

**Archdiocese of Philadelphia
Secondary School System
Business/Technology Education Standards
Microsoft Office Certification
Specialist**

1. Advanced Microsoft Word

Content Standard

1.1 Sorting and Calculating

Competency Standard

- 1.1.1 Sorting Text
- 1.1.2 Sorting Tables
- 1.1.3 Sort a multiple-column list created with tabs
- 1.1.4 Create calculations in tables
- 1.1.5 Update calculations in tables

Content Standard

1.2 Customizing Tables and Creating Charts

Competency Standard

- 1.2.1 Center and AutoFit a table
- 1.2.2 Adjust column width and row height manually
- 1.2.3 Convert text to a table
- 1.2.4 Insert, delete, and move rows and columns
- 1.2.5 Merge and split table cells
- 1.2.6 Add custom table borders and shading
- 1.2.7 Change the direction and alignment of text in a table cell
- 1.2.8 Link and embed an Excel worksheet in a Word document
- 1.2.9 Create and modify a chart
- 1.2.10 Import Excel worksheet data into a chart

Content Standard

1.3 Merging Form Documents, Mailing Labels, and Envelopes

Competency Standard

- 1.3.1 Create a main document
- 1.3.2 Create and edit data source
- 1.3.3 Preview the merged documents
- 1.3.4 Merge the main document and data source
- 1.3.5 Sort and filter records to be merged
- 1.3.6 Prepare mailing labels with a merge
- 1.3.7 Prepare envelopes with a merge
- 1.3.8 Create catalogs and lists

Content Standard

1.4 Formatting Columns and Sections

Competency Standard

- 1.4.1 Create a banner
- 1.4.2 Create a combination of multicolumn formats
- 1.4.3 Balance column length
- 1.4.4 Delete section breaks
- 1.4.5 Change section formats
- 1.4.6 Copy section formats
- 1.4.7 Keep text in columns together
- 1.4.8 Format nonbreaking spaces and nonbreaking hyphens
- 1.4.9 Find and replace special characters, formats, and nonprinting characters

Content Standard

1.5 Formatting Graphics and Text Boxes

Competency Standard

- 1.5.1 Add and crop a graphic
- 1.5.2 Wrap text around a graphic
- 1.5.3 Position a graphic precisely
- 1.5.4 Delete a graphic
- 1.5.5 Create a watermark
- 1.5.6 Create and modify page borders
- 1.5.7 Create a sidebar
- 1.5.8 Format paragraph and section shading
- 1.5.9 Create a pull quote
- 1.5.10 Change the orientation of text in a text box
- 1.5.11 Repeat text box contents on multiple pages
- 1.5.12 Create drop caps
- 1.5.13 Use AutoShapes to create objects
- 1.5.14 “Round trip” documents from Word to HTML format

Content Standard

1.6 Working with Long Documents

Competency Standard

- 1.6.1 Move or copy text between documents
- 1.6.2 Format text flow options
- 1.6.3 Create and edit styles and use the document Organizer
- 1.6.4 Use the Spike to Cut and Paste Multiple Items
- 1.6.5 Use the Document Map
- 1.6.6 Create a hyperlink
- 1.6.7 Create footnotes and endnotes
- 1.6.8 Revise footnotes and endnotes

Content Standard

1.7 Editing in Workgroups

Competency Standard

- 1.7.1 Set the file location for workgroup templates
- 1.7.2 Add comments to the file properties of a document
- 1.7.3 Route documents
- 1.7.4 Create multiple versions of a document
- 1.7.5 Track changes in a document
- 1.7.6 Combine revisions
- 1.7.7 Review and accept/reject changes
- 1.7.8 Compare documents
- 1.7.9 Add and edit comments to a document
- 1.7.10 Protect a document
- 1.7.11 Create and edit a master document

Content Standard

1.8 Increasing Efficiency Using Word

Competency Standard

- 1.8.1 Create and format a printed form document
- 1.8.2 Insert symbols
- 1.8.3 Create and modify an online form template using form controls
- 1.8.4 Insert online form fields for text boxes, check boxes, and drop-down lists
- 1.8.5 Format responses in text form fields
- 1.8.6 Add help text for an online form
- 1.8.7 Protect an online form
- 1.8.8 Fill in an online form

Content Standard

1.9 Customizing Features

Competency Standard

- 1.9.1 Create a personal template
- 1.9.2 Attach your personal template to a document
- 1.9.3 Customize toolbars
- 1.9.4 Create a macro
- 1.9.5 Create a toolbar button to run a macro
- 1.9.6 Run a macro
- 1.9.7 Edit a macro
- 1.9.8 Copy, rename, and delete a macro
- 1.9.9 Use a macro to create a template
- 1.9.10 Set AutoCorrect exceptions
- 1.9.11 Create a custom dictionary

2. Advanced Microsoft Excel

Content Standard

2.1 Organizing the Worksheet

Competency Standard

- 2.1.1 Apply accounting, fraction, and scientific formats
- 2.1.2 Create a custom format
- 2.1.3 Use AutoFormats
- 2.1.4 Apply conditional formats
- 2.1.5 Apply styles and data validation
- 2.1.6 Enhance the appearance of worksheet charts

Content Standard

2.2 Worksheet Formulas

Competency Standard

- 2.2.1 Use Print Preview
- 2.2.2 Change page setup options
- 2.2.3 Create your own page breaks
- 2.2.4 Apply various printing features
- 2.2.5 Print formulas instead of totals

Content Standard

2.3 Using Data Lists

Competency Standard

- 2.3.1 Create a data list
- 2.3.2 Add records to a list
- 2.3.3 Edit records in a list
- 2.3.4 Delete list records
- 2.3.5 Sort a list
- 2.3.6 Search for records that meet certain criteria

Content Standard

2.4 Filtering and Extracting Data

Competency Standard

- 2.4.1 Search a list using AutoFilter
- 2.4.2 Search for records using the Top 10 feature
- 2.4.3 Search a list using search operators
- 2.4.4 Search for and extract records using advanced filters

Content Standard

2.5 Working with Analysis Tools and Pivot Tables

Competency Standard

- 2.5.1 Create scenarios
- 2.5.2 Use Excel's auditing feature
- 2.5.3 Create a PivotTable report, and an interactive Pivot Table report
- 2.5.4 Create a PivotChart
- 2.5.5 Use Goal Seek
- 2.5.6 Use Solver

Content Standard

2.6 Creating Macros

Competency Standard

- 2.6.1 Discuss the purpose of macros
- 2.6.2 Create and record a macro
- 2.6.3 Run a macro
- 2.6.4 Edit a macro
- 2.6.5 Customize a toolbar by adding macro buttons

Content Standard

2.7 Importing, Exporting, and Integrating Data

Competency Standard

- 2.7.1 Import data from other applications to Excel
- 2.7.2 Export Excel data to other applications
- 2.7.3 Import and edit HTML files

Content Standard

2.8 Using Templates

Competency Standard

- 2.8.1 Create a template
- 2.8.2 Save a template
- 2.8.3 Open and utilize a template
- 2.8.4 Edit a template
- 2.8.5 Use Excel's built-in templates

Content Standard

2.9 Working with Multiple Worksheets and Workbooks

Competency Standard

- 2.9.1 Move between worksheets in a workbook
- 2.9.2 Add or delete a worksheet within a workbook
- 2.9.3 Copy and move data between worksheets
- 2.9.4 Copy an entire worksheet's data
- 2.9.5 Move between open workbooks
- 2.9.6 Save a workspace
- 2.9.7 Link workbooks

Content Standard

2.10 Creating Shared Workbooks, Data Maps, and Web Pages

Competency Standard

- 2.10.1 Create and use a shared workbook
- 2.10.2 Insert and edit comments
- 2.10.3 Track changes to a workbook
- 2.10.4 Add protection properties to a workbook
- 2.10.5 Create a data map for geographic regions
- 2.10.6 Create a Web page for use on the Internet or an intranet

Content Standard

2.11 Using Outlines, Subtotals, and Lookup Functions

Competency Standard

- 2.11.1 Create an outline from worksheet data
- 2.11.2 Remove an outline
- 2.11.3 Create subtotals from worksheet data
- 2.11.4 Remove subtotals

2.11.5 Work with named ranges

2.11.6 Use Lookup functions

Content Standard

2.12. Working with Graphics and Embedded Objects

Competency Standard

2.12.1 Identify the tools on the Drawing toolbar

2.12.2 Draw objects and insert AutoShapes

2.12.3 Add formatting and text to graphic objects

2.12.4 Edit graphic objects

2.12.5 Embed objects

3. Advanced Microsoft Access

Content Standard

3.1 Modifying Table Design

Competency Standard

3.1.1 Understand the use of input masks

3.1.2 Select the correct input mask

3.1.3 Enter data with input masks

3.1.4 Use validation rules and text

3.1.5 Set required properties

3.1.6 Set lookup fields

Content Standard

3.2 Relationships in Tables and Queries

Competency Standard

3.2.1 Understand relationships in tables

3.2.2 Create relationships among multiple tables

3.2.3 Enforce referential integrity

3.2.4 Create a query using related tables

Content Standard

3.3 Advanced Form Features

Competency Standard

3.3.1 Add a subform to a form

3.3.2 Add a record to a subform

3.3.3 Modify the properties of a subform

3.3.4 Create and modify a form in Design view

Content Standard

3.4 Analyzing Data

Competency Standard

3.4.1 Calculate data using the Expression Builder

3.4.2 Build summary queries

3.4.3 Concatenate field values using a query

3.4.4 Create AND and OR queries

3.4.5 Apply filters

Content Standard

3.5 Advanced Queries

Competency Standard

3.5.1 Remove or change a field in a query

3.5.2 Create a parameter query

3.5.3 Understand action queries

3.5.4 Create a delete query

3.5.5 Create an update query

3.5.6 Create a make-table query

Content Standard

3.6 Advanced Report Features

Competency Standard

- 3.6.1 Understand bound, unbound, and calculated controls
- 3.6.2 Create a separate report header page
- 3.6.3 Customize footers in a report
- 3.6.4 Add a chart to a report
- 3.6.5 Create a report in the Design view

Content Standard

3.7 Importing and Exporting Data

Competency Standard

- 3.7.1 Explain importing and exporting
- 3.7.2 Import data from other applications
- 3.7.3 Export data to other applications

Content Standard

3.8 Creating Macros and Switchboards

Competency Standard

- 3.8.1 Create and run a macro
- 3.8.2 Edit a macro
- 3.8.3 Add macro buttons to a form
- 3.8.4 Create a switchboard
- 3.8.5 Create a conditional macro
- 3.8.6 Add macro actions to a single condition
- 3.8.7 Use the Macro Builder

Content Standard

3.9 Working with Web Features

Competency Standard

- 3.9.1 Create a hyperlink in a database object
- 3.9.2 Build data access pages for use on the Internet

Content Standard

3.10 Using Advanced Access Tools

Competency Standard

- 3.10.1 Compact a database
- 3.10.2 Distinguish between encrypting and decrypting a database
- 3.10.3 Secure a database
- 3.10.4 Set a password for a database
- 3.10.5 Set startup options
- 3.10.6 Understand the use of add-ins

4. Advanced Microsoft PowerPoint

Content Standard

4.1 Using Advanced Text Features

Competency Standard

- 4.1.1 Find and replace text in a slide show
- 4.1.2 Adjust text spacing using tabs and indents
- 4.1.3 Insert symbols
- 4.1.4 Number paragraphs automatically
- 4.1.5 Modify fonts for an entire presentation
- 4.1.6 Add a text box
- 4.1.7 Create and modify a macro
- 4.1.8 Insert a hyperlink
- 4.1.9 Create a summary slide

Content Standard

4.2 Creating Tables and Charts

Competency Standard

- 4.2.1 Insert a table on a slide
- 4.2.2 Modify the table format

- 4.2.3 Insert an Excel worksheet on a slide
- 4.2.4 Create and modify data charts
- 4.2.5 Create and modify an organization chart

Content Standard

4.3 Working with Visual and Sound Objects

Competency Standard

- 4.3.1 Insert and modify clip art
- 4.3.2 Use the drawing tools to create simple drawing
- 4.3.3 Insert pictures and scanned images on slides
- 4.3.4 Insert sound objects on slides
- 4.3.5 Insert video clips on slides

Content Standard

4.4 Customizing Options

Competency Standard

- 4.4.1 Customize a color scheme
- 4.4.2 Modify the slide background
- 4.4.3 Create custom slide masters
- 4.4.4 Create a custom show
- 4.4.5 Customize toolbars
- 4.4.6 Customize animation options
- 4.4.7 Create a new design template
- 4.4.8 Customize a Web presentation

Content Standard

4.5 Importing and Exporting Information

Competency Standard

- 4.5.1 Create slides from a Word outline
- 4.5.2 Import slides into a presentation from another presentation
- 4.5.3 Share data among the Office 2000 applications
- 4.5.4 Export an outline to Word
- 4.5.5 Send PowerPoint presentations to others
- 4.5.6 Specify output options

Content Standard

4.6 Using Advanced Presentation Features

Competency Standard

- 4.6.1 Hide slides
- 4.6.2 Set slide timings and rehearse timings
- 4.6.3 Add action buttons to slides and specify action settings
- 4.6.4 Record narration for a presentation
- 4.6.5 Use on-screen navigation tools during the presentation
- 4.6.6 Annotate slides during the presentation
- 4.6.7 Use Meeting Minder during a presentation to take notes and assign tasks
- 4.6.8 Set up online broadcasts and collaborate online with others in a group
- 4.6.9 Pack a presentation to be viewed on another computer