**Microsoft Word and PowerPoint**

| Essential Std # | Units, Essential Standards, and Indicators(The Learner will be able to:) | CourseWeight | Self Assessment |
| --- | --- | --- | --- |
| Before | After |
|  | **MICROSOFT WORD** | **60%** |  |  |
| **1.00** | **Understand word processing software application skills using Microsoft Word.** | **60%** |  |  |
|  | 1.01 Understand Word |  |  |  |
|  | 1.02 Apply Basic Editing |  |  |  |
|  | 1.03 Apply Character Formatting |  |  |  |
|  | 1.04 Apply Paragraph Formatting |  |  |  |
|  | 1.05 Manage Text Flow |  |  |  |
|  | 1.06 Create Tables |  |  |  |
|  | 1.07 Work with Themes, Style Sets, Backgrounds, Quick Parts, and Text  Boxes |  |  |  |
|  | 1.08 Use Illustrations and Graphics |  |  |  |
|  | 1.09 Proof Documents |  |  |  |
|  | 1.10 Format a Research Paper |  |  |  |
|  | 1.11 Perform Mail Merges |  |  |  |
|  | 1.12 Maintain Documents and Macros |  |  |  |
|  | 1.13 Protect and Share Documents |  |  |  |
|  | 1.14 Use Advanced Options |  |  |  |
|  | **MICROSOFT POWERPOINT** | **40%** |  |  |
| **2.00** | **Understand presentation software application skills using Microsoft PowerPoint.** | **40%** |  |  |
|  | 2.01 Understand PowerPoint Essentials |  |  |  |
|  | 2.02 Create a Basic Presentation  |  |  |  |
|  | 2.03 Work with Text |  |  |  |
|  | 2.04 Design a Presentation |  |  |  |
|  | 2.05 Add Tables to Slides |  |  |  |
|  | 2.06 Use Charts in a Presentation |  |  |  |
|  | 2.07 Create SmartArt Graphics |  |  |  |
|  | 2.08 Add Graphics to a Presentation |  |  |  |
|  | 2.09 Use Animation and Multimedia |  |  |  |
|  | 2.10 Secure and Share a Presentation |  |  |  |
|  | 2.11 Deliver a Presentation |  |  |  |
|  | **MICROSOFT PUBLISHER AND ONENOTE** |  |  |  |
| **3.00** | **Understand desktop publishing application skills using Microsoft Publisher**  | **Supp.** |  |  |
|  | 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**  | **Supp.** |  |  |
|  | 4.01 Create, save, and add media elements to a notebook. |  |  |  |
|  | 4.02 View, print, and share a notebook. |  |  |  |

***Rating Scale:***

 *1 = I have no clue what this is*

 *2 = I could do this with help*

 *3 = I have mastered this objective and could teach it to others*