

Adapted CTE Course Blueprint of Essential Standards for BM10 Microsoft Word and PowerPoint (Recommended hours of instruction: 135-180)

This blueprint is aligned to the Objective Domains for Microsoft Word and PowerPoint 2010 Certification Exams.

Essential Std #	Units, Essential Standards, and Indicators (The Learner will be able to:)	Course Weight	RBT Designation
1	2	3	4
	Total Course Weight	100%	
	MICROSOFT WORD	60%	
1.00	Understand word processing software application skills using Microsoft Word.	60%	B2
	1.01 Share and Maintain Documents 1.02 Format Content 1.03 Apply Page Layout and Reusable Content 1.04 Include Illustrations and Graphics in a Document 1.05 Proofread documents 1.06 Apply References and Hyperlinks 1.07 Perform Mail Merge Operations		
	MICROSOFT POWERPOINT	40%	
2.00	Understand presentation software application skills using Microsoft PowerPoint.	40%	B2
	2.01 Manage the PowerPoint environment 2.02 Create a Slide Presentation 2.03 Work with graphical and multimedia elements 2.04 Create charts and tables 2.05 Apply transitions and animations 2.06 Collaborate on a presentation 2.07 Prepare a presentation for delivery 2.08 Deliver a presentation		
3.00	Understand desktop publishing application skills using Microsoft Publisher (SUPPLEMENTAL)	Supp.	B2
	3.01 Plan, design, create, save and exit various publications. 3.02 Create professional-looking publications by modifying the text. 3.03 Create professional-looking publications with the use of graphics. 3.04 Use design and formatting elements to enhance text. 3.05 Create and edit multipage publications.		
4.00	Understand information gathering skills using Microsoft OneNote (SUPPLEMENTAL)	Supp.	B2
	4.01 Create, save, and add media elements to a notebook. 4.02 View, print, and share a notebook.		

*Adapted CTE Course Blueprint based on Microsoft IT Academy objective domains for specified exams.

Please visit the Moodle PLC for curriculum resources. Contact msita@dpi.nc.gov for Moodle PLC information.