

**REDBANK VALLEY SCHOOL DISTRICT
BUSINESS CURRICULUM MAP**

COMPUTER PROJECT MANAGEMENT

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
MS WORD: *Sorting & Calculating *Customizing Tables & Charts *Merging Form Documents *Mailing Labels & Envelopes *Formatting Columns & Sections *Formatting Graphics & Text Boxes	*Working with Long Documents *Editing in Work Groups *Creating Forms *Customizing Features *Creating Indexes & Table of Contents	MS EXCEL: *Applying Advanced Formats to Work Sheets & Charts *Printing Workbooks *Using Data Lists *Filtering & Extracting Data *Working with Analyst's Tools & Pivot Tables	*Creating Macros *Importing, Exporting, & Integrating Data *Using Templates *Working with Multiple Worksheets & Workbooks *Creating Shared Workbooks & Data Maps	*Using Outlines, Subtotals, & Look Up Functions *Working with Graphics & Embedded Elements	MS ACCESS: *Modifying Table Design *Relationships in Table & Queries *Advanced Form Feature	*Analyzing Data *Advanced Queries *Advanced Report Features *Importing/ Exporting Data *Creating Macros and Switchboards *Using Advanced Access Tools	MS POWERPOINT: *Adv Text Features *Creating Tables & Charts *Working with Visual & Sound Objects *Customizing Options	*Importing/ Exporting Info *Using Advanced Presentation Features