

Microsoft Excel and Access (2014): Grades 9, 10, 11, 12

Adopted 2014

Understand basic, intermediate and advanced spreadsheet software skills using Microsoft Excel. 1.00

01. Overview 1.01

02. Working with Microsoft Excel 2013 1.02

03. Using Office Backstage 1.03

04. Using Basic Formulas 1.04

05. Using Functions 1.05

06. Formatting Cells and Ranges 1.06

07. Formatting Worksheets 1.07

08. Managing Worksheets 1.08

09. Working with Data and Macros 1.09

10. Using Advanced Formulas 1.10

11. Securing and Sharing Workbooks 1.11

12. Creating Charts 1.12

13. Adding Pictures and Shapes to a Worksheet 1.13

Understand basic database software skills using Microsoft Access. 2.00

01. Database Essentials 2.01

02. Create Database Tables 2.02

03. Work With Tables And Database Records 2.03

04. Modify Tables And Fields 2.04

05. Create Forms 2.05

06. Create Reports 2.06

07. Create And Modify Queries 2.07

08. Use Controls In Reports And Forms 2.08

09. Advanced Tables 2.09

10. Advanced Forms 2.10

11. Advanced Reports 2.11

12. Advanced Queries 2.12

13. Display And Share Data 2.13

14. Import And Export Data 2.14

15. Database Tools 2.15