

Colorado CTE Course – Scope and Sequence

Course Name	Microsoft Office Specialist	Course Details	.5
		Course = 0.50 Carnegie Unit Credit	
Course Description	Microsoft Office Specialist is a course designed to prepare students to take one or more of the Microsoft Office Specialists exams. Students may prepare to take exams in Microsoft Word, Excel, and Powerpoint, or additional Microsoft products. The course competencies and outline follow those set out by the Microsoft Office Specialist exam.		
Note:	This is a suggested scope and sequence for the course content. The content will work with any textbook or instructional resource. If locally adapted, make sure all competencies are covered.		
SCED Identification #	10005	Schedule calculation based on 60 calendar days of a 90-day semester. Scope and sequence allow for additional time for guest speakers, student presentations, field trips, remediation, or other content topics. This class aligns to the Microsoft Office Specialist Certification and the Colorado CDIP.	

All courses taught in an approved CTE program must include Essential Skills embedded into the course content. The Essential Skills Framework for this course can be found at <https://www.cde.state.co.us/standardsandinstruction/essentialskills>

COURSE COMPETENCIES AND OUTCOMES

Competencies and Student Learning Outcomes

Word Associate (Word and Word 2019)

Manage documents

Navigate within documents

- Search for text
- Link to locations within documents
- Move to specific locations and objects in documents
- Show and hide formatting symbols and hidden text

Format documents

- Set up document pages
- Apply style sets
- Insert and modify headers and footers
- Configure page background elements

Save and share documents

- Save documents in alternative file formats
- Modify basic document properties
- Modify print settings
- Share documents electronically

Inspect documents for issues



- Locate and remove hidden properties and personal information
- Locate and correct accessibility issues
- Locate and correct compatibility issues

Insert and format text, paragraphs, and sections

Insert text and paragraphs

- Find and replace text
- Insert symbols and special characters

Format text and paragraphs

- Apply text effects
- Apply formatting by using Format Painter
- Set line and paragraph spacing and indentation
- Apply built-in styles to text
- Clear formatting

Create and configure document sections

- Format text in multiple columns
- Insert page, section, and column breaks
- Change page setup options for a section

Manage tables and lists

Create tables

- Convert text to tables
- Convert tables to text
- Create tables by specifying rows and columns

Modify tables

- Sort table data
- Configure cell margins and spacing
- Merge and split cells
- Resize tables, rows, and columns
- Split tables
- Configure a repeating row header

Create and modify lists

- Format paragraphs as numbered and bulleted lists
- Change bullet characters and number formats
- Define custom bullet characters and number formats
- Increase and decrease list levels
- Restart and continue list numbering
- Set starting number values

Create and manage references



Create and manage reference elements

- Insert footnotes and endnotes
- Modify footnote and endnote properties
- Create and modify bibliography citation sources
- Insert citations for bibliographies

Create and manage reference tables

- Insert tables of contents
- Customize tables of contents
- Insert bibliographies

Insert and format graphic elements

Insert illustrations and text boxes

- Insert shapes
- Insert pictures
- Insert 3D models
- Insert SmartArt graphics
- Insert screenshots and screen clippings
- Insert text boxes

Format illustrations and text boxes

- Apply artistic effects
- Apply picture effects and picture styles
- Remove picture backgrounds
- Format graphic elements
- Format SmartArt graphics
- Format 3D models

Add text to graphic elements

- Add and modify text in text boxes
- Add and modify text in shapes
- Add and modify SmartArt graphic content

Modify graphic elements

- Position objects
- Wrap text around objects
- Add alternative text to objects for accessibility

Manage document collaboration

Add and manage comments

- Add comments
- Review and reply to comments
- Resolve comments



- Delete comments
- Manage change tracking
- Track changes
 - Review tracked changes
 - Accept and reject tracked changes
 - Lock and unlock change tracking

Excel Associate (Excel and Excel 2019)

Manage worksheets and workbooks

Import data into workbooks

- Import data from .txt files
- Import data from .csv files

Navigate within workbooks

- Search for data within a workbook
- Navigate to named cells, ranges, or workbook elements
- Insert and remove hyperlinks

Format worksheets and workbooks

- Modify page setup
- Adjust row height and column width
- Customize headers and footers

Customize options and views

- Customize the Quick Access toolbar
- Display and modify workbook content in different views
- Freeze worksheet rows and columns
- Change window views
- Modify basic workbook properties
- Display formulas

Configure content for collaboration

- Set a print area
- Save workbooks in alternative file formats
- Configure print settings
- Inspect workbooks for issues

Manage data cells and ranges

Manipulate data in worksheets

- Paste data by using special paste options
- Fill cells by using Auto Fill
- Insert and delete multiple columns or rows
- Insert and delete cells



Format cells and ranges

- Merge and unmerge cells
- Modify cell alignment, orientation, and indentation
- Format cells by using Format Painter
- Wrap text within cells
- Apply number formats
- Apply cell formats from the Format Cells dialog box
- Apply cell styles
- Clear cell formatting

Define and reference named ranges

- Define a named range
- Name a table

Summarize data visually

- Insert Sparklines
- Apply built-in conditional formatting
- Remove conditional formatting

Manage tables and table data

Create and format tables

- Create Excel tables from cell ranges
- Apply table styles
- Convert tables to cell ranges

Modify tables

- Add or remove table rows and columns
- Configure table style options
- Insert and configure total rows

Filter and sort table data

- Filter records
- Sort data by multiple columns

Perform operations by using formulas and functions

Insert references

- Insert relative, absolute, and mixed references
- Reference named ranges and named tables in formulas

Calculate and transform data

- Perform calculations by using the AVERAGE(), MAX(), MIN(), and SUM() functions
- Count cells by using the COUNT(), COUNTA(), and COUNTBLANK() functions
- Perform conditional operations by using the IF() function

Format and modify text

- Format text by using RIGHT(), LEFT(), and MID() functions



- Format text by using UPPER(), LOWER(), and LEN() functions
- Format text by using the CONCAT() and TEXTJOIN() functions

Manage charts

Create charts

- Create charts
- Create chart sheets

Modify charts

- Add data series to charts
- Switch between rows and columns in source data
- Add and modify chart elements

Format charts

- Apply chart layouts
- Apply chart styles
- Add alternative text to charts for accessibility

PowerPoint Associate (PowerPoint and PowerPoint 2019)

Manage presentations

Modify slide masters, handout masters, and note masters

- change the slide master theme or background
- modify slide master content
- create slide layouts
- modify slide layouts
- modify the handout master
- modify the notes master

Change presentation options and views

- change slide size
- display presentations in different views
- set basic file properties

Configure print settings for presentations

- print all or part of a presentation
- print notes pages
- print handouts
- print in color, grayscale, or black and white

Configure and present slide shows

- create custom slide shows
- configure slide show options



- rehearse slide show timing
- set up slide show recording options
- present slide shows by using Presenter View

Prepare presentations for collaboration

- mark presentations as final
- protect presentations by using passwords
- inspect presentations for issues
- add and manage comments
- preserve presentation content
- export presentations to other formats

Manage slides

Insert slides

- import Word document outlines
- insert slides from another presentation
- insert slides and select slide layouts
- insert Summary Zoom slides
- duplicate slides

Modify slides

- hide and unhide slides
- modify individual slide backgrounds
- insert slide headers, footers, and page numbers

Order and group slides

- create sections
- modify slide order
- rename sections

Insert and format text, shapes, and images

Format text

- apply formatting and styles to text
- format text in multiple columns
- create bulleted and numbered lists

Insert links

- insert hyperlinks



- insert Section Zoom links and Slide Zoom links

Insert and format images

- resize and crop images
- apply built-in styles and effects to images
- insert screenshots and screen clippings

Insert and format graphic elements

- insert and change shapes
- draw by using digital ink
- add text to shapes and text boxes
- resize shapes and text boxes
- format shapes and text boxes
- apply built-in styles to shapes and text boxes
- add alt text to graphic elements for accessibility

Order and group objects on slides

- order shapes, images, and text boxes
- align shapes, images, and text boxes
- group shapes and images
- display alignment tools

Insert tables, charts, smartArt, 3D models, and media

Insert and format tables

- create and insert tables
- insert and delete table rows and columns
- apply built-in table styles

Insert and modify charts

- create and insert charts
- modify charts

Insert and format SmartArt graphics

- insert SmartArt graphics
- convert lists to SmartArt graphics
- add and modify SmartArt graphic content

Insert and modify 3D models

- insert 3D models
- modify 3D models



Insert and manage media

- insert audio and video clips
- create and insert screen recordings
- configure media playback options

Apply transitions and animations

Apply and configure slide transitions

- apply basic and 3D slide transitions
- configure transition effects

Animate slide content

- animate text and graphic elements
- animate 3D models
- configure animation effects
- configure animation paths
- reorder animations on a slide

Set timing for transitions

- set transition effect duration
- configure transition start and finish options

Additional Notes: The course competencies and outline follow those set out by the Microsoft Certified exam. Please defer to the most current information from the Microsoft Specialist programs.



Microsoft Office Specialist Program Pathway

The Microsoft Office Specialist Program for Microsoft 365 Apps and Office 2019 now has multiple levels: Associate and Expert

ASSOCIATE

Microsoft Office Specialist:
Associate
(Any 3)



Excel Associate

Word Associate

Outlook Associate

PowerPoint Associate

EXPERT

Microsoft Office Specialist:
Expert
(Any 2)

Access Expert

Word Expert

Excel Expert



Microsoft Office Specialist:
Associate

Students still earn a certification for each exam they pass, however if a student earns any three of the four available associate certifications they will become a Microsoft Office Specialist - Associate and earn an additional certification for their accomplishment.

If students would like to advance even further and earn their Associate Certification and any two of the three available expert certifications they will become a Microsoft Office Specialist - Expert and achieve the highest certification within the Microsoft Office Specialist Program.*

* For 2016 and 2013 Master Pathways, please visit www.certipoint.com/mos.

CTSO Integration

FBLA

- Word Processing
- Computer Applications
- Database Design and Applications
- Spreadsheet Applications
- Introduction to Business Presentation