

**REDBANK VALLEY SCHOOL DISTRICT  
BUSINESS CURRICULUM MAP**

**MICROSOFT OFFICE**

WEEK 1-2	WEEK 3-4	WEEK 5-6	WEEK 7-8	WEEK 9-10	WEEK 11-12	WEEK 13-14	WEEK 15-16	WEEK 17-18
*Intro to MS, Hardware & Windows *Log In File Management *Word Basics *Basic Editing	*Basic Formatting *Controlling Text *Helpful Word Features	*Desk Top Publishing *More Desk Top Publishing *Working With Documents	*Increasing Word Efficiency *Intro To Excel *Changing Appearances of Worksheet *Organizing a Worksheet	*Worksheet Formulas *Function Formulas *Making Worksheet Useful	*Working With Other Software Tools *Worksheet Charts *Access Basics	*Inputting Data *Creating Forms *Creating Reports	*Powerpoint Basics *Enhancing a Powerpoint Presentation *Working with Visual Elements	*Expanding on the Basics of Powerpoint *Integration of Word, Excel, & Powerpoint