

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

- 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
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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
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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