

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

1. Word Processing

Content Standard

1.1 Word Basics

Competency Standard

- 1.1.1 Creating a new word document
- 1.1.2 Using menus and toolbars
- 1.1.3 Text entry and word wrap
- 1.1.4 Saving a document
- 1.1.5 Printing in Landscape Orientation
- 1.1.6 Office Assistant

1.2 Basic Editing

Competency Standard

- 1.2.1 Using the Backspace and Delete Keys
- 1.2.2 Using Overtyping
- 1.2.3 Using Undo, Redo, and Repeat
- 1.2.4 Copying and Moving Text

1.3 Basic Formatting

Competency Standard

- 1.3.1 Using Fonts
- 1.3.2 Aligning Text
- 1.3.3 Changing Vertical Alignment
- 1.3.4 Using Click and Type
- 1.3.5 Copying Format and Style

1.4 Controlling Text

Competency Standard

- 1.4.1 Changing Indents and Spacing
- 1.4.2 Setting Margins
- 1.4.3 Setting Tabs
- 1.4.4 Sorting Text in a Document
- 1.4.5 Using Bullets and Numbering

Content Standard

1.5 Helpful Word Features

Competency Standard

- 1.5.1 Using Automatic Features
- 1.5.2 Using the Spelling and Grammar Checker
- 1.5.3 Inserting the Date and Time
- 1.5.4 Inserting Hyphens
- 1.5.5 Using the Thesaurus

1.5.6 Using Find and Replace

Content Standard

1.6 Desktop Publishing with Word

Competency Standard

1.6.1 Creating Columns

1.6.2 Drawing graphics

1.6.3 Inserting WordArt

1.6.4 Inserting Text Boxes

1.6.5 Working with Clip Art

1.6.6 Using Borders and Shading

Content Standard

1.7 Working with documents

Competency Standard

1.7.1 Switching between Documents

1.7.2 Copying and Pasting Text Between Documents

1.7.3 Inserting Page Breaks

1.7.4 Working with Multipage Documents

1.7.5 Inserting Headers and Footers

1.7.6 Creating Footnotes and Endnotes

1.7.7 Creating a Section with Formatting that differs from other sections

1.7.8 Applying Styles

1.7.9 Organize a Document in Outline View

1.7.10 Assigning Outline Levels to Paragraphs

Content Standard

1.8 Increasing Efficiency using word

Competency Standard

1.8.1 Using Templates and Wizards

1.8.2 Inserting and Formatting Tables

1.8.3 Creating and Printing Envelopes

1.8.4 Creating and Printing Labels

1.8.5 Using Mail Merge

1.8.6 Creating a Web Page

1.8.7 Send a Word Document via E-mail

1.8.8 Integration Basics

2. Spreadsheets

Content Standard

2.1 Excel Basics

Competency Standard

2.1.1 Create a worksheet

2.1.2 Edit cells

2.1.3 Save a workbook

2.1.4 Print a workbook

Content Standard

2.2 Formatting Worksheets

Competency Standard

- 2.2.1 Formatting with the toolbar
- 2.2.2 Change column width and row height
- 2.2.3 Format data in cells by wrapping, rotating, indenting, and aligning
- 2.2.4 Format with styles
- 2.2.5 Format with Format Painter
- 2.2.6 Adding color and borders
- 2.2.7 Applying AutoFormats

Content Standard

2.3 Organizing the worksheet

Competency Standard

- 2.3.1 Copying and moving data
- 2.3.2 Inserting and deleting columns and rows
- 2.3.3 Freezing titles
- 2.3.4 Protecting a worksheet
- 2.3.5 Using Fill Command
- 2.3.6 Using Drag-and-Drop
- 2.3.7 Using print options

Content Standard

2.4 Worksheet Formulas

Competency Standard

- 2.4.1 Order of evaluation
- 2.4.2 Editing formulas
- 2.4.3 Relative, absolute, and mixed cell references
- 2.4.4 Point and click method
- 2.4.5 AutoSum button
- 2.4.6 Delayed calculations

Content Standard

2.5 Function Formulas

Competency Standard

- 2.5.1 Parts of function formulas
- 2.5.2 Paste function
- 2.5.3 Statistical functions
- 2.5.4 Financial functions
- 2.5.5 Logical functions

Content Standard

2.6 Making worksheet useful

Competency Standard

- 2.6.1 Inserting cell comment
- 2.6.2 Conditional formatting
- 2.6.3 Painting formats
- 2.6.4 Sorting data
- 2.6.5 Naming a range of data
- 2.6.6 Applying outlines to a worksheet
- 2.6.7 Creating links between worksheets in a workbook

- 2.6.8 Inserting and deleting worksheets
- 2.6.9 Inserting ClipArt into a worksheet
- 2.6.10 Editing a picture
- 2.6.11 Inserting hyperlinks to files and web pages

Content Standard

2.7 Working with other Software Tools

Competency Standard

- 2.7.1 Integrating data between applications
- 2.7.2 Linking data
- 2.7.3 Updating a link
- 2.7.4 Using draw in the worksheet
- 2.7.5 Editing objects with draw
- 2.7.6 Using worksheets on the web
- 2.7.7 Sending a worksheet as E-mail

Content Standard

2.8 Worksheet Charts

Competency Standard

- 2.8.1 Types of worksheet charts
- 2.8.2 Creating a chart
- 2.8.3 Switching between chart sheets and worksheets
- 2.8.4 Renaming a chart sheet
- 2.8.5 Previewing and printing a chart
- 2.8.6 Creating an embedded chart
- 2.8.7 Editing a chart
- 2.8.8 Changing the type of chart
- 2.8.9 Adding chart elements

3. Access

Content Standard

3.1 Creating a Database Table

Competency Standard

- 3.1.1 Understanding database terminology
- 3.1.2 Identify the database objects
- 3.1.3 Create a database and table
- 3.1.4 Design, modify, name, and save a table
- 3.1.5 Navigating and entering records
- 3.1.6 Manipulating data

Content Standard

3.2 Creating and Modifying Forms

Competency Standard

- 3.2.1 Create and use forms
- 3.2.2 Modify forms
- 3.2.3 Create a calculated control on a form
- 3.2.4 Compact and repair a database

Content Standard

3.3 Finding and Ordering Data

Competency Standard

- 3.3.1 Find data in a database
- 3.3.2 Query a database
- 3.3.3 Use multitable query
- 3.3.4 Sort and Index a database
- 3.3.5 Establish relationships
- 3.3.6 Create a query from related tables

Content Standard

3.4 Reports and Macros

Competency Standard

- 3.4.1 Create a report using a report wizard
- 3.4.2 Choosing fields for the report
- 3.4.3 Grouping and sorting the report
- 3.4.4 Layout and orientation
- 3.4.5 Modify a report
- 3.4.6 Create and run a macro
- 3.4.7 Adding actions to a macro

Content Standard

3.5 Integrating Access

Competency Standard

- 3.5.1 Word to Access
- 3.5.2 Access to Word
- 3.5.3 Access to Excel
- 3.5.4 Excel to Access
- 3.5.5 Creating Form Letters
- 3.5.6 Using Query Options and Printing Form Letters
- 3.5.7 Mailing Labels

4. PowerPoint

Content Standard

4.1 PowerPoint Basics

Competency Standard

- 4.1.1 Open an existing presentation
- 4.1.2 Save a presentation
- 4.1.3 Navigate through a presentation
- 4.1.4 Use the menus and toolbars
- 4.1.5 Apply a design template
- 4.1.6 Change a slide layout
- 4.1.7 Insert clip art
- 4.1.8 Add a slide to a presentation
- 4.1.9 Change views
- 4.1.10 Print a presentation
- 4.1.11 Exit PowerPoint

Content Standard

4.2 Enhancing a PowerPoint Presentation

Competency Standard

- 4.2.1 Create a new presentation
- 4.2.2 Delete slides
- 4.2.3 Add text to slides
- 4.2.4 Check spelling and style
- 4.2.5 Use the slide master
- 4.2.6 Change text appearance
- 4.2.7 Work with bullets
- 4.2.8 Use slide transitions
- 4.2.9 Insert animation
- 4.2.10 Work in Outline view
- 4.2.11 Utilize slide layout options

Content Standard

4.3 Working with Visual Elements

Competency Standard

- 4.3.1 Build and modify an organization chart
- 4.3.2 Build and modify charts
- 4.3.3 Create and modify tables within PowerPoint
- 4.3.4 Draw an object
- 4.3.5 Add shapes and apply formatting
- 4.3.6 Rotate and fill an object
- 4.3.7 Create a text box

Content Standard

4.4 Expanding on the Basics of PowerPoint

Competency Standard

- 4.4.1 Create a presentation from existing slides
- 4.4.2 Replace text fonts in an entire presentation
- 4.4.3 Use the Format Painter
- 4.4.4 Send a presentation via e-mail
- 4.4.5 Change the output format
- 4.4.6 Insert a hyperlink
- 4.4.7 Publish a presentation to the Web
- 4.4.8 Integrate PowerPoint and Word

5. Outlook

Content Standard

5.1 Outlook Basics

Competency Standard

- 5.1.1 View the Calendar
- 5.1.2 Schedule and change appointments
- 5.1.3 Schedule and change events
- 5.1.4 Schedule a meeting
- 5.1.5 Print a daily, weekly, or monthly calendar
- 5.1.6 Create, view, manage, and print a task list

5.1.7 Record entries in the Journal

5.1.8 Create and view Notes

Content Standard

5.2 Outlook Today and E-mail

Competency Standard

5.2.1 Create, view, and print a Contacts list

5.2.2 Use Outlook Today

5.2.3 Send and receive E-mail

5.2.4 Create and use an Address Book