

Name: Bridgette Blake		Grading Quarter: Q1	Week Beginning: September 18, 2023
School Year: 2023-2024		Subject: Microsoft Office Specialist Support (MOSS)	
Monday	Notes:	<p>Objective: Students will develop proficiency in typing by completing typing lessons. Students will be assessed on Microsoft Word and learn how to use the navigation pane in Word.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • TypingClub.com 10 minutes, 40 WPM. • Microsoft Office Certification Course Unit 1 quiz. • Microsoft Office Certification Navigating within Documents (Unit 2) 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>
Tuesday	Notes:	<p>Objective: Students will develop proficiency in typing by completing typing lessons. Students will learn to link within documents in Microsoft Word.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • TypingClub.com bell work 10 minutes, 40 WPM. • Microsoft Office Certification Course Unit 2, 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>
Wednesday	Notes:	<p>Objective: Students will develop proficiency in typing by completing typing lessons. Students will learn how to move to specific locations and objects within a document in Microsoft Word.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • TypingClub.com, 10 minutes, 40 WPM • Microsoft Office Certification Course Unit 2, 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>
Thursday	Notes:	<p>Objective: Students will develop proficiency in typing by completing typing lessons. Students will learn how to modify the page set-up in Microsoft Word.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • TypingClub.com, 10 minutes, 40 WPM • Microsoft Office Certification Course Unit 2, 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>

Friday	<p>Notes:</p> <p>'A' Day</p>	<p>Objective: FBLA (Future Business Leaders of America) Friday. PSA announcement utilizing project management skills.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Complete PSA draft • Record 30 second PSA video in front of green screen • Edit video to include photo or video of natural disaster. 	<p>Academic Standards:</p> <p>6.4 Practice project management skills.</p>
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