North Carolina CTE

Microsoft Excel and Access (2014): Grades 9, 10, 11, 12

Adopted 2014

Understand basic, intermediate and advanced spreadsheet software skills using Microsoft Excel. 1.00

01. **Overview** 1.01
02. **Working with Microsoft Excel 2013** 1.02
03. **Using Office Backstage** 1.03
04. **Using Basic Formulas** 1.04
05. **Using Functions** 1.05
06. **Formatting Cells and Ranges** 1.06
07. **Formatting Worksheets** 1.07
08. **Managing Worksheets** 1.08
09. **Working with Data and Macros** 1.09
10. **Using Advanced Formulas** 1.10
11. **Securing and Sharing Workbooks** 1.11
12. **Creating Charts** 1.12
13. **Adding Pictures and Shapes to a Worksheet** 1.13

Understand basic database software skills using Microsoft Access. 2.00

01. **Database Essentials** 2.01
02. **Create Database Tables** 2.02
03. **Work With Tables And Database Records** 2.03
04. **Modify Tables And Fields** 2.04
05. **Create Forms** 2.05

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Create Reports 2.06

07. **Create And Modify Queries** 2.07

08. **Use Controls In Reports And Forms** 2.08

09. **Advanced Tables** 2.09

10. **Advanced Forms** 2.10

11. **Advanced Reports** 2.11

12. **Advanced Queries** 2.12

13. **Display And Share Data** 2.13

14. **Import And Export Data** 2.14

15. **Database Tools** 2.15