Student Profile Checklist for Business Education Computer Science 7th Grade

Name_____ Grade _____A   B Day

Standard: Student will understand the presentation software

Essential Question: How will students use the presentation software to present information to others?

Century 21 Microsoft Power Point Unit

Skill Tested	Lesson	File Name	Date Completed	Passed Y N	Grade
Day 1 Videos Lessons 1-8					
Day 2 Videos Lessons 9-15					
Day 3 Videos Lessons 15-23					
Visual aid & create a title slide	Lesson 86B	86 National			
	86C	86 Madison			
Applying a theme & clip art	Lesson 87A	87 National			
	87 A,B,C	87 Madison			
Slide layouts, bulleted list, and insert table	Lesson 88A,C	88 National			
	88B	88 Madison			
	88D	88 Presidents			
Create graphics, background color, order of slides, , clip art, shapes, and text boxes	Lesson 89A,C,E	89 National-Unit Project			
Adding sound to a slide, adding notes, and animations	Lesson 90A	90 National			

You must save your work as the name required in order for it to be checked   *1*

Student Profile Checklist for Business Education Computer Science 7th Grade

Name_____ Grade _____A   B

Century 21 Microsoft Excel Unit

Standard: Students will utilize the spreadsheet software- Excel Unit

Essential Question: How will students use the spreadsheet software to display data/information to others?

Skill Tested	Lesson	File Name	Date Completed	Passed Y N	Grade
Day 1 Videos Lessons 1-8					
Day 2 Videos Lessons 9-15					
Day 3 Videos Lessons 15-23					
Entering Data	*Lesson 91*	*91C Data*			
Format Data, Create and Print a Worksheet	*Lesson 92*	*92A Lockers*			
		92C Score			
Using Formulas and Functions	*Lesson 93*	*93A Festival*			
		93 B Quiz			
		93C Stats			
Editing, Moving, and Copying Cells	*Lesson 94*	*94A Lockers*			
		94 B Schedule			
		94 C Sales			
		94 D Budget			
Formatting Cells, Columns Insert and delete Rows Sort Data Use Formulas Wrap Text Fit a worksheet on a Page Create and Excel Worksheet in Word	*Lesson 95*	*95 A Players*			
		95 B Vehicles			
		95 C Art by Name			
		95 C Art by Period			
		95C Art by Both			
		95D Dinner By Ticket			
		95 Dinner by Name			
		95 E Memo			
Worksheet with Charts Create A Column Chart	*Lesson 96*	*96 A Sales*			
		96 B Schools			
		96 C Expenses			
Completed Videos & Notes					

Student Profile Checklist for Business Education Computer Science 7th Grade

Name_____ Grade _____A   B

Century 21 Microsoft Word Unit

Standard: Students will utilize the word processing software.

Essential Question: How would students use word processing software and its features to create a professional document?

www.gcflearnfree.com Video training					
Lessons/ Videos		*Date Completed*		*Notes Completed*	
Day 1 Lessons 1-6					
Day 2 Lessons 7-14					
Day 3 Lessons 15-23					
Skill Tested	*Lesson*	*File Name*	*Date Completed*	*Passed* Y N	*Grade*
MLA Reports, Line Spacing, Select text, Format Paragraphs, Fonts, Headers, Footers, Page Number	*Lesson 66*	*66A Report*			
		66B Report			
		66C Font			
		66D Report			
		66 E Report			
		66F Report			
		66 G Report			
Outline, Word Citation, Bullets, Numbering, Indents, Page Breaks,	*Lesson 67*	*67A Lists*			
		67B Report			
		67C Outline			
		67 D Outline			
		67E Indents			
		67G Sources			
		67H Report			
Spelling and Grammar, Page Numbering, Style Features, References	*Lesson 68*	*68A Spell*			
		68 B Page			
		68C Styles			
		68D Report			
		68 E Report			
Reports: Use Proofreaders, Mark Outline, Word Cited	*Lesson 69*	*68A Proof*			
		69B Report			
		69C Report			
		C09 Report 1			
		C09 Report 2			
		C09 Report 3			
Emailing Create, Send, Receive, Delete, Computer Viruses, and Attachments	*Lesson 70*				

Student Profile Checklist for Business Education Computer Science 2010-2011

Name_____ Grade _____A   B

Century 21 Microsoft Word Unit Continued

Standard: Students will use the word processing software

Essential Question: How would students use a word processing software and its features to create a professional document?

www.gcflearnfree.com Video training		
Lessons/ Videos	*Date Completed*	*Notes Completed*
Day 1 Lessons 1-6		
Day 2 Lessons 7-14		
Day 3 Lessons 15-23		

Skill Tested	*Lesson*	*File Name*	*Date Completed*	*Passed* *Y N*	*Grade*
Personal Business Letters *Copy, Paste, Find and Replace*	*Lesson 71*	*71A Letter*			
		71 B Letter			
		71C Paste			
		71 D Paste			
		71 E Replace			
		71F Replace			
		71 G Letter			
Personal Business Letters *Print, Create Envelopes, Format Business Letters*	*Lesson 72*	*72C in class*			
		72 D in class			
		72 E Letter			
Modified Block Style Letters: Tabs, Insert Date & Time	*Lesson 73*	*73 A Tabs*			
		73 B Date			
		73 C Practice			
		73D Letter			
		73 E Letter			
Tables: Create a table Insert a table and Format a table	*Lesson 74*	*74A Table*			
		74 B Table			
		74C Table 1			
		74C Table 2			
		74 D Table 1			
		74D Table 2			
		74E Table			
		74 G Table			
Emailing *Create, Send, Receive, Delete, Computer Viruses, and Attachments*	*Lesson 70*				

Name_____ Grade _____A   B

Student Profile Checklist for Business Education Computer Science 7th Grade

Century 21 Desktop Publishing

Standard: Student will utilize the desktop publishing software- Print Publishing Unit

Essential Question: How will students use desktop publishing software and its feature to create a project?

Skill Tested	Lesson	File Name	Date Completed	Passed Y N	Grade
Desktop Publishing Century 21	Lesson 78	78 A September			
		78 B Flyer			
	Lesson 79	79 A Text Box			
		79 B Text Box			
		79 C Text Box			
		79 D Flyer			
		79 E Flyer			
	Lesson 80	80 A First Aid			
		80 B Star			
		80C Laptop			
		80D Election			
	Lesson 81	81A Career Fair			
		81 B Career Fair			
		81 C Design			
		81D Conference			
	Lesson 82	82 A Invitation			
		82 B Open House			
		82 C Birthday			
		82 D Apology			
		82 2 Certificate			
		82F Award			
	Lesson 83	83 A Memo			
		83 B Memo			
		83 C Minutes			
		83 D Minutes			
	Lesson 84	84 A Fax			
		84B Fax			
		84 C Agenda			
		84D Agenda			
		84E Cover Page			
	Lesson 85	85 Purpose			

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