North Carolina CTE

Microsoft Word and PowerPoint (CC10) (2024)

Understand basic and intermediate word processing software skills.	**1.01** Managing documents and options.
	1.02 Managing edits and document layouts.
	1.03 Working with objects.
	1.04 Inserting and managing tables and lists.
	1.05 Managing references and finalizing documents.
Understand advanced word processing software skills.	**2.01** Updating Word settings.
	2.02 Modifying and creating document styles and templates.
	2.03 Creating reusable content and custom design elements.
	2.04 Creating reference tables and restricting editing.
	2.05 Managing document content.
	2.06 Creating and managing macros.
	2.07 Managing customer lists and creating mailings.
Understand basic and intermediate presentation software skills.	**3.01** Introducing the PowerPoint fundamentals.
	3.02 Managing content on slides.
	3.03 Adding visuals to presentations.
	3.04 Working with advanced visuals.
	3.05 Organizing and printing presentations.
	3.06 Configuring slideshows.
	3.07 Managing slide masters and presentation settings.