

Student's Name/Initials

/

Date

Teacher's Initials

Date

**STUDENT PROFILE  
INTEGRATED BUSINESS APPLICATIONS 2  
COURSE CODE: 5021**

**Microsoft Office 2003 Specialist (MOS) Certification Preparation Course for Word and Excel Expert Level  
Microsoft Office 2007 (MCAS) Certification (After completion of IBA 1 & 2)**

**DIRECTIONS:** Evaluate the student using the applicable rating scales below and check the appropriate box to indicate the degree of competency. The ratings 3, 2, 1, and N are not intended to represent the traditional school grading system of A, B, C, and D. The description associated with each of the ratings focuses on the level of student performance or cognition for each of the competencies listed below.

**COURSE DESCRIPTION:** This course of study is designed to teach the student advanced computer concepts as related to processing data into useful information needed in business situations by using advanced database spreadsheet, word processing, and presentation software capabilities. Given the necessary equipment, supplies, and appropriate software, the student will be able to successfully complete the standards necessary for national credentials. This course is recommended for students in grades 10-12. The prerequisite for this course is successful completion of Integrated Business Applications 1.

**CREDIT:** 1 unit

PERFORMANCE RATING

- 3 - Skilled--can perform task independently with no supervision
- 2 - Moderately skilled--can perform task completely with limited supervision
- 1 - Limitedly skilled--requires instruction and close supervision
- N - No exposure--has no experience or knowledge of this task

COGNITIVE RATING

- 3 - Knowledgeable--can apply the concept to solve problems
- 2 - Moderately knowledgeable--understands the concept
- 1 - Limited knowledge--requires additional instruction
- N - No exposure--has not received instruction in this area

**A. Safety and Ethics**

3 2 1 N

- \_\_\_ \_\_\_ \_\_\_ \_\_\_ 1. Identify major causes of work-related accidents in offices.
- \_\_\_ \_\_\_ \_\_\_ \_\_\_ 2. Describe the threat of viruses to a computer network, methods of avoiding attacks, and options in dealing with virus attacks.
- \_\_\_ \_\_\_ \_\_\_ \_\_\_ 3. Identify potential abuse and unethical uses of computers and networks.
- \_\_\_ \_\_\_ \_\_\_ \_\_\_ 4. Explain the consequences of illegal and unethical uses of information technologies, e.g., privacy; illegal downloading; copyright violations; licensing infringement; and inappropriate uses of software, hardware, and mobile devices.

- \_\_\_ \_\_\_ \_\_\_ \_\_\_ 5. Differentiate between freeware, shareware, and public domain software copyrights.
- \_\_\_ \_\_\_ \_\_\_ \_\_\_ 6. Discuss computer crimes, terms of use, and legal issues such as copyright laws, fair use laws, and ethics pertaining to scanned and downloaded clip art images, photographs, documents, video, recorded sounds and music, trademarks, and other elements for use in Web publications.
- \_\_\_ \_\_\_ \_\_\_ \_\_\_ 7. Identify netiquette including the use of e-mail, social networking, blogs, texting, and chatting.
- \_\_\_ \_\_\_ \_\_\_ \_\_\_ 8. Describe ethical and legal practices in business professions such as safeguarding the confidentiality of business-related information.

**B. Employability Skills**

3 2 1 N

- \_\_\_ \_\_\_ \_\_\_ \_\_\_ 1. Identify positive work attitudes, e.g., appropriate dress code for the workplace, personal grooming, punctuality, time management, organization).
- \_\_\_ \_\_\_ \_\_\_ \_\_\_ 2. Demonstrate positive interpersonal skills, e.g., communication, respect, and teamwork.

### C. Student Organizations

3 2 1 N

- \_\_\_ \_\_\_ \_\_\_ 1. Explain how related student organizations are integral parts of career and technology education courses.
- \_\_\_ \_\_\_ \_\_\_ 2. Explain the goals and objectives of related student organizations.
- \_\_\_ \_\_\_ \_\_\_ 3. List opportunities available to students through participation in related student organization conferences / Competitions, community service, philanthropy, and other activities.
- \_\_\_ \_\_\_ \_\_\_ 4. Explain how participation in career and technology education student organizations can promote lifelong responsibility for community service and professional development.

### D: Advanced Microsoft Word

3 2 1 N

- \_\_\_ \_\_\_ \_\_\_ 1. Discuss shortcut keys/commands.
- \_\_\_ \_\_\_ \_\_\_ 2. Sort lists, paragraphs, and tables.
- \_\_\_ \_\_\_ \_\_\_ 3. Create page borders.
- \_\_\_ \_\_\_ \_\_\_ 4. Modify page borders.
- \_\_\_ \_\_\_ \_\_\_ 5. Use bookmarks.
- \_\_\_ \_\_\_ \_\_\_ 6. Create styles.
- \_\_\_ \_\_\_ \_\_\_ 7. Edit styles.
- \_\_\_ \_\_\_ \_\_\_ 8. Create watermarks.
- \_\_\_ \_\_\_ \_\_\_ 9. Use *find* and *replace* with formats, special characters, and non-printing elements.
- \_\_\_ \_\_\_ \_\_\_ 10. Balance column length (using column breaks appropriately).
- \_\_\_ \_\_\_ \_\_\_ 11. Revise footnotes and endnotes.
- \_\_\_ \_\_\_ \_\_\_ 12. Work with master documents and subdocuments.
- \_\_\_ \_\_\_ \_\_\_ 13. Modify a table of contents.
- \_\_\_ \_\_\_ \_\_\_ 14. Create cross-references.
- \_\_\_ \_\_\_ \_\_\_ 15. Create an index.
- \_\_\_ \_\_\_ \_\_\_ 16. Modify an index.
- \_\_\_ \_\_\_ \_\_\_ 17. Create a table.
- \_\_\_ \_\_\_ \_\_\_ 18. Format a table.
- \_\_\_ \_\_\_ \_\_\_ 19. Sort columns in a table.
- \_\_\_ \_\_\_ \_\_\_ 20. Embed worksheets in a table.
- \_\_\_ \_\_\_ \_\_\_ 21. Create calculations in a table.
- \_\_\_ \_\_\_ \_\_\_ 22. Perform calculations in a table.

- \_\_\_ \_\_\_ \_\_\_ 23. Link Excel data as a table.
- \_\_\_ \_\_\_ \_\_\_ 24. Use indentation options (left, right, first line, and hanging).
- \_\_\_ \_\_\_ \_\_\_ 25. Create charts.
- \_\_\_ \_\_\_ \_\_\_ 26. Modify charts.
- \_\_\_ \_\_\_ \_\_\_ 27. Import data into charts.
- \_\_\_ \_\_\_ \_\_\_ 28. Create mail merge documents.
- \_\_\_ \_\_\_ \_\_\_ 29. Sort records to be merged.
- \_\_\_ \_\_\_ \_\_\_ 30. Generate labels.
- \_\_\_ \_\_\_ \_\_\_ 31. Merge a document using alternate data sources.
- \_\_\_ \_\_\_ \_\_\_ 32. Insert a field.
- \_\_\_ \_\_\_ \_\_\_ 33. Print merged documents.
- \_\_\_ \_\_\_ \_\_\_ 34. Create catalogs and directories.
- \_\_\_ \_\_\_ \_\_\_ 35. Define a macro.
- \_\_\_ \_\_\_ \_\_\_ 36. Create a macro.
- \_\_\_ \_\_\_ \_\_\_ 37. Apply a macro.
- \_\_\_ \_\_\_ \_\_\_ 38. Edit a macro.
- \_\_\_ \_\_\_ \_\_\_ 39. Copy a macro.
- \_\_\_ \_\_\_ \_\_\_ 40. Rename a macro.
- \_\_\_ \_\_\_ \_\_\_ 41. Delete a macro.
- \_\_\_ \_\_\_ \_\_\_ 42. Create online forms.
- \_\_\_ \_\_\_ \_\_\_ 43. Add bitmapped graphics.
- \_\_\_ \_\_\_ \_\_\_ 44. Delete graphics.
- \_\_\_ \_\_\_ \_\_\_ 45. Position graphics.
- \_\_\_ \_\_\_ \_\_\_ 46. Use advanced text alignment features with graphics.
- \_\_\_ \_\_\_ \_\_\_ 47. Create an organization chart.
- \_\_\_ \_\_\_ \_\_\_ 48. Customize toolbars and menus.
- \_\_\_ \_\_\_ \_\_\_ 49. Insert comments.
- \_\_\_ \_\_\_ \_\_\_ 50. Protect documents.
- \_\_\_ \_\_\_ \_\_\_ 51. Create multiple versions of a document.
- \_\_\_ \_\_\_ \_\_\_ 52. Track changes to a document.

### E. Advanced Microsoft Excel

3 2 1 N

- \_\_\_ \_\_\_ \_\_\_ 1. Discuss shortcut keys/commands.
- \_\_\_ \_\_\_ \_\_\_ 2. Import data from text files (insert, drag, and drop).
- \_\_\_ \_\_\_ \_\_\_ 3. Import from other applications.
- \_\_\_ \_\_\_ \_\_\_ 4. Import a table from HTML file (insert and drag and drop – including HTML round tripping).
- \_\_\_ \_\_\_ \_\_\_ 5. Export to other applications.
- \_\_\_ \_\_\_ \_\_\_ 6. Apply templates.

- \_\_\_ \_\_\_ \_\_\_ 7. Edit templates.
- \_\_\_ \_\_\_ \_\_\_ 8. Create templates.
- \_\_\_ \_\_\_ \_\_\_ 9. Use a workspace.
- \_\_\_ \_\_\_ \_\_\_ 10. Link workbooks.
- \_\_\_ \_\_\_ \_\_\_ 11. Apply number formats (accounting, currency, and number).
- \_\_\_ \_\_\_ \_\_\_ 12. Create custom data formats.
- \_\_\_ \_\_\_ \_\_\_ 13. Modify custom data formats.
- \_\_\_ \_\_\_ \_\_\_ 14. Use conditional formatting.
- \_\_\_ \_\_\_ \_\_\_ 15. Preview multiple worksheets.
- \_\_\_ \_\_\_ \_\_\_ 16. Print multiple worksheets.
- \_\_\_ \_\_\_ \_\_\_ 17. Format graphics in a chart.
- \_\_\_ \_\_\_ \_\_\_ 18. Resize graphics in a chart.
- \_\_\_ \_\_\_ \_\_\_ 19. Format charts and diagrams.
- \_\_\_ \_\_\_ \_\_\_ 20. Add and delete a named range.
- \_\_\_ \_\_\_ \_\_\_ 21. Use a named range in a formula.
- \_\_\_ \_\_\_ \_\_\_ 22. Use Lookup Functions (Hlookup or Vlookup).
- \_\_\_ \_\_\_ \_\_\_ 23. Hide and display toolbars.
- \_\_\_ \_\_\_ \_\_\_ 24. Customize a toolbar.
- \_\_\_ \_\_\_ \_\_\_ 25. Assign a macro to a command button.
- \_\_\_ \_\_\_ \_\_\_ 26. Record macros.
- \_\_\_ \_\_\_ \_\_\_ 27. Run macros.
- \_\_\_ \_\_\_ \_\_\_ 28. Edit macros.
- \_\_\_ \_\_\_ \_\_\_ 29. Work with the Auditing Toolbar.
- \_\_\_ \_\_\_ \_\_\_ 30. Trace errors (find and fix errors).
- \_\_\_ \_\_\_ \_\_\_ 31. Trace precedents (find cells referred to in a specific formula).
- \_\_\_ \_\_\_ \_\_\_ 32. Trace dependents (find formulas that refer to a specific cell).
- \_\_\_ \_\_\_ \_\_\_ 33. Apply conditional formats.
- \_\_\_ \_\_\_ \_\_\_ 34. Locate invalid data and formulas.
- \_\_\_ \_\_\_ \_\_\_ 35. Evaluate formulas.
- \_\_\_ \_\_\_ \_\_\_ 36. Perform single and multi-level sorts.
- \_\_\_ \_\_\_ \_\_\_ 37. Use grouping and outlines.
- \_\_\_ \_\_\_ \_\_\_ 38. Use subtotaling.
- \_\_\_ \_\_\_ \_\_\_ 39. Apply data filters.
- \_\_\_ \_\_\_ \_\_\_ 40. Extract data.
- \_\_\_ \_\_\_ \_\_\_ 41. Use data validation.
- \_\_\_ \_\_\_ \_\_\_ 42. Use PivotTable autofomat.
- \_\_\_ \_\_\_ \_\_\_ 43. Use Goal Seek.
- \_\_\_ \_\_\_ \_\_\_ 44. Create pivot chart reports.
- \_\_\_ \_\_\_ \_\_\_ 45. Work with scenarios.
- \_\_\_ \_\_\_ \_\_\_ 46. Demonstrate the use of Solver.
- \_\_\_ \_\_\_ \_\_\_ 47. Use data analysis and PivotTables.
- \_\_\_ \_\_\_ \_\_\_ 48. Create interactive PivotTables for the

Web.

- \_\_\_ \_\_\_ \_\_\_ 49. Add fields to a PivotTable using the Web browser.
- \_\_\_ \_\_\_ \_\_\_ 50. Create a comment.
- \_\_\_ \_\_\_ \_\_\_ 51. Edit a comment.
- \_\_\_ \_\_\_ \_\_\_ 52. Remove a comment.
- \_\_\_ \_\_\_ \_\_\_ 53. Apply worksheet and workbook protections.
- \_\_\_ \_\_\_ \_\_\_ 54. Remove worksheet and workbook protections.
- \_\_\_ \_\_\_ \_\_\_ 55. Change workbook properties.
- \_\_\_ \_\_\_ \_\_\_ 56. Consolidate data.
- \_\_\_ \_\_\_ \_\_\_ 57. Apply workbook security settings.
- \_\_\_ \_\_\_ \_\_\_ 58. Track changes (highlight, accept, and reject).
- \_\_\_ \_\_\_ \_\_\_ 59. Create shared workbook.
- \_\_\_ \_\_\_ \_\_\_ 60. Merge workbooks.
- \_\_\_ \_\_\_ \_\_\_ 61. Structure workbooks using XML.
- \_\_\_ \_\_\_ \_\_\_ 62. Publish Web worksheets and workbooks.
- \_\_\_ \_\_\_ \_\_\_ 63. Edit Web worksheets and workbooks.
- \_\_\_ \_\_\_ \_\_\_ 64. Modify default Excel settings.

#### F. Advanced Microsoft Access

3 2 1 N

- \_\_\_ \_\_\_ \_\_\_ 1. Discuss shortcut keys/commands.
- \_\_\_ \_\_\_ \_\_\_ 2. Create a form with the Form Wizard.
- \_\_\_ \_\_\_ \_\_\_ 3. Use the Control Toolbox to add controls.
- \_\_\_ \_\_\_ \_\_\_ 4. Move a control.
- \_\_\_ \_\_\_ \_\_\_ 5. Resize a control.
- \_\_\_ \_\_\_ \_\_\_ 6. Modify Format Properties (font, style, font size, color, and caption) of controls.
- \_\_\_ \_\_\_ \_\_\_ 7. Use form sections (headers, footers, and detail).
- \_\_\_ \_\_\_ \_\_\_ 8. Use Calculated Control on a form.
- \_\_\_ \_\_\_ \_\_\_ 9. Switch between object views.
- \_\_\_ \_\_\_ \_\_\_ 10. Enter records using a datasheet.
- \_\_\_ \_\_\_ \_\_\_ 11. Enter records using a form.
- \_\_\_ \_\_\_ \_\_\_ 12. Delete records from a table.
- \_\_\_ \_\_\_ \_\_\_ 13. Find a record.
- \_\_\_ \_\_\_ \_\_\_ 14. Sort records.
- \_\_\_ \_\_\_ \_\_\_ 15. Apply filters (filter by form and filter by selection).
- \_\_\_ \_\_\_ \_\_\_ 16. Remove filters.

- \_\_\_ \_\_\_ \_\_\_ 17. Specify criteria in a query.
- \_\_\_ \_\_\_ \_\_\_ 18. Display related records in a subdata sheet.
- \_\_\_ \_\_\_ \_\_\_ 19. Create a calculated field.
- \_\_\_ \_\_\_ \_\_\_ 20. Create and modify a multi-table select inquiry.
- \_\_\_ \_\_\_ \_\_\_ 21. Establish relationships.
- \_\_\_ \_\_\_ \_\_\_ 22. Enforce referential integrity.
- \_\_\_ \_\_\_ \_\_\_ 23. Create a report with the Report Wizard.
- \_\_\_ \_\_\_ \_\_\_ 24. Preview a report.
- \_\_\_ \_\_\_ \_\_\_ 25. Print a report.
- \_\_\_ \_\_\_ \_\_\_ 26. Modify and format properties (font, style, font size, color, and caption).
- \_\_\_ \_\_\_ \_\_\_ 27. Use report sections (headers, footers, and detail).
- \_\_\_ \_\_\_ \_\_\_ 28. Use a Calculated Control in a report.
- \_\_\_ \_\_\_ \_\_\_ 29. Import data to a new table.
- \_\_\_ \_\_\_ \_\_\_ 30. Save a table, query, and forms as a Web page.
- \_\_\_ \_\_\_ \_\_\_ 31. Publish a presentation to the Web.
- \_\_\_ \_\_\_ \_\_\_ 32. Add hyperlinks.
- \_\_\_ \_\_\_ \_\_\_ 33. Print database relationships.
- \_\_\_ \_\_\_ \_\_\_ 34. Compact and repair a database.

#### G. Advanced Microsoft PowerPoint

3 2 1 N

- \_\_\_ \_\_\_ \_\_\_ 1. Discuss shortcut keys/commands.
- \_\_\_ \_\_\_ \_\_\_ 2. Copy a slide from one presentation to another.
- \_\_\_ \_\_\_ \_\_\_ 3. Create a new presentation from existing slides.
- \_\_\_ \_\_\_ \_\_\_ 4. Insert headers and footers.
- \_\_\_ \_\_\_ \_\_\_ 5. Create a presentation using the AutoContent Wizard.
- \_\_\_ \_\_\_ \_\_\_ 6. Send a presentation via e-mail.
- \_\_\_ \_\_\_ \_\_\_ 7. Find text.
- \_\_\_ \_\_\_ \_\_\_ 8. Replace text.
- \_\_\_ \_\_\_ \_\_\_ 9. Modify slide Master.
- \_\_\_ \_\_\_ \_\_\_ 10. Customize slide Master.
- \_\_\_ \_\_\_ \_\_\_ 11. Import text from Word.
- \_\_\_ \_\_\_ \_\_\_ 12. Use the Office Clipboard.
- \_\_\_ \_\_\_ \_\_\_ 13. Use the Format Painter.
- \_\_\_ \_\_\_ \_\_\_ 14. Add and group shapes using WordArt or the drawing Toolbar.
- \_\_\_ \_\_\_ \_\_\_ 15. Add text to a graphic object using a

text box.

- \_\_\_ \_\_\_ \_\_\_ 16. Create tables within PowerPoint.
- \_\_\_ \_\_\_ \_\_\_ 17. Create an organization chart.
- \_\_\_ \_\_\_ \_\_\_ 18. Modify an organization chart.
- \_\_\_ \_\_\_ \_\_\_ 19. Rotate and fill an object.
- \_\_\_ \_\_\_ \_\_\_ 20. Add AutoNumber bullets.
- \_\_\_ \_\_\_ \_\_\_ 21. Insert photographs and digital images on slides.
- \_\_\_ \_\_\_ \_\_\_ 22. Insert sound and/or music on slides, following copyright laws.
- \_\_\_ \_\_\_ \_\_\_ 23. Insert video clips on slides, following copyright laws.
- \_\_\_ \_\_\_ \_\_\_ 24. Add speaker notes.
- \_\_\_ \_\_\_ \_\_\_ 25. Add graphical bullets.
- \_\_\_ \_\_\_ \_\_\_ 26. Print audience handouts.
- \_\_\_ \_\_\_ \_\_\_ 27. Print speaker notes in a specified format.
- \_\_\_ \_\_\_ \_\_\_ 28. Print a slide as an overhead transparency.
- \_\_\_ \_\_\_ \_\_\_ 29. Use the pen during a presentation.
- \_\_\_ \_\_\_ \_\_\_ 30. Publish a presentation to the Web.
- \_\_\_ \_\_\_ \_\_\_ 31. Insert a hyperlink.
- \_\_\_ \_\_\_ \_\_\_ 32. Customize a color scheme.
- \_\_\_ \_\_\_ \_\_\_ 33. Create a custom show.
- \_\_\_ \_\_\_ \_\_\_ 34. Create slides from a Word outline.
- \_\_\_ \_\_\_ \_\_\_ 35. Import slides from one presentation to another presentation.
- \_\_\_ \_\_\_ \_\_\_ 36. Export an outline to Word.
- \_\_\_ \_\_\_ \_\_\_ 37. Modify action buttons.
- \_\_\_ \_\_\_ \_\_\_ 38. Record narration for a presentation.

#### H. Integrating Software Applications

3 2 1 N

- \_\_\_ \_\_\_ \_\_\_ 1. Produce documents integrating word processing, database, spreadsheet, and presentation files.
- \_\_\_ \_\_\_ \_\_\_ 2. Produce documents integrating graphic files with other application software.
- \_\_\_ \_\_\_ \_\_\_ 3. Produce documents integrating sound files with other application software if technology is available.