**BM10 Microsoft Word and PowerPoint**

**4th Period**

**Instructor: Mary Lee Tosky**

Hickory Career & Arts Magnet HS

Room #108 / 828.328.6738

1st Planning 9:00 – 10:25

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This curriculum is designed to support selected Common Career Technical Core standards for Career Technical Education and Common Core State Standards. This curriculum supports students in preparing for Microsoft Office Specialist (MOS) exam **77-725: Microsoft Word 2016** and **77-729: Microsoft PowerPoint 2016.**

The curriculum extends the learning process to ensure that students have the opportunity to explore all areas of a program pertinent to the corresponding MOS certification objectives, or that have been identified as most important for users to understand, through the completion of individual activities. Through this extended practice, the curriculum provides provide a significant opportunity for the hands-on program experience that is expected and required of a successful certification candidate or power user.

**Some students will be taking this course for Honors Credit:**

This curriculum supports students in preparing for Microsoft Office Specialist (MOS) exam **77-726: Microsoft Word 2016 Expert**. All students will be prepared for these concepts in case they need to take the final exam which can include questions from these lessons. Honors students will be required to pass the ***Word 2016 Expert*** certification exam.

**\*\*Students who pass both of the certification exams with a 700 or higher *and* have maintained a passing grade on all classwork may be exempt from the final exam during finals week. Parents must give permission.**

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| **A** | **Microsoft Word & PowerPoint 2016** | | |
| **1.00** | **Understanding Word Processing Software Application Skills** | | |
| **30%** | 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 Formatting a Research Paper |
| **2.00** | **Advanced Word Processing Skills (Word Expert)** | | |
| **20%** | 2.01 Managing Document Changes  2.02 Advanced Editing and Formatting  2.03 Protecting and Sharing Documents  2.04 Customizing Documents | | 2.05 Using Macros, QuickParts, and Content Links  2.06 Using Fields, Forms, and Indexes  2.07 Performing Mail Merges |
| **3.00** | **Understanding Presentation Software Application Skills** | | |
| **50%** | 3.01 PowerPoint Essentials  3.02 Presentation Basics  3.03 Working with Text  3.04 Designing a Presentation  3.05 Adding Tables to Slides  3.06 Using Charts in a Presentation | 3.07 Creating SmartArt  3.08 Adding Graphics  3.09 Using Animation and Multimedia  3.10 Securing and Sharing a Presentation  3.11 Delivering a Presentation | |