

## ICT 2 Multimedia Pacing Guide

Pacing Time	Topic	Topics Covered	Standard Covered
1 Week	Computer system Design principles	Internet technologies Color and design principles	Indicator #1: Demonstrate and apply knowledge of internet technologies. WPD 1.1 Apply knowledge of the internet structure WPD 1.2 Apply knowledge of Internet Browsers
2 Weeks	Word Processing	Create a variety of documents with formatting options Tabs and Leaders Mail Merge Multimedia career opportunities	Indicator #1: Understand how to create a variety of documents using word processing software. CA1.1 Modify and manipulate paragraphs and paragraph formatting. CA1.2 Use tables to enhance documents. CA1.3 Customize document formatting CA1.4 Create a mail merge document. CA1.5 Create and use the advance features of word processing software CA1.6 Format characters and use the Help features Indicator #1 Explain career opportunities in multimedia MD1.1 Summarize multimedia career opportunities MD1.2 Explain the professional behaviors, skills and abilities for multimedia
2 Weeks	Spreadsheets	Format spreadsheets Multiple worksheets Formulas Absolute and mixed cell references Chart	Indicator #2: Understand how to create and manipulate workbooks using spreadsheet software. CA2.1 Format a spreadsheet to enhance its appearance CA2.2 Insert formulas into a worksheet to enhance its functionality CA2.3 Manipulate data within and between workbooks

			CA2.4 Create charts within a spreadsheet to represent data graphically.
1 Week	Multimedia	Word Processing, Spreadsheet, Presentation Software Project	Indicator #4 Create multimedia project MD4.1 Construct multimedia projects based on plans MD4.2 Analyze multimedia presentations
3 Weeks	Adobe	Illustrator, Photoshop, Animate	MD2.3 Use multimedia tools
2 Weeks	Web Design	HTML	WPD 1.3 Apply knowledge of Hypertext Markup Language
2 Weeks	Web Design	Dreamweaver	WPD 2.2 Interpret and evaluate project requirements. WPD 2.3 Develop a project plan.
2 Weeks	Multimedia	Ads Webquest	Indicator #4 Create multimedia project MD4.1 Construct multimedia projects based on plans MD4.2 Analyze multimedia presentations
2 Weeks	Software	Student Choice	
1 Week	Final and review		