

# **ITcenter21: Introduction to Computers and IT Correlation to: *Microsoft Office User Specialist***

## **Instructional Content Areas (Units)**

**IT Introduction Unit**

**Computer Research**

**Multimedia Presentations**

**Telecommunications and Ethics**

**IT In Our Lives**

**Information Management and Evaluation**

**Desktop Publishing**

**IT History**

**Word Processing**

**Basic Computer Functions**

**Computer Graphics**

**IT Careers**

**Spreadsheets**

**Troubleshooting and Maintenance**

**Databases**

**Web Publishing**

**Academic Enhancements**



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## Overview

This document demonstrates the correlation between the Microsoft Office User Specialist and the ITCenter21 curriculum supplied by Applied Educational Systems. The ITCenter21 (IT21) units are listed alphabetically across the top row. The MOUS (core) standards are listed down the left-most column. The X's marked in the matrix formed by the standards and IT21 units indicate that the standard is covered as part of that unit.

It should be noted that in addition to the MOUS (core) standards listed in this document, IT21 covers a broad range of educational standards in information technology.

Source for MOUS (core) standards in this document:

<http://www.microsoft.com/learning/mcp/officespecialist/requirements.asp#officeXP>

Word 2002 Core	ITcenter21 Course	IT Introduction Unit	Computer Research	Multimedia Presentations	Telecommun. & Ethics	IT In Our Lives	Info. Mgmt & Evaluation	Desktop Publishing	IT History	Word processing	Basic Comp. Func.	Computer Graphics	IT Careers	Spreadsheets	Troubleshooting	Databases	Web Publishing	Academic Enhancements
<b>Inserting and Modifying Text</b>																		
Insert, modify, and move text and symbols	✓	X			X		X		X	X		X	X	X				
Apply and modify text formats	✓				X					X								
Correct spelling and grammar usage	✓				X		X		X	X			X					
Apply font and text effects	✓				X					X		X						
Enter and format Date and Time	✓									X								
Apply character styles	✓				X					X								
<b>Creating and Modifying Paragraphs</b>																		
Modify paragraph formats	✓									X								
Set and modify tabs																		
Apply bullet, outline, and numbering format to paragraphs	✓				X													
Apply paragraph styles	✓									X								
<b>Formatting Documents</b>																		
Create and modify a header and footer	✓									X								
Apply and modify column settings																		
Modify document layout and Page Setup options	✓									X								
Create and modify tables																		
Preview and Print documents, envelopes, and labels																		

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<b>Managing Documents</b>																		
Manage files and folders for documents	✓	X								X		X						
Create documents using templates	✓				X													
Save documents using different names and file formats	✓	X			X		X			X		X	X	X				
<b>Working with Graphics</b>																		
Insert images and graphics	✓									X		X		X				
Create and modify diagrams and charts																		
<b>Workgroup Collaboration</b>																		
Compare and Merge documents																		
Insert, view and edit comments	✓									X								
Convert documents into Web pages																		

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	<b>Working with Cells and Cell Data</b>																	
Insert, delete and move cells	✓													X				
Enter and edit cell data including text, numbers, and formulas	✓													X				
Check spelling																		
Find and replace cell data and formats																		
Work with a subset of data by filtering lists																		
<b>Managing Workbooks</b>																		
Manage workbook files and folders	✓													X				
Create workbooks using templates																		
Save workbooks using different names and file formats	✓													X				
<b>Formatting and Printing Worksheets</b>																		
Apply and modify cell formats	✓													X				
Modify row and column settings																		
Modify row and column formats																		
Apply styles																		
Use automated tools to format worksheets																		
Modify Page Setup options for worksheets																		
Preview and print worksheets and workbooks	✓													X				

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<b>Modifying Workbooks</b>																		
Insert and delete worksheets																		
Modify worksheet names and positions																		
Use 3-D references																		
<b>Creating and Revising Formulas</b>																		
Create and revise formulas	✓													X				
Use statistical, date and time, financial, and logical functions in formulas	✓													X				
<b>Creating and Modifying Graphics</b>																		
Create, modify, position, and print charts	✓													X				
Create, modify, and position graphics																		
<b>Workgroup Collaboration</b>																		
Convert worksheets into Web pages																		
Create hyperlinks																		
View and edit comments																		

PowerPoint 2002 Core	ITcenter21 Course	IT Introduction Unit	Computer Research	Multimedia Presentations	Telecommun. & Ethics	IT In Our Lives	Info. Mgmt & Evaluation	Desktop Publishing	IT History	Word processing	Basic Comp. Func.	Computer Graphics	IT Careers	Spreadsheets	Troubleshooting	Databases	Web Publishing
	<b>Creating a Presentation</b>																
Create presentations (manually and using automated tools)	✓		X		X												
Add slides to and delete slides from presentations	✓		X														
Modify headers and footers in the Slide Master																	
<b>Inserting and Modifying Text</b>																	
Import text from Word																	
Insert, format, and modify text	✓		X		X												
<b>Inserting and Modifying Visual Elements</b>																	
Add tables, charts, clip art, and bitmap images to slides	✓		X														
Customize slide backgrounds	✓		X														
Add OfficeArt elements to slides																	
Apply custom formats to tables																	
<b>Modifying Presentation Formats</b>																	
Apply formats to presentations																	
Apply animation schemes																	
Apply slide transitions	✓		X														
Customize slide formats																	
Customize slide templates																	

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Manage a Slide Master																	
Rehearse timing																	
Rearrange slides																	
Modify slide layout																	
Add links to a presentation																	
<b>Printing Presentations</b>																	
Preview and print slides, outlines, handouts, and speaker notes	✓		X		X												
<b>Working with Data from Other Sources</b>																	
Import Excel charts into slides																	
Add sound and video to slides	✓		X														
Insert Word tables on slides																	
Export a presentation as an outline																	
<b>Managing and Delivering Presentations</b>																	
Set up slide shows	✓		X														
Deliver presentations	✓		X		X												
Manage files and folders for presentations	✓		X		X												
Work with embedded fonts																	
Publish presentations to the Web																	
Use Pack and Go																	

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<b>Workgroup Collaboration</b>																	
Set up a review cycle																	
Review presentation comments																	
Schedule and deliver presentation broadcasts																	

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	<b>Creating and Using Databases</b>																
Create Access databases	✓														X		
Open database objects in multiple views	✓														X		
Move among records	✓														X		
Format datasheets																	
<b>Creating and Modifying Tables</b>																	
Create and modify tables	✓														X		
Add a predefined input mask to a field	✓														X		
Create Lookup fields	✓														X		
Modify field properties	✓														X		
<b>Creating and Modifying Queries</b>																	
Create and modify Select queries	✓														X		
Add calculated fields to Select queries																	
<b>Creating and Modifying Forms</b>																	
Create and display forms	✓														X		
Modify form properties																	
<b>Viewing and Organizing Information</b>																	
Enter, edit, and delete records	✓														X		

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Create queries	✓														X		
Sort records	✓														X		
Filter records																	
<b>Defining Relationships</b>																	
Create one-to-many relationships																	
Enforce referential integrity																	
<b>Producing Reports</b>																	
Create and format reports	✓														X		
Add calculated controls to reports																	
Preview and print reports	✓														X		
<b>Integrating with Other Applications</b>																	
Import data to Access																	
Export data from Access																	
Create a simple data access page																	