Tennessee CTE

Advanced Office Applications (2024): Grades 11-12

Ethics and Professionalism 1

1. **Technology Usage: Demonstrate an understanding of ethical and professional standards for using technology in an office/business setting, including topics such as confidentiality, data ownership, and intellectual property rights.** 1.1
2. **Professional Behavior: Demonstrate professional behavior and communication skills, including effective writing and presentation skills, and the ability to work collaboratively and adapt to changing technological environments.** 1.2

Collaboration 2

1. **Collaboration Tools: Demonstrate proficiency in using online collaboration tools such as Google apps, Teams, and OneDrive to work with colleagues and share documents in realtime.** 2.1
2. **Cloud Computing: Demonstrate an understanding of cloud computing concepts and tools, such as Google Workspace and Office 365, and be able to use these tools to collaborate, store, and share data securely.** 2.2
3. **Project Management: Use project management principles and tools including Gantt charts, timelines, and resource allocation, and apply these skills in an office/business setting.** 2.3

Email Operations 3

1. **Settings and Processes: Using an email application such as Outlook or Gmail, perform the following tasks:** 3.1
   - a configure mail settings (e.g., fonts, replies to messages, and signatures); 3.1.A
   - b create folders and perform searches of messages, contacts, and calendar items; and 3.1.B
   - c print and save information, including calendar information, task information, and attachments that have been verified as safe. 3.1.C
2. **Messages: Create messages that include attachments, courtesy copy (CC), blind courtesy copy (BCC), set importance of message, forward and reply to messages, insert hyperlinks and images. Organize received messages into folders.** 3.2
3. **Schedules: Using the calendar feature, set recurring calendar items, create calendar items from messages, and, create, send, and cancel meetings.** 3.3

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:ontacts: Import, edit, and share contacts. Create and update contact groups. 3.

Advanced Word Processing 4	1 **Advanced Formatting: Building on skills learning in Principles of Office Applications, utilize advanced formatting techniques, including the use of styles, themes, and templates to create professional and visually appealing documents. They should also be proficient in customizing headers, footers, page numbers, and section breaks to meet specific document requirements.** 4.1
	2 **Advanced Page Layout and Design: Create professional-level documents by applying advanced page layout and design techniques, including customizing headers and footers, and using sections and breaks effectively.** 4.2
	3 **Mail Merge and Automation: Utilize the mail merge to automate the creation of personalized documents, including letters, labels, envelopes, and email messages, by integrating data from external sources such as Excel or Outlook contacts.** 4.3
	4 **Advanced Document Management: Create and update tables of contents, insert and manage footnotes/endnotes, create, and manage indexes, and create hyperlinks and bookmarks for easy navigation within documents.** 4.4
	5 **Advanced Document Customization: Customize user interface, options, and settings to optimize their workflow and tailor the application to their specific needs. For example, customize the Quick Access Toolbar, ribbon tabs, keyboard shortcuts, and autocorrect options.** 4.5
	6 **Advanced Graphics and Multimedia: Incorporate advanced graphics and multimedia elements into documents, such as inserting and formatting SmartArt diagrams; embedding and formatting images, videos, and audio clips; and utilizing advanced features like WordArt and shapes.** 4.6
Advanced Spreadsheet Operations 5	1 **Formulas and Functions: Building on skills learning in Principles of Office Applications, demonstrate proficiency in using advanced formulas and functions in Excel, including logical functions, lookup and reference functions, statistical functions, and array formulas, to perform complex calculations and data analysis tasks.** 5.1
	2 **Advanced Charting and Graphing: Create and customize advanced charts and graphs in Excel, including utilizing Box and Whisker, Combo, Funnel, Histogram, and conditional formatting to visually represent data in a meaningful way.** 5.
	3 **Data Analysis and Visualization: Analyze data effectively using advanced data analysis tools and techniques in Excel, such as PivotTables, PivotCharts, data validation, conditional formatting, and advanced filtering, to analyze and visualize complex data sets effectively.** 5.
	4 **Data Validation and Protection: Implement data validation rules to ensure data integrity, apply advanced conditional formatting techniques to highlight data patterns and anomalies, and protect worksheets and workbooks using features like password protection, worksheet protection, and workbook structure protection.** 5.

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	5 **Data Connections and External Data Sources: Connect Excel to external data sources, such as databases, web data, and SharePoint lists, and demonstrate proficiency in importing, refreshing, and transforming data from these sources using Power Query and Power Pivot.** 5.5
	6 **Collaboration and Integration: Collaborate with others effectively using Excel's collaboration features, including sharing workbooks, tracking changes, and merging workbooks. Integrate Excel with other Office 365 applications, such as Word and PowerPoint, to create dynamic reports and presentations.** 5.6
Data Collection and Analysis 6	1 **Forms Design and Development: Students will be able to design and develop custom forms using appropriate tools and techniques, including using online form builders and HTML and CSS, to collect data efficiently and effectively.** 6.1
	2 **Data Collection and Management: Students will be able to collect, manage, and store data using various methods and platforms, including spreadsheets, databases, online surveys, and cloud storage, to ensure data quality and accessibility.** 6.2
	3 **Data Analysis and Visualization: Students will be able to perform data analysis and visualization tasks using appropriate tools and techniques to identify patterns, trends, and insights in the collected data.** 6.
Cybersecurity 7	1 **Cybersecurity: Demonstrate an understanding of basic cybersecurity principles and best practices, including password management, network security, and data privacy, and be able to apply these skills in an office/business setting.** 7.1