

Name: Bridgette Blake		Grading Quarter: Q4	Week Beginning: April 8
School Year: 2023 - 2024		Subject: Microsoft Office Specialist Support (MOSS)	
Monday	Notes:	<p>Objective: Students will develop proficiency in typing by completing assigned lessons and learn to insert tables in Microsoft Word.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Typing Club bell work, 10 minutes/45 WPM • 1 Minute and 3-Minute practice typing tests • Create Microsoft Office Certification April 8-12 document • Microsoft Office Certification Unit 5 Lesson 2 	<p>Academic Standards:</p> <p>6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills.</p> <p>1.0 Apply Word Processing Software to Produce Documents.</p> <p>3.3 Create tables.</p>
Tuesday	Notes:	<p>Objective: Students will develop proficiency in typing by completing assigned lessons and learn to insert tables in Microsoft Word.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Typing Club bell work, 10 minutes/45 WPM • Open Microsoft Office Certification April 8-12 document • Microsoft Office Certification Unit 5 Lesson 3 	<p>Academic Standards:</p> <p>6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills.</p> <p>1.0 Apply Word Processing Software to Produce Documents</p> <p>3.3 Create tables.</p>
Wednesday	Notes:	<p>Objective: Students will develop proficiency in typing by completing assigned lessons and learn to insert tables in Microsoft Word.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Typing Club bell work, 10 minutes/45 WPM • Open Microsoft Office Certification April 8-12 • Microsoft Office Certification Unit 5, Lesson 4 	<p>Academic Standards:</p> <p>6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills.</p> <p>1.0 Apply Word Processing Software to Produce Documents</p> <p>3.3 Create tables.</p>

Thursday	Notes:	<p>Objective: Students will develop proficiency in typing by completing assigned lessons and learn to create and manage references in Microsoft Word.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Typing Club bell work, 10 minutes/45 WPM • 1 minute and 3-minute typing tests. • Microsoft Office Certification Unit 5 Quiz • Microsoft Office Certification Unit 6 – Lesson 1 	<p>Academic Standards:</p> <p>6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills.</p> <p>1.0 Apply Word Processing Software to Produce Documents</p> <p>1.4 Create and manage references</p>
Friday	Notes:	<p>Objective:</p> <p>Lesson Overview:</p>	<p>Academic Standards:</p>