



Introduction to Technology II

651 PowerPoint (Google Slides) and Excel (Google Sheets) Syllabus 2017

Instructor: Mrs. Palleria
Business Finance and Technology Department Chairperson
lpalleria@waterbury.k12.ct.us

Credits: .5

Core Values and Beliefs:

The students, faculty, staff, and administration of Wilby High School will work cooperatively with families, members of the community, and the Board of Education to create a safe, welcoming, and academic environment which embraces, challenges, and nurtures the diverse talents, interests, and learning styles of all its students. All students will leave Wilby High School with the self-respect, respect for others, knowledge, and skills necessary to become independent, intellectually curious, and self-fulfilled members of society.

Students will learn the features of PowerPoint/Google Slides as a tool for creating dynamic on-screen presentations. The use of PowerPoint will allow students to build exciting interactive computer generated slide shows that students can use in presentations for classes, clubs or other activities. They will be able to execute specific tasks which will result in an improvement in their computer and communication skills. Students will also learn spreadsheets using Microsoft Excel/Google Sheets by applying their learning to hands-on activities. The students will be able to create a blank workbook, navigate a worksheet, choose themes, styles, font formats, enter formulas, create charts, insert functions, sort and filter tables, apply conditional formatting, compare and analyze data, work with graphics and link and embed data.

As a result of taking the Introduction to Technology II Course, students will be able to:

PowerPoint (Google Slides)

- 1) Create, Save and Close a Presentation
- 2) Change Slide Layout
- 3) Insert and Adjust multimedia objects
- 4) Edit Slides
- 5) Incorporate Information from Microsoft Word
- 6) Create and Adjust Global Theme and Formatting Options
- 7) Utilize Slide Sorter Functions
- 8) Develop Effective Presentation Skills

Excel (Google Sheets)

- 1) Differentiate between an Excel workbook & worksheet
- 2) Enter text and formulas in to an Excel spreadsheet
- 3) Enhance alpha and numeric data in an Excel Worksheet
- 4) Move and copy alpha and numeric data
- 5) Construct formulas to manipulate numeric data in an Excel Worksheet

- 6) Create a spreadsheet to tabulate and record numeric values
- 7) Use the print function of Excel to represent numeric data in multiple formats
- 8) Differentiate between formulas and functions in Excel

Required Text/Equipment/Software:

- Computer with Windows Operating System and Microsoft PowerPoint and Excel 2010
- Learning Microsoft Office 2010, Betsy Newberry. Pearson Education, Inc. Prentice Hall, 2011.

Course Requirements and Evaluation:

Daily Class Warm-up:

- Every day when you enter the room you will be expected to key **WORDS TO KNOW** for each lesson. These definitions will count towards your "File Quizzes." It is your responsibility to get the words and definitions completed.
- Please make sure to label each lesson and save in your "Terms" folder.

Class Work:

- Will be assigned every day.
- Will be checked daily.
- Students must do all assigned work, only complete assignments receive credit.

Tests/Projects:

- Tests will be announced at least two days in advance.
- It is your responsibility to arrange a make-up test if you are absent.
- Projects will be assigned with ample time of completion in class.

Class Participation:

- Students **MUST** arrive on time. (In your seat **before** the bell rings).
- Participate in class discussions.
- Demonstrate respect for others and classroom property.
- Keep working at all times: practice if you are done with an assignment.

Grading:

Based on the Board of Education approved city-wide policy as follows: 80% for academic elements and 20% for non-academic elements as defined below:

Academics: Tests, quizzes, reports, projects, proficiency, total 80%

Non-academics:

Attendance 5%

Class participation 5%

Homework: 10%

Classroom Rules:

- No food or drink will be allowed in the classroom.
- Students must sit at their assigned computer.
- If a student is **tardy w/o a pass**, 1 point will be deducted from class participation grade.

- If a student is **tardy w/o a pass** more than **3 times** a referral will be sent to their Vice Principal.
- Students must be in proper dress code.
- No cell phones or IPods will be allowed in class.

Make-up Work:

It is the **student's responsibility** to find out what work was missed and to make-up class assignments that were graded or collected. If a test or quiz is missed, it must be made up the day the student returns from his/her absences. If an illness keeps a student out of school for a few days, the student will have up to the number of days missed to make-up all missed work, including tests.

Introduction to Technology II, #651 - PowerPoint/Slides and Excel/Sheets

	TOPIC	ASSIGNMENTS
Week 1	Orientation Objectives: Course/class	Office Basics Review office basics
Week 2	Getting Started with Microsoft PowerPoint 2013 <ul style="list-style-type: none"> • Getting Started with PowerPoint • Working with Slides • Working with Notes and Headers and Footers • Inserting and Formatting Pictures 	PowerPoint 2010 Chapter 1: <i>Words To Know</i> Lesson 1: Projects 1 & 2 Lesson 2: Projects 3 & 4 Lesson 3: Projects 5 & 6 Lesson 4: Projects 7 & 8
Week 3	<ul style="list-style-type: none"> • Formatting Text • Aligning Text • Displaying the Presentation Outline 	<i>Words To Know</i> Lesson 5: Projects 9 & 10 Lesson 6: Projects 11 & 12 Lesson 7: Projects 13 & 14
Week 4	<ul style="list-style-type: none"> • Arranging Slides • Adding Slide Transitions 	<i>Words To Know</i> Lesson 8: Projects 15 & 16 Lesson 9: Projects 17 & 18 End of Chapter Assessments: Projects 19 & 20
Week 5	Working with Lists and Graphics <ul style="list-style-type: none"> • Working with Bulleted and Numbered Lists • Using Clip Art Pictures • Inserting Symbols and Text Boxes • Drawing and Formatting Shapes 	Chapter 2: <i>Words To Know</i> Lesson 10: Projects 21 & 22 Lesson 11: Projects 23 & 24 Lesson 12: Projects 25 & 26 Lesson 13: Projects 27 & 28
Week 6	<ul style="list-style-type: none"> • Positioning and Grouping Shapes • Creating WordArt • Creating SmartArt Diagrams • Creating a Photo Album 	<i>Words To Know</i> Lesson 14: Projects 29 & 30 Lesson 15: Projects 31 & 32 Lesson 16: Projects 33 & 34 Lesson 17: Projects 35 & 36 E-Portfolio End of Chapter Assessments: Projects 37 & 38
Week 7	Enhancing a Presentation <ul style="list-style-type: none"> • Modifying a Theme • Modifying a Background • Using Effects and Animations • Creating Multimedia Presentations 	Chapter 3: <i>Words To Know</i> Lesson 18: Projects 39 & 40 Lesson 19: Projects 41 & 42 Lesson 20: Projects 43 & 44 Lesson 21: Projects 45 & 46
Week 8	<ul style="list-style-type: none"> • Working with Tables • Working with Charts 	Lesson 22: Projects 47 & 48 Lesson 23: Projects 49 & 50 E-Portfolio End of Chapter Assessments: Projects 51 & 52

Week 9	Introduction to MS Excel/Google Sheets, Worksheet Basics, adding contents	Chapter 1
Week 10	Cell entries, Formatting	Chapter 1
Week 11	Ranges, Creating formulas	Chapter 1
Week 12	Copy/Paste, Moving data	Chapter 1
Week 13	Simple quick Charts, Print operations	Chapter 1
Week 14	Formulas, Functions	Chapter 2
Week 15	Excel Tables, NOW Functions/Named Ranges	Chapter 2
Week 16	IF Functions	Chapter 2
Week 17	Frozen Labels, Frozen Labels/Panes Conditional Formatting, Find/Replace	Chapter 2
Week 18	Rotating Entries, Resolving Errors, Advanced Print Operations	Chapter 2
Week 19	Review for Final Exam	
Week 20	FINAL EXAM	