

Name: Bridgette Blake		Grading Quarter: Q2	Week Beginning: October 23, 2023
School Year: 2023-2024		Subject: Microsoft Office Specialist Support (MOSS)	
Monday	Notes:	<p>Objective: Students will develop proficiency in typing and learn how to inspect documents in Microsoft Word.</p> <p>Lesson Overview:</p> <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 23-27 document. • Microsoft Office Certification Course Saving and Sharing Documents Unit 3, 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>
Tuesday	Notes:	<p>Objective: Students will develop proficiency in typing and learn to locate and remove properties and personal information in Microsoft Word.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • TypingClub.com 10 minutes, 40 WPM. • Open Microsoft Office Certification October 16-20 document. • Microsoft Office Certification Course Saving and Sharing Documents Unit 3, Lesson 5. 	<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 and apply all learning from Unit 3 to create a project in Microsoft Word.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • TypingClub.com 10 minutes, 40 WPM. • Microsoft Office Certification Course Saving and Sharing Documents Unit 3 Project. 	<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 and apply learning by being assessed on Unit 3 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 Quiz. • Students will submit "Microsoft Office Certification October 23-27. 	<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>'B' Day No MOSS</p>	<p>Objective:</p> <p>Lesson Overview:</p>	<p>Academic Standards:</p>