Name: Bridgette Blake		Grading Quarter: Q4	Week Beginning: March 25
School Year: 2023 - 2024		Subject: Microsoft Office Specialist Support (MOSS)	
Monday	Notes:	Objective: Students will develop proficiency in typing by completing assigned lessons and learn to format documents in Microsoft Word. Lesson Overview: • Typing Club bell work, 10 minutes/45 WPM • 1 Minute and 3-Minute practice typing tests • Create Microsoft Office Certification March 25-29 document • Microsoft Office Certification Unit 3 Lesson 6	Academic Standards: 6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills. 1.0 Apply Word Processing Software to Produce Documents
Tuesday	Notes:	Objective: Students will develop proficiency in typing by completing assigned lessons and learn to format documents in Microsoft Word. Lesson Overview: • Typing Club bell work, 10 minutes/45 WPM • Open Microsoft Office Certification March 18-22 document • Microsoft Office Certification Unit 3 Lesson 7	Academic Standards: 6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills. 1.0 Apply Word Processing Software to Produce Documents
Wednesday	Notes:	Objective: Students will develop proficiency in typing by completing assigned lessons and learn to format documents in Microsoft Word. Lesson Overview: • Typing Club bell work, 10 minutes/45 WPM • Microsoft Office Certification Unit 3 Quiz • Microsoft Office Certification Unit 4, Lesson 1	Academic Standards: 6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills. 1.0 Apply Word Processing Software to Produce Documents
Thursday	Notes:	Objective: Students will develop proficiency in typing by completing assigned lessons and learn to format documents in Microsoft Word. Lesson Overview: • Typing Club bell work, 10 minutes/45 WPM • 1 minute and 3-minute typing tests. • Microsoft Office Certification Unit 4 – Lesson 2	Academic Standards: 6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills. 1.0 Apply Word Processing Software to Produce Documents

Friday	Notes: No School	Objective: Lesson Overview:	Academic Standards: