

MICROSOFT CERTIFIED APPLICATIONS SPECIALIST (MCAS) SYLLABUS with TEKS 2009-2010

<p>1st Six Weeks – August 24, 2009 – October 2, 2009 (29 days)</p>	<p>WORD Objective 1: Creating and Customizing Documents <i>Templates, Themes, Backgrounds, Headers, Footers, Columns, Table of Contents, Indexes, Document Properties, Document Tools, Word Options</i></p> <p>WORD Objective 2: Formatting Content <i>Styles, Characters, Paragraph settings, Tabs, Cut, Copy, Paste, Find, Replace, Pagination, Sections</i></p> <p>WORD Objective 3: Working with Visual Content <i>Different Illustrations, Graphical Text, Text Boxes</i></p>	<p>August 24, 2009 Early Dismissal</p> <p>September 7, 2009 School Holiday</p>
<p>2nd Six Weeks – October 5, 2009 – November 13, 2009 (30 days)</p>	<p>WORD Objective 4: Organizing Content <i>Building Blocks, Quick Parts, Tables, Lists, Sort, References, Captions, Mail Merge, Envelopes, Labels</i></p> <p>WORD Objective 5: Reviewing Documents <i>Window Views, Compare Document Versions, Display Markup, Tracked Changes, Comments</i></p> <p>WORD Objective 6: Sharing and Securing Content <i>Save as Formats, Document Inspector, Document Access, Protect documents, Digital Signatures</i></p>	<p>October 12, 2009 Early Dismissal for Students</p> <p>October 12, 2009 Teacher Double Day</p>
<p>3rd Six Weeks – November 16, 2009 January 15, 2010 (30 days)</p>	<p>EXCEL Objective 1: Creating and Manipulating Data <i>AutoFill, Data Integrity, Modify Content and Formats, Views, Worksheets</i></p> <p>EXCEL Objective 2: Formatting Data and Content <i>Formatting, Modify Rows & Columns, Format Cells, Format Data to Table</i></p> <p>EXCEL Objective 3: Creating and Modifying Formulas <i>Formulas, Subtotals, Conditionally Summarize, Lookup Function, Conditional Logic in Formulas, Format text using Formulas, Print Formulas</i></p> <p>EXCEL Objective 4: Presenting Data Visually <i>Charts, Conditional Formatting, Illustrations, Outline, Sort, Filter</i></p> <p>EXCEL Objective 5: Collaborating and Securing Data <i>Protect & Share Workbooks, Distribution, Save, Print Options</i></p>	<p>November 23-27, 2009 Thanksgiving</p> <p>December 18, 2009 Early Dismissal</p> <p>December 21, 2009–January 1, 2010 Christmas Holidays</p>
<p>4th Six Weeks – January 19, 2010 – February 26, 2010 (29 days)</p>	<p>ACCESS Objective 1: Structuring a Database <i>Data Types, Table Relationships, Primary Keys, Split Databases</i></p> <p>ACCESS Objective 2: Creating and Formatting Database Elements <i>Databases, Tables, Field Properties, Forms, Reports</i></p> <p>ACCESS Objective 3: Entering and Modifying Data <i>Move-Edit-Enter-Delete Records, Find & Replace Data, Attach Documents to Records, Import Data</i></p> <p>ACCESS Objective 4: Creating and Modifying Queries <i>Queries</i></p>	<p>January 15, 2010 Early Dismissal</p> <p>January 18, 2010 School Holiday</p>
<p>5th Six Weeks – March 1, 2010 – April 16, 2010 (29 days)</p>	<p>ACCESS Objective 5: Presenting and Sharing Data <i>Sort & Filter Data, Charts, Export Data, Save Objects as other File Types, Print Objects</i></p> <p>ACCESS Objective 6: Managing and Maintaining Databases <i>Perform Routine Operations</i></p> <p>PowerPoint Objective 1: Creating and Formatting Presentations <i>Slide Master, Presentation Elements, Arrange Slides</i></p> <p>PowerPoint Objective 2: Creating and Formatting Slide Content <i>Text Boxes, Move-Copy-Format Text, Existing Content additions, Animations</i></p>	<p>March 12, 2010 Early Dismissal</p> <p>March 15-19, 2010 Spring Break</p> <p>April 2, 2010 Good Friday</p> <p>April 24, 2010 Bad Weather/Holiday</p>
<p>6th Six Weeks – April 19, 2010 – May 28, 2010 (30 days)</p>	<p>PowerPoint Objective 3: Working with Visual Content <i>SmartArt Graphics & Diagrams, Illustrations, Pictures, Shapes, Arrange, Order, Rotate, Charts, Tables</i></p> <p>PowerPoint Objective 4: Collaborating on and Delivering Presentations <i>Review Content, Protect, Share, Security, Print, Rehearse Delivery</i></p> <p>Outlook Objective 1: Managing Messaging <i>Send-Automate & View E-Mail Messages, Signatures, Attachments, Importance & Sensitivity Settings, Security Settings, Delivery Options</i></p> <p>Outlook Objective 2: Managing Scheduling <i>Appointments, Meeting Requests, Calendar Events, Calendar Settings, Share & View Other Calendars</i></p> <p>Outlook Objective 3: Managing Tasks <i>Create, Modify, Mark as Complete, Accept, Decline, Assign, Update, Respond to Tasks</i></p> <p>Outlook Objective 4: Managing Contacts and Personal Contact Information <i>Contacts, Distribution Lists</i></p> <p>Outlook Objective 5: Organizing Information <i>Organize by Color, Data Files, Organize Folders, Junk Settings, Search Feature, Rules, Custom Settings</i></p>	<p>May 27, 2010 Graduation</p> <p>May 28, 2010 Early Dismissal</p> <p>May 31, 2010 Memorial Day</p> <p>June 1, 2010 Optional Comp Day</p>

