

BUSINESS OFFICE SPECIALIST

Standards

- Build on basic word processing skills to create and manage documents.
- Build on spreadsheet skills to create and manage worksheets.
- Build on electronic presentation skills to create and manage slideshows.
- Acquire basic database skills to create and manage data.
- Integrate word processing, spreadsheet, and electronic presentation software.

Performance Objectives

- Create a report formatted with software generated report elements.
- Create and edit a table.
- Create and edit workbooks using advanced formatting and functions.
- Create and edit charts.
- Create presentation demonstrating professional quality with advanced features and formatting.
- Generate speaker notes, handouts, and outlines.
- Generate a database table and manipulate fields and records.
- Code and record macros in various programs.