**Computer Applications**

**Course Grading Overview:**

**40%-Quizzes**

**30%-Unit Tests**

**30%- Activities**

**( Light Brown on Assignment Board)**

|  |  |
| --- | --- |
| **Assignment** | **Due Date** |
| Introduction to Word  Managing Word Documents  Formatting Text and Paragraphs | 8/6-8/10 |
| Organizing Text  Managing Tasks Efficiently  Creating and Managing Lists  Adding and Managing Tasks | 8/13-8/17 |
| Adding and Managing Tables  Adding Graphics  Controlling Page Presentation  Preparing to Print | 8/20-8/24 |
| Uploading Your Work | 8/27-8/31 |
| **Unit Test 1** | 8/30 |
| Using Tables and Charts  Standardizing Documents Using Styles | 9/3-9/7 |
| Using Quick Parts  Using Templates | 9/10-9/14 |
| Controlling Content Flow  Managing Documents | 9/17-9/21 |
| Letters, Envelopes, and Labels  Uploading Your Work | 9/24-9/28 |
| **Unit Test 2** | 10/4 |
| **End 1st 9 Weeks** | **½ Credit Stopping Point** |
| Introduction to Excel  Getting Started with Excel  Performing Calculation | 10/15-10/19 |
| Modifying a Worksheet  Formatting a Worksheet  Advanced Formatting | 10/22-10/26 |
| Printing Worksheets  Managing Worksheet Properties  Uploading Your Work | 10/29-11/2 |
| **Unit Test 3** | 11/5 |
| Introduction to Functions | 11/5-11/9 |
| Working with Functions  Working With Lists | 11/12-11/16 |
| Analyzing Data | 11/19-11/25 |
| Visualizing Data with Charts  Pivot Tables and Pivot Charts | 11/26-11/30 |
| Uploading Your Work | 12/17-12/19 |
| **Unit Test 4** | 12/19 |