North Carolina CTE

Office Productivity Applications (2016): Grade 8

Adopted 2016

Understand the use of advanced functions and graphs and charts. 1.00	**01.** Understand advanced functions of spreadsheets. 1.01
	02. Understand charts and graphs used in business. 1.02
	03. Understand components of graphs and charts. 1.03
	04. Identify common charts used in business. 1.04
Understand the basics of databases. 2.00	**01.** Understand database use and purpose. 2.01
	02. Understand data types, field properties, primary keys and printing. 2.02
	03. Understand database management. 2.03
Understand business publications. 3.00	**01.** Understand design principles. 3.01
	02. Understand the target audience. 3.02
	03. Understand the purpose of a publication. 3.03