

EMC Publishing's

A Guide to Microsoft Office 2007

Benchmark Series: Microsoft Office 2007

Benchmark Series: Microsoft Word 2007, Level 1

Benchmark Series: Microsoft Excel 2007, Level 1

Benchmark Series: Microsoft Access 2007, Level 1

Benchmark Series: Microsoft PowerPoint 2007

Correlated to

South Carolina's Integrated Business Applications 1

A. SAFETY AND ETHICS

	Page Numbers
1. Identify major causes of work-related accidents in offices.	A Guide to Microsoft Office 2007: p. 39, 180
2. Describe the threats to a computer network, methods of avoiding attached, and options in dealing with virus attacks.	A Guide to Microsoft Office 2007: p. 9, 16-17, 23-24, 40, 63
3. Identify potential abuse and unethical uses of computers and networks.	A Guide to Microsoft Office 2007: p. 9, 16-17, 23-24 Benchmark Office 2007: Intro: Browsing the Internet p. 46 Benchmark Word 2007 Level 1: Intro: Browsing the Internet p. 46 Benchmark Excel 2007 Level 1: Intro: Browsing the Internet p. 46 Benchmark Access 2007 Level 1: Intro: Browsing the Internet p. 46 Benchmark PowerPoint 2007: Intro: Browsing the Internet p. 46
4. Explain the consequences of illegal, social, and unethical uses of information technologies (e.g. piracy; illegal downloading; licensing infringement; inappropriate uses of software, hardware, and mobile devices).	A Guide to Microsoft Office 2007: p. 9, 16-17, 23-24, 123, 209 Benchmark Office 2007: Intro: Browsing the Internet p. 46 Benchmark Word 2007 Level 1: Intro: Browsing the Internet p. 46 Benchmark Excel 2007 Level 1: Intro: Browsing the Internet p. 46 Benchmark Access 2007 Level 1: Intro: Browsing the Internet p. 46 Benchmark PowerPoint 2007: Intro: Browsing the Internet p. 46

5. Differentiate between freeware, shareware, and public domain software copyrights.	A Guide to Microsoft Office 2007: p. 16, 209 Benchmark Office 2007: Intro: Browsing the Internet p. 46 Benchmark Word 2007 Level 1: Intro: Browsing the Internet p. 46 Benchmark Excel 2007 Level 1: Intro: Browsing the Internet p. 46 Benchmark Access 2007 Level 1: Intro: Browsing the Internet p. 46 Benchmark PowerPoint 2007: Intro: Browsing the Internet p. 46
6. Discuss computer crimes, terms of use, and legal issues such as copyright laws, fair use laws, and ethics pertaining to scanned and downloaded clip art images, photographs, documents, video, recorded sounds and music, trademarks, and other elements for use in Web publications.	A Guide to Microsoft Office 2007: p. 9, 14, 16-17, 23-24, 40, 123, 209 Benchmark Office 2007: Intro: Browsing the Internet p. 46 Benchmark Word 2007 Level 1: Intro: Browsing the Internet p. 46 Benchmark Excel 2007 Level 1: Intro: Browsing the Internet p. 46 Benchmark Access 2007 Level 1: Intro: Browsing the Internet p. 46 Benchmark PowerPoint 2007: Intro: Browsing the Internet p. 46
7. Identify netiquette including the use of e-mail, social networking, blogs, texting, and chatting.	A Guide to Microsoft Office 2007: p. 16, 123 Benchmark Office 2007: PowerPoint: p. 71-72 Benchmark PowerPoint 2007: p. 71-72
8. Describe ethical and legal practices in business professions such as safeguarding the confidentiality of business-related information.	A Guide to Microsoft Office 2007: p. 9, 14, 16-17, 23-24

B. EMPLOYABILITY SKILLS

	Page Numbers
1. Identify positive work practices (e.g. appropriate dress code for the workplace, personal grooming, punctuality, time management, organization).	A Guide to Microsoft Office 2007: p. 43, 123, 535
2. Demonstrate positive interpersonal skills (e.g. communication, respect, teamwork).	A Guide to Microsoft Office 2007: p. 117, 123

C. STUDENT ORGANIZATIONS

	Page Numbers
1. Explain how related student organizations are integral parts of career and technology education courses.	

2. Explain the goals and objectives of related student organizations.	
3. List opportunities available to students through participation in related student organization conferences/competitions, community service, philanthropy, and other activities.	
4. Explain how participation in career and technology education student organizations can promote lifelong responsibility for community service and professional development.	

D. BASIC COMPUTER CONCEPTS

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1. Explain steps in the information processing cycle.	A Guide to Microsoft Office 2007: p. 3-4, 35 Benchmark Office 2007: Intro: Getting Started p. 1-12, Intro: Using Windows Vista p. 13-40 Benchmark Word 2007 Level 1: Intro: Getting Started p. 1-12, Intro: Using Windows XP p. 13-40 Benchmark Excel 2007 Level 1: Intro: Getting Started p. 1-12, Intro: Using Windows XP p. 13-40 Benchmark Access 2007 Level 1: Intro: Getting Started p. 1-12, Intro: Using Windows XP p. 13-40 Benchmark PowerPoint 2007: Intro: Getting Started p. 1-12, Intro: Using Windows XP p. 13-40
2. Identify and explain the components of a computer system.	A Guide to Microsoft Office 2007: p. 3-4, 35 Benchmark Office 2007: Intro: Getting Started p. 1-12 Benchmark Word 2007 Level 1: Intro: Getting Started p. 1-12 Benchmark Excel 2007 Level 1: Intro: Getting Started p. 1-12 Benchmark Access 2007 Level 1: Intro: Getting Started p. 1-12 Benchmark PowerPoint 2007: Intro: Getting Started p. 1-12
3. Categorize software according to function (system and application).	A Guide to Microsoft Office 2007: p. 1, 43-44, 180, 185, 369, 499, 565 Benchmark Office 2007: Preface p. vii & Intro: Getting Started p. 1 Benchmark Word 2007 Level 1: Preface p. vii & Intro: Getting Started p. 1

	<p>Benchmark Excel 2007 Level 1: Preface p. vii, Overview p. 1-4</p> <p>Benchmark Access 2007 Level 1: Preface p. vii, Overview p. 1-4</p> <p>Benchmark PowerPoint 2007: Preface p. vii, Overview p. 1-4</p>
4. Identify functions of input/output devices.	<p>A Guide to Microsoft Office 2007: p. 3-4, 35</p> <p>Benchmark Office 2007: Intro: Getting Started p. 1-12</p> <p>Benchmark Word 2007 Level 1: Intro: Getting Started p. 1-12</p> <p>Benchmark Excel 2007 Level 1: Intro: Getting Started p. 1-12</p> <p>Benchmark Access 2007 Level 1: Intro: Getting Started p. 1-12</p> <p>Benchmark PowerPoint 2007: Intro: Getting Started p. 1-12</p>
5. Categorize storage as primary or secondary.	<p>A Guide to Microsoft Office 2007: p. 8</p> <p>Benchmark Office 2007: Intro: Getting Started p. 3</p> <p>Benchmark Word 2007 Level 1: Intro: Getting Started p. 3</p> <p>Benchmark Excel 2007 Level 1: Intro: Getting Started p. 3</p> <p>Benchmark Access 2007 Level 1: Intro: Getting Started p. 3</p> <p>Benchmark PowerPoint 2007: Intro: Getting Started p. 3</p>
6. Define basic computer terminology (hardware, software, program, pixel, resolution, binary, RAM, TOM, bit, and byte).	<p>A Guide to Microsoft Office 2007: p. 3-4, 35, 603, 604</p>
7. Identify characteristics and limitations of various computers based on size and capabilities.	<p>A Guide to Microsoft Office 2007: p. 1-2</p>
8. List examples of computer use in business, education, government, industry, and the home.	<p>A Guide to Microsoft Office 2007: p. 43-44, 180, 185, 369, 499, 565</p> <p>Benchmark Office 2007: Preface p. vii</p> <p>Benchmark Word 2007 Level 1: Preface p. vii</p> <p>Benchmark Excel 2007 Level 1: Preface p. vii</p> <p>Benchmark Access 2007 Level 1: Preface p. vii</p> <p>Benchmark PowerPoint 2007: Preface p. vii</p>
9. Identify terms commonly found in personal computer advertisements.	<p>A Guide to Microsoft Office 2007: p. 1-3</p>
10. Describe the steps in purchasing a personal computer.	<p>Benchmark Office 2007: Word p. 150</p> <p>Benchmark Word 2007 Level 1: p. 150</p>

11. Demonstrate both cold and warm boots.	Benchmark Office 2007: Intro: Using Windows Vista p. 21-29 Benchmark Word 2007 Level 1: Intro: Using Windows XP p. 19 Benchmark Excel 2007 Level 1: Intro: Using Windows XP p. 19 Benchmark Access 2007 Level 1: Intro: Using Windows XP p. 19 Benchmark PowerPoint 2007: Intro: Using Windows XP p. 19
12. Define path, prompt, root directory, sub-directory, and wildcard	A Guide to Microsoft Office 2007: p. 446 Benchmark Office 2007: Access: p. 103, 129 Benchmark Access 2007 Level 1: p. 103, 129
13. Identify basic functions and terminology associated with operating systems and system software (such as boot, MacIntosh, MS Windows, multitasking, GUI, icon, WYSIWYG, mouse, minimize, and maximize).	A Guide to Microsoft Office 2007: p. 1-33, 35, 503, 538-540, 546-547 Benchmark Office 2007: Intro: Getting Started p. 1-12, Intro: Using Windows Vista p. 13-40 Benchmark Word 2007 Level 1: Intro: Getting Started p. 1-12, Intro: Using Windows XP p. 13-40 Benchmark Excel 2007 Level 1: Intro: Getting Started p. 1-12, Intro: Using Windows XP p. 13-40 Benchmark Access 2007 Level 1: Intro: Getting Started p. 1-12, Intro: Using Windows XP p. 13-40 Benchmark PowerPoint 2007: Intro: Getting Started p. 1-12, Intro: Using Windows XP p. 13-40
14. Define characteristics of LANs, WASs, and MANs.	A Guide to Microsoft Office 2007: p. 15-16
15. Identify network hardware components.	A Guide to Microsoft Office 2007: p. 35 Benchmark Office 2007: Intro: Getting Started p. 1-4 Benchmark Word 2007 Level 1: Intro: Getting Started p. 1-4 Benchmark Excel 2007 Level 1: Intro: Getting Started p. 1-4 Benchmark Access 2007 Level 1: Intro: Getting Started p. 1-4 Benchmark PowerPoint 2007: Intro: Getting Started p. 1-4

E. INTERNET APPLICATIONS

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1. Explain net addresses.	A Guide to Microsoft Office 2007: p. 16, 37, 60

	<p>Benchmark Office 2007: Intro: Browsing the Internet p. 42</p> <p>Benchmark Word 2007 Level 1: Intro: Browsing the Internet p. 42</p> <p>Benchmark Excel 2007 Level 1: Intro: Browsing the Internet p. 42</p> <p>Benchmark Access 2007 Level 1: Intro: Browsing the Internet p. 42</p> <p>Benchmark PowerPoint 2007: Intro: Browsing the Internet p. 42</p>
2. Demonstrate ability to use search engines.	<p>A Guide to Microsoft Office 2007: p. 13, 15, 38-40</p> <p>Benchmark Office 2007: Intro: Browsing the Internet p. 42-46</p> <p>Benchmark Word 2007 Level 1: Intro: Browsing the Internet p. 42-46</p> <p>Benchmark Excel 2007 Level 1: Intro: Browsing the Internet p. 42-46</p> <p>Benchmark Access 2007 Level 1: Intro: Browsing the Internet p. 42-46</p> <p>Benchmark PowerPoint 2007: Intro: Browsing the Internet p. 42-46</p>
3. Evaluate Web site integrity and usefulness for the user.	<p>A Guide to Microsoft Office 2007: p. 12-14</p> <p>Benchmark Office 2007: Intro: Browsing the Internet p. 42</p> <p>Benchmark Word 2007 Level 1: Intro: Browsing the Internet p. 42</p> <p>Benchmark Excel 2007 Level 1: Intro: Browsing the Internet p. 42</p> <p>Benchmark Access 2007 Level 1: Intro: Browsing the Internet p. 42</p> <p>Benchmark PowerPoint 2007: Intro: Browsing the Internet p. 42</p>
4. Use E-mail.	<p>A Guide to Microsoft Office 2007: p. 15-26, 40-41</p>
5. Demonstrate an understanding of basic Web design development and publishing.	<p>A Guide to Microsoft Office 2007: p. 108</p>
6. Describe the types of websites (portal, news, informational, business, educational, entertainment, blog, wiki, and personal).	<p>A Guide to Microsoft Office 2007: p. 12-14, 133</p> <p>Benchmark Office 2007: Intro: Browsing the Internet p. 42</p> <p>Benchmark Word 2007 Level 1: Intro: Browsing the Internet p. 42</p> <p>Benchmark Excel 2007 Level 1: Intro: Browsing the Internet p. 42</p> <p>Benchmark Access 2007 Level 1: Intro: Browsing the Internet p. 42</p> <p>Benchmark PowerPoint 2007: Intro: Browsing the Internet p. 42</p>

7. Identify the rules of netiquette.	A Guide to Microsoft Office 2007: p. 16, 123
8. Discuss issues surrounding information privacy.	A Guide to Microsoft Office 2007: p. 9
9. Analyze the pros and cons of Web 2.0 (blogs, wikis, social networking, podcasts, and Google Apps).	A Guide to Microsoft Office 2007: p. 12-14, 133

F. WORD

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1. Create a document.	A Guide to Microsoft Office 2007: p. 44-45 Benchmark Office 2007: Word Level 1: p. 8-10, 13-14, 33-34, 217 Benchmark Word 2007 Level 1: p. 8-10, 13-14, 33-34, 217
2. Discuss shortcut keys/commands.	A Guide to Microsoft Office 2007: p. 112-113 Benchmark Office 2007: Word Level 1: p. (Intro. 9-10), 30, 63-64, 97, 139, 188, 219, 262, 293, Addendum
3. Use the Undo, Redo, and Repeat command.	A Guide to Microsoft Office 2007: p. 45 Benchmark Office 2007: Word Level 1: p. 23, 30, 55, 64, 80, 160-161 Benchmark Word 2007 Level 1: p. 23, 30, 55, 64, 80, 160-161
4. Apply font formats (bold, italics, and underline).	A Guide to Microsoft Office 2007: p. 53-54 Benchmark Office 2007: Word Level 1: p. 35-48 Benchmark Word 2007 Level 1: p. 35-48
5. Use the SPELLING feature.	A Guide to Microsoft Office 2007: p. 46 Benchmark Office 2007: Word Level 1: p. 9, 24-26, 29-30, 32 Benchmark Word 2007 Level 1: p. 9, 24-26, 29-30, 32
6. Use the THESAURUS feature.	A Guide to Microsoft Office 2007: p. 61, 214
7. Use the GRAMMAR feature.	A Guide to Microsoft Office 2007: p. 46 Benchmark Office 2007: Word Level 1: p. 9-10, 24-26, 29-30, 32 Benchmark Word 2007 Level 1: p. 9-10, 24-26, 29-30, 32

8. Insert page breaks.	A Guide to Microsoft Office 2007: p. 103, 258 Benchmark Office 2007: Word Level 1: p. 103, 109, 115-116, 138, 140 Benchmark Word 2007 Level 1: p. 103, 109, 115-116, 138, 140
9. Distinguish between hard and soft page breaks.	A Guide to Microsoft Office 2007: p. 103, 258 Benchmark Office 2007: Word Level 1: p. 103, 109, 115-116, 138, 140 Benchmark Word 2007 Level 1: p. 103, 109, 115-116, 138, 140
10. Highlight text in document.	A Guide to Microsoft Office 2007: p. 53 Benchmark Office 2007: Word Level 1: p. 64, 131 Benchmark Word 2007 Level 1: p. 64, 131
11. Insert and move text.	A Guide to Microsoft Office 2007: p. 50, 140 Benchmark Office 2007: Word Level 1: p. 16, 19-20, 89-90 Benchmark Word 2007 Level 1: p. 16, 19-20, 89-90
12. Cut, copy, paste, and paste special using the clipboard.	A Guide to Microsoft Office 2007: p. 50-51 Benchmark Office 2007: Word Level 1: p. 89, 93-94, 96 Benchmark Word 2007 Level 1: p. 89, 93-94, 96
13. Copy formats using the Format Painter.	A Guide to Microsoft Office 2007: p. 59 Benchmark Office 2007: Word Level 1: p. 35, 57-58, 63 Benchmark Word 2007 Level 1: p. 35, 57-58, 63
14. Select and change font and font size.	A Guide to Microsoft Office 2007: p. 53-54 Benchmark Office 2007: p. Word 2007 Level 1: p. 36-37, 40, 62-64 Benchmark Word 2007 Level 1: p. 36-37, 40, 62-64
15. Find and replace text.	A Guide to Microsoft Office 2007: p. 52-53 Benchmark Office 2007: Word Level 1: p. 130-133 Benchmark Word 2007 Level 1: p. 130-133

<p>16. Apply character effects (color, superscript, subscript, strikethrough, small caps, and outline).</p>	<p>A Guide to Microsoft Office 2007: p. 53-54 Benchmark Office 2007: Word Level 1: p. 9, 35, 39-40, 46, 62, 64 Benchmark Word 2007 Level 1: p. 9, 35, 39-40, 46, 62, 64</p>
<p>17. Insert date and time.</p>	<p>A Guide to Microsoft Office 2007: p. 98-99 Benchmark Office 2007: Word Level 1: p. 165-166, 186, 188 Benchmark Word 2007 Level 1: p. 165-166, 186, 188</p>
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<p>19. Create and apply frequently used text with AutoCorrect.</p>	<p>A Guide to Microsoft Office 2007: p. 45, 60 Benchmark Office 2007: Word Level 1: p. 9-10, 29, 70, 96 Benchmark Word 2007 Level 1: p. 9-10, 29, 70, 96</p>
<p>20. Align text in paragraphs (create, left, right, and justified).</p>	<p>A Guide to Microsoft Office 2007: p. 59 Benchmark Office 2007: Word Level 1: p. 48-52, 63-64, 168 Benchmark Word 2007 Level 1: p. 48-52, 63-64, 168</p>
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<p>24. Use indentation options (left, right, first line, and hanging).</p>	<p>A Guide to Microsoft Office 2007: p. 86-87 Benchmark Office 2007: Word Level 1: p. 52-55, 73, 96 Benchmark Word 2007 Level 1: p. 52-55, 73, 96</p>
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h. Import data to Access.	A Guide to Microsoft Office 2007: p. 399, 449 Benchmark Office 2007: Access Level 1: p. 260-261 Benchmark Access 2007 Level 1: p. 260-261
i. Export data from Access.	A Guide to Microsoft Office 2007: p. 487 Benchmark Office 2007: Access Level 1: p. 249-250,253-255, 268 Benchmark Access 2007 Level 1: p. 249-250,253-255, 268
j. Navigate among records.	A Guide to Microsoft Office 2007: p. 380 Benchmark Office 2007: Access Level 1: p. 9-11, 109, 149, 175 Benchmark Access 2007 Level 1: p. 9-11, 109, 149, 175
k. Compact a database.	A Guide to Microsoft Office 2007: p. Benchmark Office 2007: Access Level 1: p. 87-89, 92-93 Benchmark Access 2007 Level 1: p. 87-89, 92-93
l. Repair a database.	Benchmark Office 2007: Access Level 1: p. 87-89, 92-93 Benchmark Access 2007 Level 1: p. 87-89, 92-93
7. Collaborate with peers on a project	A Guide to Microsoft Office 2007: p. 214, 519
a. Sort records.	A Guide to Microsoft Office 2007: p. 390-391 Benchmark Office 2007: Access Level 1: p. 80, 151 Benchmark Access 2007 Level 1: p. 80, 151
b. Filter records.	A Guide to Microsoft Office 2007: p. 391-392 Benchmark Office 2007: Access Level 1: p. 219-220 Benchmark Access 2007 Level 1: p. 219-220
c. Create charts.	A Guide to Microsoft Office 2007: p. 291-330
d. Modify charts.	A Guide to Microsoft Office 2007: p. 291-330

e. Export data from Access	A Guide to Microsoft Office 2007: p. 399, 484, 487 Benchmark Office 2007: Access Level 1: p. 249-255, 268 Benchmark Access 2007 Level 1: p. 249-255, 268
f. Save database objects as file types.	A Guide to Microsoft Office 2007: p. 371-372 Benchmark Office 2007: Access Level 1: p. 10 Benchmark Access 2007 Level 1: p. 10
g. Back up a database.	A Guide to Microsoft Office 2007: p. 8 Benchmark Office 2007: Access Level 1: p. 88-89, 92-93 Benchmark Access 2007 Level 1: p. 88-89, 92-93
h. Print database objects.	A Guide to Microsoft Office 2007: p. 297 Benchmark Office 2007: Access Level 1: p. 231 Benchmark Access 2007 Level 1: p. 231
8. Use the Help feature.	A Guide to Microsoft Office 2007: p. 3, 8, 27 Benchmark Office 2007: Access Level 1: p. 65, 89 Benchmark Access 2007 Level 1: p. 65, 89

H. Project/Simulation Learning

1. Produce documents integrating word processing, spreadsheet, database, and/or presentation files.	A Guide to Microsoft Office 2007: p. 396-397, 399-400 Benchmark Office 2007: Office: Integrated Projects p. IP1-IP7 Benchmark Word 2007 Level 1: p. 251 Benchmark Excel 2007 Level 1: p. 186-187 Benchmark Access 2007 Level 1: p. 253-265, 268 Benchmark PowerPoint 2007: p. 487
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<p>2. Apply problem solving and critical thinking skills to projects and/or simulations (cross-curricular or team teaching).</p>	<p>A Guide to Microsoft Office 2007: p. 35-42, 74-83, 116-134, 174-183, 227-242, 277-290, 318-330, 360-368, 410-426, 467-472, 493-498, 527-536, 560-564, 595-602 Benchmark Office 2007: Integrated Projects p. IP1-IP7 Benchmark Word 2007 Level 1: p. 34, 68, 102, 143, 192, 223, 267, 297 Benchmark Excel 2007 Level 1: p. 35, 65, 106, 145, 196, 237, 268, 306 Benchmark Access 2007 Level 1: p. 34, 97, 135, 181, 212, 247, 273 Benchmark PowerPoint 2007: p. 40, 73, 118</p>
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