

Name: Bridgette Blake		Grading Quarter: Q3	Week Beginning: February 26
School Year: 2023 - 2024		Subject: Microsoft Office Specialist Support (MOSS)	
Monday	Notes:	<p>Objective: Students will develop proficiency in typing by completing assigned lessons and learn to link to locations within documents.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> <li>• Typing Club bell work, 10 minutes/40 WPM</li> <li>• 1 Minute and 3-Minute practice typing tests</li> <li>• Create Microsoft Office Certification Feb. 26-March 1 document</li> <li>• Microsoft Office Certification Unit 2 Lesson 2 – Linking to Locations in Documents.</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>
Tuesday	Notes:	<p>Objective: Students will develop proficiency in typing by completing assigned lessons and learn to move to specific locations in documents.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> <li>• Typing Club bell work, 10 minutes/40 WPM</li> <li>• Open Microsoft Office Certification Feb. 26-March 1 document</li> <li>• Microsoft Office Certification Unit 2 Lesson 3 – Move to Specific Locations within Documents</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>
Wednesday	Notes:	<p>Objective: Students will develop proficiency in typing by completing assigned lessons and learn to modify page set up in Microsoft Word.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> <li>• Typing Club bell work, 10 minutes/40 WPM</li> <li>• Microsoft Office Certification Unit 2 Lesson 4 – Modify Page Set up</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>
Thursday	Notes:	<p>Objective: Students will develop proficiency in typing by completing assigned lessons and learn to insert and modify headers and footers.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> <li>• Typing Club bell work, 10 minutes/40 WPM</li> <li>• 1 Minute and 3-Minute typing tests</li> <li>• Microsoft Office Certification Unit 2 Lesson 5 – Insert and Modify Headers and Footers.</li> <li>• Submit Microsoft Office Certification February 26-March 1.</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>

Friday	Notes:  'B' Day No MOSS	Objective:  Lesson Overview:	Academic Standards:
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