North Carolina CTE

Introduction to Office Productivity (2016): Grade 7

Adopted 2016

Understand and process advanced documents. 1.00	**01.** Understand and apply word processing features to business documents – an agenda. 1.01
	02. Understand and apply word processing features to business documents – meeting minutes. 1.02
	03. Understand and apply word processing features to business documents – a research report in MLA format. 1.03
	04. Understand and apply word processing features to business documents – a table of contents. 1.04
Understand the purpose and procedures for developing a multimedia presentation. 2.00	**01.** Understand uses of presentation software. 2.01
	02. Understand procedures for developing a presentation. 2.02
Understand methods of presentation delivery and distribution. 3.00	**01.** Understand various methods for delivery and distribution of a presentation. 3.01
Understand the basics of spreadsheets. 4.00	**01.** Understand spreadsheets and components of spreadsheets. 4.01
	02. Understand spreadsheet formatting. 4.02
	03. Understand spreadsheet operations. 4.03