

Name: Bridgette Blake		Grading Quarter: Q3	Week Beginning: February 19
School Year: 2023 - 2024		Subject: Microsoft Office Specialist Support (MOSS)	
Monday	Notes: No School – President’s Day	Objective: Lesson Overview:	Academic Standards:
Tuesday	Notes:	Objective: Students will develop proficiency in typing by completing assigned lessons and learn the many uses of Microsoft Word. Lesson Overview: <ul style="list-style-type: none"> • Typing Club bell work, 10 minutes/40 WPM • 1 Minute and 3-Minute practice typing tests • Create Microsoft Office Certification Feb. 19-23 document • Microsoft Office Certification Lesson 3 – The Many Uses of Word 	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 by completing assigned lessons and learn to navigate in Microsoft Word. Lesson Overview: <ul style="list-style-type: none"> • Typing Club bell work, 10 minutes/40 WPM • Microsoft Office Certification Lesson 4 – Navigating Microsoft Word 	Academic Standards: 6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills. 1.0 Apply Word Processing Software to Produce Documents
Thursday	Notes:	Objective: Students will develop proficiency in typing by completing assigned lessons and apply learning by taking Microsoft Office Certification Unit 1 quiz. Lesson Overview: <ul style="list-style-type: none"> • Typing Club bell work, 10 minutes/40 WPM • 1 Minute and 3-Minute typing tests • Microsoft Office Certification Unit 1 Quiz • Submit Microsoft Office Certification February 19-23 	Academic Standards: 6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills. 1.0 Apply Word Processing Software to Produce Documents

Friday	<p>Notes:</p> <p>FBLA Friday</p>	<p>Objective: Students will learn project management skills by creating a public service announcement (PSA).</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Complete PSA draft • Record 30 second PSA video 	<p>Academic Standards:</p> <p>6.4 Practice project management skills.</p>
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