

BM10 Microsoft Word and PowerPoint

Essential Std #	Units, Essential Standards, and Indicators (The Learner will be able to:)	Course Weight	Class Periods
1	2	3	
	Total Course Weight	100%	85
	MICROSOFT WORD		
1.00	Understand word processing software application skills using Microsoft Word.	55%	47
	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		
2.00	Understand presentation software application skills using Microsoft PowerPoint.	40%	34
	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)	5%	4
	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.		