Reavis High School
Computer Applications II Curriculum Snapshot

Unit 1: Excel Basics

•Students will learn to create, save, print, open and close a worksheet. They will understand commands, menus, toolbars and dialog box options. Students will identify the parts of the Excel window and know how to create save and correct errors in a spreadsheet

Number of Days: 10

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Unit 2: Formatting and Editing

•Students will learn to plan and design a worksheet.Students will understand how to format, print and reference cell ranges Students will understand how the following formatting features may be used to improve the appearance of a spreadsheet: alignment, font, font size, font style, font color and font effects. Students will understand the reason and importance of improving the appearance of a document

Number of Days: 20

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Unit 3: •Organizing and Managing Spreadsheets

••Students will understand the various ways to manage spreadsheets within a single directory, within multiple directories or within a network. Students will understand how to use the link feature between workbooks. Students will learn to enter labels, values, and formulas

Number of Days: 15

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Revised Spring 2022

Unit 4: Access Basics

•Students will understand how to create, save, and close a database. Students will learn the parts of the database window. Students will understand how to create a form, and the various views of a database. (Design view, Datasheet view)
Students will be able to identify and select appropriate wood joints based upon their applications.

Number of Days: 40

Unit 5: Modifying databases

•Students will understand how to edit tables in datasheet view as well as in design view. They will understand how to maintain a database. Students will understand how to modify a database by adding, deleting, moving, and renaming fields in a table using design view.

Number of Days: 10

Unit 6: Working with databases

•Students will understand how to search for and find records to update them.Students will understand how to manipulate information from within the database. Students will understand that integration is the sharing or combining of data among programs. Students will gain a general understanding of how all Microsoft Office Suite programs are designed to work together and enhance one another.

Number of Days:10