Alabama CTE

Business Software Applications II

Foundational Standards

1. **Incorporate safety procedures in handling, operating, and maintaining tools and machinery; handling materials; utilizing personal protective equipment; maintaining a safe work area; and handling hazardous materials and forces.** F.1
2. **Demonstrate effective workplace and employability skills, including communication, awareness of diversity, positive work ethic, problem-solving, time management, and teamwork.** F.2
3. **Explore the range of careers available in the field and investigate their educational requirements, and demonstrate job-seeking skills including resume-writing and interviewing.** F.3
4. **Advocate and practice safe, legal, responsible, and ethical use of information and technology tools specific to the industry pathway.** F.4
5. **Participate in a Career and Technical Student Organization (CTSO) to increase knowledge and skills and to enhance leadership and teamwork.** F.5
6. **Discuss and demonstrate ways to value diversity.** F.6

Word Processing

1. **Manage advanced word processing document options and settings.** 1
   - a Manage templates, macros, and multiple documents using word processing software. 1.A
   - b Prepare documents for collaboration using editing functions and protecting documents using passwords. 1.B
   - c Use language-specific features, configure editing, and display languages to set language options. 1.C
2. **Utilize advanced word processing editing and formatting features.** 2
   - a Perform advanced editing and formatting with word processing software. Examples: wildcards to replace special characters, formatting, styles, paste options 2.A
   - b Configure paragraph layout options. Examples: hyphenation, line numbers, pagination options 2.B

     Create and modify paragraph and character styles using word processing software. 2.C

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3 Create custom document elements using advanced word processing software. 3

- a Mark, create, and update index entries software, including tables of contents, captions, and tables of figures. 3.A
- b Create and manage document building blocks. 3.B
- c Create custom design elements. Examples: color sets, font sets, themes, style sets 3.C
- d Create and manage tables of figures using captions and configuring caption properties. 3.D

4 Create and modify advanced word processing features. 4

- a Manage forms by adding custom fields, modifying field properties, and inserting and configuring standard content controls. 4.A
- b Create and modify macros. Examples: Record, name, and edit simple macros. Copy macros to other documents or templates. 4.B
- c Create mail merged documents, labels, and envelopes using recipient lists and merged fields. 4.C

Spreadsheets

5 Manage workbook options and settings. 5

- a Manage workbooks using advanced features including save as template, copy macros, and reference data from other spreadsheets. 5.A
- b Manage workbook review in word processing software, including restrict editing, protect, encrypt with password, configure formula calculation options, manage workbook versions, and protect workbook structure features. 5.B

6 Apply custom data formats, layouts, and validation to workbooks. 6

- a Apply advanced conditional formatting and filtering to workbooks using spreadsheet software. 6.A
- b Create and modify custom workbook elements using spreadsheet software. 6.B
- c Prepare a workbook for internationalization, modifying currency, text, and other elements as needed, using spreadsheet software. 6.C

7 Create advanced workbook formulas using spreadsheet software. 7

- a Apply functions in formulas by performing logical operations including AND, OR, NOT, and nested functions and statistical operations including SUMIFS, AVERAGEIFS, and COUNTIFS functions in spreadsheet software. 7.A
- b Look up data by using functions VLOOKUP, HLOOKUP, MATCH, and INDEX with spreadsheet software. 7.B
- c Apply advanced date and time functions including NOW and TODAY functions and serializing numbers using spreadsheet software. 7.C

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d Use financial functions of spreadsheet software to perform data analysis and business intelligence including import, transform, combine, display, connect, and consolidate data; perform what-if analysis; use cube functions; and calculate data. 7.D

e Troubleshoot formulas by utilizing trace precedence and dependence, monitor cells and formulas, validate formulas by using error checking, and evaluate formulas. 7.E

f Define and manage named ranges and objects by name cells, data ranges, and tables. 7.F

8 Create advanced charts and tables with workbook data in spreadsheet software. 8

a Add trendlines to charts and create dual-axis charts. 8.A

b Create and modify pivot tables by changing field selections and options, creating slicers, grouping data, adding calculated fields, and formatting data. 8.B

c Create and modify pivot charts by manipulating options in existing charts, applying styles, and drilling down into details, using spreadsheet software. 8.C

Database Management

9 Build tables using database software. 9

a Import data into tables and from other databases, create linked tables from external sources, and create a table from a template with application parts. 9.A

b Customize tables by hiding fields, adding total rows and descriptions, and renaming tables. 9.B

c Manage records in tables by updating, adding, deleting, sorting, and filtering records, appending records from external data, and finding and replacing data. 9.C

d Create and modify fields using add and delete fields; add validation rules; change field captions, sizes, and data types; configure fields to auto-increment; set default values; and use input masks. 9.D

10 Create and manage database forms. 10

a Create and save forms and create a form from a template with application parts. 10.A

b Configure form controls by moving, adding, and removing form controls; modifying data sources; setting form control properties; managing labels; and adding subforms. 10.B

c Format forms using modify tab order; configure print settings; sort records by form field; apply a theme; control form positioning; and insert backgrounds, headers, footers, and images. 10.C

11 Create database reports . 11

a Create reports based on query or table, in design view, and using a wizard. 11.A

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b Configure report controls by group and sort fields, modify data sources, add report controls, and add and modify labels. 11.B

c Format reports using multiple columns, add calculated fields, control report positioning, format report elements, change report orientation, insert header and footer information, insert images, and apply a theme. 11.C

Productivity

12 Utilize digital technology applications on the Internet for business, personal, and educational uses. 12

a Present a digital portfolio encompassing all programs used during the course. Examples: website, b 12.A

b Collaborate using cloud computing by designing, saving, uploading, and sharing documents, presentations, and calendars in an online account. Example: cloud-based filing repositories 12.B

c Utilize social networking as a business tool to create professional portfolios and blogs. 12.C

13 Devise and apply methods of modifying documents to be more accessible to people with disabilities. Examples: use headings, lists, meaningful hyperlinks, alternate text for images, tables; identify document language 13