

# Office Productivity Suite

The following learning targets represents the major concepts studied and assessed in this course.



## Semester Class

### Word

- Demonstrate correct use of word processing terminology
- Create and format business documents (e.g., letters, memos, outlines, newsletters, and reports)
- Proofread and edit documents
- Manipulate the features of word processing software to enhance documents (e.g., headers, footers, tabs)
- Create and format tables
- Create mail merge documents
- Insert and manipulate graphics

### PowerPoint

- Demonstrate correct use of presentation software terminology
- Create, format, and edit presentations
- Enhance presentations (e.g., Sound, animation, graphics, transitions, and video)
- Apply design and layout principles to presentations

### Excel

- Demonstrate correct use of spreadsheet terminology
- Create, design, and edit spreadsheets
- Create basic formulas with addition, subtraction, multiplication, and division
- Format cell, column, and row contents (e.g., font, color, alignment, shading, decimal)
- Format columns and rows
- Use basic functions/formulas (e.g., auto sum, average, IF)