

Name: Bridgette Blake		Grading Quarter: Q2	Week Beginning: October 16, 2023
School Year: 2023-2024		Subject: Microsoft Office Specialist Support (MOSS)	
Monday	Notes: No School – Professional Development	Objective: Lesson Overview:	Academic Standards:
Tuesday	Notes:	Objective: Students will develop proficiency in typing and learn how to save documents in various formats in Microsoft Word. Lesson Overview: <ul style="list-style-type: none"> • TypingClub.com 10 minutes, 40 WPM. • Typing.com 1 minute and 3-minute practice typing tests. • Create Microsoft Office Certification October 16-20 document. • Microsoft Office Certification Course Saving and Sharing Documents Unit 3, Lesson 1. 	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 and learn how to modify document properties in Microsoft Word. Lesson Overview: <ul style="list-style-type: none"> • TypingClub.com 10 minutes, 40 WPM. • Microsoft Office Certification Course Saving and Sharing Documents Unit 3, Lesson 2. 	Academic Standards: 6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills. 1.0 Apply word processing software to produce documents.

Thursday	Notes:	<p>Objective: Students will develop proficiency in typing and learn how to modify print settings in Microsoft Word.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • TypingClub.com, 10 minutes, 40 WPM • 1 Minute and 3-Minute typing tests. • Microsoft Office Certification Unit 3, Lesson 3. • Students will submit "Microsoft Office Certification October 16-20" 	<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>4.2 Create, format, organize and manage messages.</p>
Friday	<p>Notes:</p> <p>FBLA (Future Business Leaders of America) Friday</p>	<p>Objective: Students will apply learning and review project management processes for the Public Service Announcement Project.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Complete worksheet of project management review • Watch classmates Public Service Announcements, critique, and review. 	<p>Academic Standards:</p> <p>6.4 Practice project management skills.</p>