**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 Word1.02 Basic Editing1.03 Character Formatting1.04 Paragraph Formatting1.05 Managing Text Flow | 1.06 Creating Tables1.07 Working with Themes, Style Sets, Backgrounds,  Quick Parts, and Text Boxes1.08 Using Illustrations and Graphics1.09 Formatting a Research Paper |
| **2.00** | **Advanced Word Processing Skills (Word Expert)** |
| **20%** | 2.01 Managing Document Changes2.02 Advanced Editing and Formatting2.03 Protecting and Sharing Documents2.04 Customizing Documents | 2.05 Using Macros, QuickParts, and Content Links2.06 Using Fields, Forms, and Indexes2.07 Performing Mail Merges |
| **3.00** | **Understanding Presentation Software Application Skills** |
| **50%** | 3.01 PowerPoint Essentials3.02 Presentation Basics3.03 Working with Text3.04 Designing a Presentation3.05 Adding Tables to Slides3.06 Using Charts in a Presentation | 3.07 Creating SmartArt3.08 Adding Graphics 3.09 Using Animation and Multimedia3.10 Securing and Sharing a Presentation3.11 Delivering a Presentation |