the field of information technology.	<ul style="list-style-type: none"> <li>• Using the local want ads and the internet job posting site, the teacher will instruct students on how to create a cover letter. Students will work in groups of two in creating cover letters that respond to a local job listing.</li> <li>• After studying this unit, the student will be able to outline procedures for applying for a job, filling out an application, and preparing a cover letter or email letter for a job.</li> </ul>	<ul style="list-style-type: none"> <li>• Internet job listings</li> <li>• Local want ads and job listing</li> <li>• Teacher hand-outs</li> </ul>					

**MICROSOFT OFFICE COMPUTER APPLICATIONS**

**Unit 2 - Lesson 7 – Working with Documents**

**Career Applied Technology – Business & Information Standards**

1.0 Students understand software application life-cycle phases.

4.0 Students understand the academic content required for entry into postsecondary education and employment within the Information Technology cluster.

1.0 Students know how to use contemporary and emerging technological resources in diverse and changing personal, community, and workplace environments.

Aligned with State Curriculum Documents	Aligned with District Curriculum Documents	Standardized Test	Performance Assessment	High School Exit Exam
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Goals and Objectives	Strategies	Resources	Evaluations/ Other Criteria				
<p>1.1 Use appropriate software to design and produce professional-quality documents and presentation.</p>	<ul style="list-style-type: none"> <li>Upon completion of this lesson, the student will insert page breaks into a Word document.</li> <li>The student will demonstrate inserting headers and footers into a text document and use the show hide white space, and split windows.</li> </ul>	<p>Lesson 7 Microsoft Word Working with Documents Pages 131- 137</p> <ul style="list-style-type: none"> <li>Step-by-Step 7.1 through Step-by-Step 7.3</li> </ul>	X	X			
<p>4.1 Use technology to access, manipulate, and produce information.</p>	<ul style="list-style-type: none"> <li>The student will create a section with formatting changes to a text based document.</li> <li>Using the research tool, and use AutoSummarize, the student will create a theme paper on a progressive business topic.</li> </ul>	<p>Lesson 7 Microsoft Word Working with Documents Pages 137- 141</p> <ul style="list-style-type: none"> <li>Step-by-Step 7.4 through Step-by-Step 7.6</li> </ul>					
<p>1.4 Use a variety of methods, such as words, numbers, symbols, charts, graphs, tables, diagrams, and models, to explain mathematical reasoning.</p>	<ul style="list-style-type: none"> <li>In a Word document, the student will insert and format tables and demonstrate the use of converting text into tables and sorting text.</li> </ul>	<p>Lesson 7 Microsoft Word Working with Documents Pages 141- 148</p> <ul style="list-style-type: none"> <li>Step-by-Step 7.7 through Step-by-Step 7.12</li> </ul>					

MICROSOFT OFFICE COMPUTER APPLICATIONS Unit 2 - Lesson 8 – Increasing Efficiency Using Word			Aligned with State Curriculum Documents	Aligned with District Curriculum Documents	Standardized Test	Performance Assessment	High School Exit Exam
Goals and Objectives	Strategies	Resources					
<b>Career Applied Technology – Business &amp; Information Standards</b> 3.0 Students know how to use contemporary and emerging technological resources in diverse and changing personal, community, and workplace environments. 8.0 Students demonstrate professional, ethical and legal behavior consistent with applicable laws, regulations, and organizational norms.							
4.2 Use appropriate resources to implement and support systems.	<ul style="list-style-type: none"> <li>Upon completion of this lesson, the student will demonstrate creating and usage of templates and wizards.</li> <li>The student will use a template wizard to create a business document.</li> </ul>	Lesson 8 Microsoft Word Increasing Efficiency Using Word Pages 153- 160 <ul style="list-style-type: none"> <li>Step-by-Step 8.1 through Step-by-Step 8.4</li> <li>Teacher Driven Internet Search on Companies</li> </ul>	X	X			
4.1 Use technology to access, manipulate, and produce information.	<ul style="list-style-type: none"> <li>Students will create a merged letter to several colleges asking for information about their institution.</li> <li>Using a text example, the student will create a mail merge document, create and print envelopes and labels, and send documents by email.</li> </ul>	Lesson 8 Microsoft Word Increasing Efficiency Using Word Pages 160- 166 <ul style="list-style-type: none"> <li>Step-by-Step 8.5 through Step-by-Step 8.8</li> <li>Teacher hand out</li> <li>Teacher Driven Internet Search on Colleges</li> </ul>	X	X			
8.2 Understand the role of business and technology ethics in the information technology field.	<ul style="list-style-type: none"> <li>A research paper on business ethics created by the students will be used to demonstrate and apply the advanced features.</li> <li>Advanced features including inserting comments, tracking changes, comparing and merging documents, Saving a document as a Web Page, and Inserting hyperlinks into documents will be demonstrated by the student.</li> </ul>	Lesson 8 Microsoft Word Increasing Efficiency Using Word Pages 166- 1 <ul style="list-style-type: none"> <li>Step-by-Step 8.9 through Step-by-Step 8.16</li> </ul>	X	X			

<b>MICROSOFT OFFICE COMPUTER APPLICATIONS</b> <b>Unit 3 - Lesson 1 – Excel Basics</b>  <b>Career Applied Technology – Business &amp; Information Standards</b> <i>4.0 Students know how to use contemporary and emerging technological resources in diverse and changing personal, community, and workplace environments.</i> <i>1.0 Students understand software application life-cycle phases.</i>			Aligned with State Curriculum Documents	Aligned with District Curriculum Documents	Standardized Test	Performance Assessment	High School Exit Exam
Standards	Strategies	Resources	Evaluations/ Other Criteria				
<b><i>Technical Knowledge and Skills</i></b>							
4.3 Understand the role of emerging technological innovations in shaping the industry.	<ul style="list-style-type: none"> <li>Upon completion of this unit the student will identify the parts of the worksheet and define several tasks that a worksheet may be used.</li> <li>The student will demonstrate selecting cells, entering data in a worksheet, and editing cells.</li> </ul>	Lesson 1 Microsoft Excel Basics Pages 3 - 11 <ul style="list-style-type: none"> <li>Step-by-Step 1.1 through Step-by-Step 1.6</li> <li>Teacher assigned project that centers on students creating a spreadsheet on simple finance.</li> </ul>	X	X			
1.1 Know common industry-standard software and its applications.	<ul style="list-style-type: none"> <li>Using a text example, the student will demonstrate the find and replace data function and file management of excel worksheets.</li> </ul>	Lesson 1 Microsoft Excel Basics Pages 12 - 15 <ul style="list-style-type: none"> <li>Step-by-Step 1.7 through Step-by-Step 1.9</li> </ul>					

**MICROSOFT OFFICE COMPUTER APPLICATIONS**  
**Unit 3 - Lesson 2 – Changing the Appearance of A Worksheet**

**Career Applied Technology – Business & Information Standards**

1.0 Students understand software application life-cycle phases.

1.0 Students understand the academic content required for entry into postsecondary education and employment within the Information Technology cluster.

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Standards	Strategies	Resources	Evaluations/ Other Criteria				
1.2 Evaluate the effectiveness of software to solve specific problems.	<ul style="list-style-type: none"> <li>Using a spreadsheet, the student will demonstrate changing column width, changing row height, positioning text within a cell..</li> <li>The students will change the format and font appearance of text within a cell using different fonts, styles, colors , and borders.</li> </ul>	Lesson 2 Changing The Appearance of a Worksheet Pages 21 - 31 <ul style="list-style-type: none"> <li>Step-by-Step 2.1 through Step-by-Step 2.8</li> <li>Spreadsheet formation example</li> </ul>	X	X			
1.2 Calculate the percentage of increases and decreases of a quantity.	<ul style="list-style-type: none"> <li>The student will format a cell to accommodate different types of text and numerical data.</li> <li>Using a worksheet example, the student will apply paint formats and create and use styles formats.</li> </ul>	Lesson 2 Changing The Appearance of a Worksheet Pages 32 - 31 <ul style="list-style-type: none"> <li>Step-by-Step 2.9 through Step-by-Step 2.11</li> <li>Student individual budget worksheet created from teacher example</li> </ul>	X	X			
			X	X			

**MICROSOFT OFFICE COMPUTER APPLICATIONS**  
**Unit 3 - Lesson 3 – Organizing the Worksheet**

**Career Applied Technology – Business & Information Standards**

			Aligned with State Curriculum Documents	Aligned with District Curriculum Documents	Standardized Test	Performance Assessment	High School Exit Exam
Standards	Strategies	Resources	Evaluations/ Other Criteria				
	<p>The student will copy data from one location in a worksheet to another area in a worksheet.</p> <p>Upon completion of this lesson the student will demonstrate inserting and deleting columns and rows in a worksheet.</p>	<p>Lesson 3 Organizing the Worksheet</p> <ul style="list-style-type: none"> <li>Pages 43</li> </ul>	X	X			
			X	X			