North Carolina CTE

Microsoft Word and PowerPoint (2016): Grades 9, 10, 11, 12

Adopted 2016

Microsoft Word

00. **Understand word processing software application skills using Microsoft Word.** 1.00
    01. Understanding Word 1.01
    02. Basic Editing 1.02
    03. Character Formatting 1.03
    04. Paragraph Formatting 1.04
    05. Managing Text Flow 1.05
    06. Creating Tables 1.06
    07. Working With Themes, Style Sets Backgrounds, Quick Parts, and Text Boxes 1.07
    08. Using Illustrations and Graphics 1.08
    09. Proofing Documents 1.09
    10. Formatting a Research Paper 1.10
    11. Performing Mail Merges 1.11
    12. Maintaining Documents and Macros 1.12
    13. Protecting and Sharing Documents 1.13
    14. Using Advanced Options 1.14

Microsoft Powerpoint

00. **Understand presentation software application skills using Microsoft PowerPoint.** 2.00
    01. PowerPoint Essentials 2.01
    02. Presentation Basics 2.02
    03. Working With Text 2.03
    04. Designing a Presentation 2.04
    05. Adding Tables to Slides 2.05
    06. Using Charts in a Presentation 2.06

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07. Creating SmartArt Graphics 2.07
08. Adding Graphics to a Presentation 2.08
09. Using Animation and Multimedia 2.09
10. Securing and Sharing a Presentation 2.10
11. Delivering a Presentation 2.11

Microsoft Publisher

00. **Understand desktop publishing application skills using Microsoft Publisher (Supplemental)** 3.00
    01. Plan, design, create, save and exit various publications. 3.01
    02. Create professional-looking publications by modifying the text. 3.02
    03. Create professional-looking publications with the use of graphics. 3.03
    04. Use design and formatting elements to enhance text. 3.04
    05. Create and edit multipage publications. 3.05

Microsoft OneNote

00. **Understand information gathering skills using Microsoft OneNote (Supplemental)** 4.00
    01. Create, save, and add media elements to a notebook. 4.01
    02. View, print, and share a notebook. 4.02