

## ADVANCED COMPUTER APPLICATIONS

### OVERVIEW

#### I. ADVANCED MICROSOFT WORD XP

GOAL: To demonstrate mastery of advanced Microsoft Word XP applications.

ASSESSMENT: The students' performance will be captured using a scoring guide showing the criteria for reaching satisfactory skill acquisition of keying reports, letters, mailing labels, envelopes, and newsletters.

OBJECTIVES:

a. The learner will create, edit, store, and print reports, letters, mailing labels, envelopes, and newsletters in Microsoft Word XP.

#### II. ADVANCED MICROSOFT EXCEL XP

GOAL: To demonstrate mastery of advance Microsoft Excel XP applications.

ASSESSMENT: The students' performance will be captured using a scoring guide showing the criteria for reaching satisfactory skill acquisition of keying enhanced spreadsheets and charts.

OBJECTIVES:

a. The learner will create, edit store, and print enhanced spreadsheets and charts in Microsoft Excel XP.

#### III. ADVANCED MICROSOFT ACCESS XP

GOAL: To demonstrate mastery of advanced Microsoft Access XP applications.

ASSESSMENTS: The students' performance will be captured using a scoring guide showing the criteria for reaching satisfactory skill acquisition of keying reports and forms.

OBEJECTIVES:

a. The learner will create, edit, store, and print reports and forms in Microsoft Access XP.

#### IV. ADVANCED MICROSOFT POWERPOINT XP

GOAL: To demonstrate mastery of advanced Microsoft PowerPoint XP applications.

ASSESSMENT: The students' performance will be captured using a scoring guide showing the criteria for reaching satisfactory skill acquisition of keying enhanced presentations.

OBJECTIVE:

a. The learner will create, edit, store, and print enhanced presentations in Microsoft PowerPoint XP.