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**Coal City Unit District #1**  
**Computer Technology: Microsoft Office**  
**Career and Technical Curriculum**

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**CTE.MO:1 Students will demonstrate how to open, save and manipulate data between files and folders to integrate program applications. (NBES IT 5)**

- CTE.MO:1-1 Recall the correct procedures to name, save, and print new and existing documents.
- CTE.MO:1-2 Describe how to add folders to organize documents.
- CTE.MO:1-3 Identify the help feature when needed.
- CTE.MO:1-4 Demonstrate how to open, save and manipulate data between files.

**CTE.MO:2 Students will demonstrate how to create, print, edit and format spreadsheets. (NBES IT 5)**

- CTE.MO:2-1 Recall the correct procedures to create, print and save spreadsheets.
- CTE.MO:2-2 Analyze the best way to move and copy text.
- CTE.MO:2-3 Apply and edit formatting to cells.
- CTE.MO:2-4 Demonstrate the correct procedure to move text within and between documents using alignment, cut, copy, paste and paste special.
- CTE.MO:2-5 Apply formatting enhancements to a worksheet.
- CTE.MO:2-6 Define terms related to printing, editing and navigating spreadsheets.

**CTE.MO:3 Students will create, enter and apply formulas in a spreadsheet. (NBES IT 5, COMP 2)**

- CTE.MO:3-1 Classify the different types of formulas in a spreadsheet.
- CTE.MO:3-2 Create basic formulas to perform calculations.
- CTE.MO:3-3 Create functions to perform calculations.
- CTE.MO:3-4 Define terms related to creating formulas.

**CTE.MO:4 Students will apply the desktop publishing features to enhance the appearance of a spreadsheet. (NBES IT 5)**

- CTE.MO:4-1 Apply desktop publishing features by utilizing clip art and picture tools to enhance the appearance of the worksheet.
- CTE.MO:4-2 Select borders and shading to cells in a spreadsheet to enhance the appearance of a worksheet.
- CTE.MO:4-3 Define terms related to enhancing the appearance of a spreadsheet and creating charts.
- CTE.MO:4-4 Insert charts and format the chart properties using a spreadsheet.

**CTE.MO:5 Students will demonstrate how to create, print, edit and format a database. (NBES IT 8)**

- CTE.MO:5-1 Demonstrate how to add/navigate records and fields to a database.
- CTE.MO:5-2 Perform correct procedures to create, print and save databases.
- CTE.MO:5-3 Create databases using all features on the database ribbon including all groups.
- CTE.MO:5-4 Analyze the best way to move and copy text within the database.
- CTE.MO:5-5 Apply and edit formatting to fields and records.
- CTE.MO:5-6 Apply a field's data type in Datasheet view.
- CTE.MO:5-7 Demonstrate how to change field properties in datasheet and design view.
- CTE.MO:5-8 Define terms related to creating, editing, printing a database.
- CTE.MO:5-9 Set a table's primary key and caption property in design view.

**CTE.MO:6 Students will demonstrate how to create queries using database software. (NBES IT 8)**

- CTE.MO:6-1 Demonstrate how to create a query using a wizard.
- CTE.MO:6-2 Identify how to sort and filter data in a datasheet.
- CTE.MO:6-3 Create a query in Design view and run the database.
- CTE.MO:6-4 Show what a query can contain.
- CTE.MO:6-5 Define terms related to creating a query.

**CTE.MO:7 Students will demonstrate how to create and modify forms using database software. (NBES IT 8)**

- CTE.MO:7-1 Explain how to use a form using different form tools including a database wizard.
- CTE.MO:7-2 Edit records using a form.
- CTE.MO:7-3 Identify how to use a form to find, delete and update data.
- CTE.MO:7-4 Create and modify a form in Layout view.
- CTE.MO:7-5 Define terms related to creating and modifying forms.

**CTE.MO:8 Students will demonstrate how to create and modify reports using database software. (NBES IT 8)**

- CTE.MO:8-1 Create a report in Access.
- CTE.MO:8-2 Edit text, labels, lines, controls, fields and properties in layout/design view.
- CTE.MO:8-3 Identify which view is used to add a line, label and picture to a report.
- CTE.MO:8-4 Identify the view that controls may be added in.
- CTE.MO:8-5 Define terms related to creating and modifying reports.
- CTE.MO:8-6 Demonstrate how to print a report.
- CTE.MO:8-7 Import/export data from Access/Excel.

**CTE.MO:9 Students will demonstrate how to integrate databases with other similar programs.  
(NBES IT 8)**

- CTE.MO:9-1 Demonstrate how to import data from spreadsheets and word processing documents.
- CTE.MO:9-2 Identify uses of a form letter.
- CTE.MO:9-3 Demonstrate how to merge a form letter with a data source.
- CTE.MO:9-4 Explain how to edit a data source and how to update.
- CTE.MO:9-5 Define terms related to integrating databases.

**CTE.MO:10 Students will create, edit, print, format and navigate using presentation software.  
(NBES COM 3)**

- CTE.MO:10-1 Create a presentation and create a new slide.
- CTE.MO:10-2 Print presentations using handouts.
- CTE.MO:10-3 Analyze how to use the different types of viewing options/layout options using presentation software.
- CTE.MO:10-4 Distinguish how to run a presentation using more than one option.
- CTE.MO:10-5 Navigate within a presentation using the mouse and keyboard.
- CTE.MO:10-6 Define terms related to using presentation software.
- CTE.MO:10-7 Apply themes/formatting to a presentation.

**CTE.MO:11 Students will create a presentation using advanced features of the presentation software. (NBES COM 3)**

- CTE.MO:11-1 Name what animations are in presentation software.
- CTE.MO:11-2 Add a transition to a presentation using advanced features.
- CTE.MO:11-3 Identify what a chart represents.
- CTE.MO:11-4 Create a SmartArt graphic using presentation software.
- CTE.MO:11-5 Create a new master slide to apply to a presentation.
- CTE.MO:11-6 Create a multilevel list within a placeholder and change the alignment.
- CTE.MO:11-7 Demonstrate how to use the picture tools design.
- CTE.MO:11-8 Demonstrate how to insert speaker notes in a presentation.
- CTE.MO:11-9 Define terms related to advanced features of presentation software.
- CTE.MO:11-10 Insert an object using a content placeholder

**CTE.MO:12 Students will create a document using formatting features of given software.  
(NBES COM 3)**

CTE.MO:12-1 Place text in appropriate positions on documents using rulers, tabs, and alignment tools.

CTE.MO:12-2 Show how to correctly launch and use spelling/grammatical tools.

CTE.MO:12-3 Demonstrate how to format text using the following tools: font, color, italic, bold, underline, size, case, delete and move tools.

CTE.MO:12-4 Modify text and pictures using styles, effects, shading, size tool, alignment, and wrapping.

CTE.MO:12-5 Select undo and redo commands.

CTE.MO:12-6 Apply bullets and numbering, paragraph spacing, borders, reading mode and zoom levels to a document.