



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 Units, Essential Standards, and Indicators Course RBT Std # (The Learner will be able to:) Weight Designation 1 2 3 4 Total Course Weight 2 3 4 MICROSOFT WORD 60% Understand word processing software application skills using Microsoft Word. 1.00 Understand word processing software application skills using Microsoft Word. 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 1.09 Proofing Documents 1.10 Formatting A Research Paper 1.11 Performing Mail Merges 1.12 Maintaining Documents 1.13 Protecting And Sharing Documents 1.14 Using Advanced Options MICROSOFT POWERPOINT 40% 2.00 Understand presentation software application skills using Microsoft 40% B2 2.01 PowerPoint. 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 SmartAt Graphics 2.08 Adding Graphics To A Presentation 2.09 Using Charts In A Presentation 2.00 Understand presentation Ad Multimedia 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 SmartAt Graphics 2.08 Adding Graphics To A Presentation 2.09 Using Animation And Multimedia 2.00 Understand desktop publishing application skills using Microsoft Publisher 3.04 Use design and formatting elements to annote box. 3.04 Use design and formatting eublications. 3.04 Use design and formatting elements to an notebook. 4.00 Create professional-looking publications.	_	103	sons for Microsoft Word and PowerPoint 2013.		
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