

NORTH CAROLINA CAREER AND TECHNICAL EDUCATION STANDARDS

Computer Science and Information Technology Education

Grade: Grade 9 - 12

Course: Microsoft Word and PowerPoint **Updated**

NCCTE.2020.BM10 - Microsoft Word and PowerPoint

NCCTE.2020.BM10.01.00 - Understand basic and intermediate word processing software skills.

NCCTE.2020.BM10.01.01 - Managing documents and options.

NCCTE.2020.BM10.01.02 - Managing edits and document layouts.

NCCTE.2020.BM10.01.03 - Working with objects.

NCCTE.2020.BM10.01.04 - Inserting and managing tables and lists.

NCCTE.2020.BM10.01.05 - Managing references and finalizing documents.

NCCTE.2020.BM10.02.00 - Understand advanced word processing software skills.

NCCTE.2020.BM10.02.01 - Updating Word settings.

NCCTE.2020.BM10.02.02 - Modifying and creating document styles and templates.

NCCTE.2020.BM10.02.03 - Creating reusable content and custom design elements.

NCCTE.2020.BM10.02.04 - Creating reference tables and restricting editing.

NCCTE.2020.BM10.02.05 - Managing document content.

NCCTE.2020.BM10.02.06 - Creating and managing macros.

NCCTE.2020.BM10.02.07 - Managing customer lists and creating mailings.

NCCTE.2020.BM10.03.00 - Understand basic and intermediate presentation software skills.

NCCTE.2020.BM10.03.01 - Introducing the PowerPoint fundamentals.

NCCTE.2020.BM10.03.02 - Managing content on slides.

NCCTE.2020.BM10.03.03 - Adding visuals to presentations.

NCCTE.2020.BM10.03.04 - Working with advanced visuals.

NCCTE.2020.BM10.03.05 - Organizing and printing presentations.

NCCTE.2020.BM10.03.06 - Configuring slideshows.

NCCTE.2020.BM10.03.07 - Managing slide masters and presentation settings.

