

Name: Bridgette Blake		Grading Quarter: Q2	Week Beginning: December 4, 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 create tables &amp; lists in Microsoft Word.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> <li>• TypingClub.com 10 minutes, 45 WPM.</li> <li>• Typing.com 1 minute and 3-minute typing tests, 45 WPM.</li> <li>• Create Microsoft Office Certification Dec. 4 - 8.</li> <li>• Microsoft Office Certification Course Creating Tables &amp; Lists Unit 6, Lesson 1 &amp; 2.</li> </ul>	<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>1.3 Create tables &amp; lists.</p>
Tuesday	Notes:	<p>Objective: Students will develop proficiency in typing and learn how to create tables &amp; lists in Microsoft Word.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> <li>• TypingClub.com 10 minutes, 45 WPM.</li> <li>• Open Microsoft Office Certification December 4 - 8.</li> <li>• Microsoft Office Certification Course Creating Tables &amp; Lists Unit 6, Lesson 3 &amp; 4</li> </ul>	<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>1.3 Create tables &amp; lists.</p>
Wednesday	Notes:	<p>Objective: Students will develop proficiency in typing and learn how to create tables &amp; lists in Microsoft Word.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> <li>• TypingClub.com 10 minutes, 45 WPM.</li> <li>• Open Microsoft Office Certification December 4 - 8.</li> <li>• Microsoft Office Certification Course Creating Tables &amp; Lists Unit 6, Lesson 5 &amp; Project.</li> </ul>	<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>1.3 Create tables &amp; lists.</p>

Thursday	Notes:	<p>Objective: Students will develop proficiency in typing and learn how to create tables &amp; lists in Microsoft Word.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> <li>• TypingClub.com 10 minutes, 45 WPM.</li> <li>• Typing.com 1 minute and 3-minute typing tests, 45 WPM.</li> <li>• Microsoft Office Certification Course Creating Tables &amp; Lists Unit 7, Lesson 1.</li> <li>• Email Microsoft Office Certification December 4-8 to Mrs. Blake</li> </ul>	<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>1.3 Create tables &amp; lists.</p> <p>4.2 Create 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>