

BSA PACING GUIDE				
Week	Learning Objective	Unit	Program	Standard
1	Modify slide masters (1.8), Change presentation options and views (2.12)	Manage Presentations	PowerPoint 2019	12.13
2	Configure print settings (3.6), Configure and present slide shows (4.14)	Manage Presentations	PowerPoint 2019	12.13
3	Prepare presentations for collaboration (5.15), Safety Test	Manage Presentations	PowerPoint 2019	12.13
4	Insert slides (6.8), Modify slides (7.5), Order and group slides (7.4)	Manage Slides	PowerPoint 2019	12.13
5	Format text (8.7), Insert links (8.3), Insert and format images (9.7), Order and group (9.4)	Insert and Format Text, Shapes and Images	PowerPoint 2019	12.13
6	Insert and format graphics (10.10), Insert and modify charts (11.12)	Insert and Format Text, Shapes and Images	PowerPoint 2019	12.13
7	Insert and format tables (12.5), 3D Models (12.2), SmartArt (13.7), Manage Media (13.5)	Insert Tables, Charts, SmartArt, 3D and Media	PowerPoint 2019	12.13
8	Apply slide transitions (14.4), Timing for transitions (14.4), Animate slide content (15.12)	Apply Transitions and Animations	PowerPoint 2019	12.13
9	PP Practice Exams (35), PowerPoint 2019 Associate Certification Exam	PowerPoint 2019 Associate Certification	PowerPoint 2019	12.13
10	Word Associate fundamentals (1.7), Inspect Documents (1.5), Navigate within document (2.11)	Word Associate Fundamentals	Word 2019	3.4, 5
11	Format documents (3.36), Save and share documents (4.26)	Manage Documents	Word 2019	3.4, 5
12	Insert text and paragraphs (5.12), Format text and paragraphs (6.22)	Insert and Format Text, Paragraphs and Sections	Word 2019	3.4, 5
13	Create and configure document sections (7.10), Create tables (8.14)	Manage Tables and Lists	Word 2019	3.4, 5
14	Modify tables (9.16), Create and modify lists (10.19)	Manage Tables and Lists	Word 2019	3.4, 5
15	Create and manage reference elements (11.16), Reference tables (12.14)	Create and Manage References	Word 2019	3.4, 5
16	Insert illustrations and text boxes (13.16), Format illustrations and text boxes (14.19)	Insert and Format Graphic Elements	Word 2019	3.4, 5
17	Add text to graphic (15.4), Modify graphic (15.8), Add comments (16.4), Manage change (16.4)	Manage Document Collaboration	Word 2019	3.4, 5
18	Word Practice Exams (35), Word 2019 Associate Certification Exam	Word 2019 Associate Certification	Word 2019	3.4, 5