Name: Bridgette Blake		Grading Quarter: Q4	Week Beginning: April 29
School Year: 2023 - 2024		Subject: Microsoft Office Specialist Support (MOSS)	
Monday	Notes:	Objective: Objective: Students will develop proficiency in typing by completing assigned lessons and learn to insert graphic elements in Microsoft Word. Lesson Overview: • Typing Club bell work, 10 minutes/45 WPM • 1 minute and 3-minute typing tests. • Create Microsoft Office Certification April 29-May 3 • Microsoft Office Certification Unit 7 – Lesson 3	Academic Standards: 6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills. 1.0 Apply Word Processing Software to Produce Documents 1.5 Insert and format graphic elements.
Tuesday	Notes:	Objective: Students will develop proficiency in typing by completing assigned lessons and learn to insert graphic elements in Microsoft Word. Lesson Overview: • Typing Club bell work, 10 minutes/45 WPM • Microsoft Office Certification Unit 7 – Lesson 4	Academic Standards: 6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills. 1.0 Apply Word Processing Software to Produce Documents 1.5 Insert and format graphic elements.
Wednesday	Notes:	Objective: Students will develop proficiency in typing by completing assigned lessons and learn to insert graphic elements in Microsoft Word. Lesson Overview: • Typing Club bell work, 10 minutes/45 WPM • 1 Microsoft Office Certification Unit 7 – Lesson 5	Academic Standards: 6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills. 1.0 Apply Word Processing Software to Produce Documents 1.5 Insert and format graphic elements.

Thursday	Notes:	Objective: Students will develop proficiency in typing by completing assigned lessons and learn to insert graphic elements in Microsoft Word. Lesson Overview: • Typing Club bell work, 10 minutes/45 WPM • 1 minute and 3-minute typing tests. • Microsoft Office Certification Unit 7 – Lesson 6 • Submit Microsoft Office Cert. April 29-May 3	Academic Standards: 6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills. 1.0 Apply Word Processing Software to Produce Documents 1.5 Insert and format graphic elements.
Friday	Notes: No MOSS - "B" Day	Objective: Lesson Overview:	Academic Standards: