



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 Microsoft Official Academic Courseware (MOAC) lessons for Microsoft Word and PowerPoint 2013.

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.		B2
	1.01 Understanding Word 1.02 Basic Editing 1.03 Character Formatting 1.04 Paragraph Formatting 1.05 Managing Text Flow 1.06 Creating Tables 1.07 Working With Themes, Style Sets, Backgrounds, Quick Parts, And Text Boxes 1.08 Using Illustrations And Graphics 1.09 Proofing Documents 1.10 Formatting A Research Paper 1.11 Performing Mail Merges 1.12 Maintaining Documents And Macros 1.13 Protecting And Sharing Documents 1.14 Using Advanced Options		
	MICROSOFT POWERPOINT	40%	
2.00	Understand presentation software application skills using Microsoft PowerPoint.	40%	B2
	2.01 PowerPoint Essentials 2.02 Presentation Basics 2.03 Working With Text 2.04 Designing A Presentation 2.05 Adding Tables To Slides 2.06 Using Charts In A Presentation 2.07 Creating SmartArt Graphics 2.08 Adding Graphics To A Presentation 2.09 Using Animation And Multimedia 2.10 Securing And Sharing A Presentation 2.11 Delivering 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.		