Adapted CTE Course Blueprint of Essential Standards for
6417 Microsoft Word, PowerPoint, and Publisher
(Recommended hours of instruction: 135-180)

Essential Std #	Units, Essential Standards, and Indicators (The Learner will be able to:)	Course Weight	RBT Designation
1	2	3	4
	Total Course Weight	**100%**	
A	**MICROSOFT WORD**	**50%**	
1.00	**Apply information gathering skills using Microsoft OneNote (SUPPLEMENTAL)**	**Supp.**	**C3**
	1.01 Create, save, and add media elements to a notebook (Course 10353). 1.02 View, print, and share a notebook (Course 10353).		
2.00	**Apply word processing software application skills using Microsoft Word.**	**50%**	**C3**
	2.01 Apply beginning skills by creating, enhancing, printing, and sharing Word documents (Course 10294). 2.02 Apply intermediate skills by customizing, enhancing, reviewing, sharing, protecting, and creating complex Word documents (Course 10391). 2.03 Apply advanced skills by reviewing, finalizing, and creating interactive Word documents (Course 10392).		
B	**MICROSOFT PUBLISHER AND POWERPOINT**	**50%**	
3.00	**Apply desktop publishing application skills using Microsoft Publisher.**	**20%**	**C3**
	3.01 Create a publication (Course 10354). 3.02 Insert and edit pictures in a publication (Course 10354). 3.03 Print and share a publication (Course 10354).		
4.00	**Apply presentation software application skills using Microsoft PowerPoint.**	**30%**	**C3**
	4.01 Create presentations by adding text boxes, tables, inserting/formatting images, finalizing, and delivering a presentation (Course 10295). 4.02 Use intermediate skills to use text boxes, tables, and multimedia while finalizing and presenting material (Course 10295). 4.03 Customize presentations by customizing the user interface, elements, adding information, multimedia elements, and animation enhancements while finalizing a slide show for delivery (Course 10386).		

*Adapted CTE Course Blueprint based on Microsoft IT Academy objectives.