**Computer Applications**

**Course Grading Overview:**

**40%-Quizzes**

**30%-Unit Tests**

**30%- Activities**

**( Light Brown on Assignment Board)**

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| **Assignment**  | **Due Date** |
| Introduction to WordManaging Word DocumentsFormatting Text and Paragraphs | 8/6-8/10 |
| Organizing TextManaging Tasks Efficiently Creating and Managing ListsAdding and Managing Tasks | 8/13-8/17 |
| Adding and Managing TablesAdding GraphicsControlling Page PresentationPreparing to Print | 8/20-8/24 |
| Uploading Your Work | 8/27-8/31 |
| **Unit Test 1** | 8/30 |
| Using Tables and ChartsStandardizing Documents Using Styles | 9/3-9/7 |
| Using Quick PartsUsing Templates | 9/10-9/14 |
| Controlling Content FlowManaging Documents | 9/17-9/21 |
| Letters, Envelopes, and LabelsUploading Your Work | 9/24-9/28 |
| **Unit Test 2** | 10/4 |
| **End 1st 9 Weeks** | **½ Credit Stopping Point** |
| Introduction to ExcelGetting Started with ExcelPerforming Calculation | 10/15-10/19 |
| Modifying a WorksheetFormatting a WorksheetAdvanced Formatting | 10/22-10/26 |
| Printing WorksheetsManaging Worksheet PropertiesUploading Your Work | 10/29-11/2 |
| **Unit Test 3** | 11/5 |
| Introduction to Functions | 11/5-11/9 |
| Working with FunctionsWorking With Lists | 11/12-11/16 |
| Analyzing Data | 11/19-11/25  |
| Visualizing Data with ChartsPivot Tables and Pivot Charts | 11/26-11/30 |
| Uploading Your Work | 12/17-12/19 |
| **Unit Test 4** | 12/19 |