

Name: Bridgette Blake		Grading Quarter: Q4	Week Beginning: April 15
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 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>
Tuesday	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 • Microsoft Office Certification Unit 5 Quiz • Microsoft Office Certification Unit 6 – 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>1.4 Create and manage references</p>
Wednesday	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 6 – 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>1.4 Create and manage references</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 6 – 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>1.4 Create and manage references</p>
Friday	Notes:	<p>Objective: Students will learn to insert graphic icons, shapes, and designs and create a cover letter.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Job Interview Continued • Complete cover letter • Select class job interview questions 	<p>Academic Standards:</p> <p>1.0 Apply Word Processing Software to Produce Documents</p> <p>ADE – CTSO</p>