

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