

**REDBANK VALLEY SCHOOL DISTRICT
BUSINESS CURRICULUM MAP**

COMPUTER PROJECT MANAGEMENT

| WEEK 1-2 | WEEK 3-4 | WEEK 5-6 | WEEK 7-8 | WEEK 9-10 | WEEK 11-12 | WEEK 13-14 | WEEK 15-16 | WEEK 17-18 |
|---|---|--|---|--|---|--|--|--|
| MS WORD: *Sorting & Calculating *Customizing Tables & Charts *Merging Form Documents *Mailing Labels & Envelopes *Formatting Columns & Sections *Formatting Graphics & Text Boxes | *Working with Long Documents *Editing in Work Groups *Creating Forms *Customizing Features *Creating Indexes & Table of Contents | MS EXCEL: *Applying Advanced Formats to Work Sheets & Charts *Printing Workbooks *Using Data Lists *Filtering & Extracting Data *Working with Analyst's Tools & Pivot Tables | *Creating Macros *Importing, Exporting, & Integrating Data *Using Templates *Working with Multiple Worksheets & Workbooks *Creating Shared Workbooks & Data Maps | *Using Outlines, Subtotals, & Look Up Functions *Working with Graphics & Embedded Elements | MS ACCESS: *Modifying Table Design *Relationships in Table & Queries *Advanced Form Feature | *Analyzing Data *Advanced Queries *Advanced Report Features *Importing/ Exporting Data *Creating Macros and Switchboards *Using Advanced Access Tools | MS POWERPOINT: *Adv Text Features *Creating Tables & Charts *Working with Visual & Sound Objects *Customizing Options | *Importing/ Exporting Info *Using Advanced Presentation Features |