

Name: Bridgette Blake		Grading Quarter: Q3	Week Beginning: March 4
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 insert a watermark into a Word document.</p> <p>Lesson Overview:</p> <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 March 4-8 document • Microsoft Office Certification Unit 2 Lesson 6 – Inserting Watermarks 	<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 apply learning by taking an assessment. Students will learn to modify print settings.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Typing Club bell work, 10 minutes/40 WPM • Microsoft Office Certification Unit 2 Quiz • Microsoft Office Certification Unit 3 – Lesson 1 – Modifying Print Settings 	<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: Midterms Block 1 & 3	<p>Objective: Students will apply learning by taking a midterm assessment and learn to inspect documents for compatibility issues.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Typing Club bell work, 10 minutes/40 WPM • 1 minute and 3-minute typing midterm tests. • Microsoft Office Certification Unit 3 – Lesson 2 	<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: Midterms Block 2 & 4	<p>Objective: Students apply learning by taking a midterm assessment and learn to insert text and paragraphs.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Typing Club bell work, 10 minutes/40 WPM • 1 minute and 3-minute typing midterm tests. • Microsoft Office Certification Unit 3 – Lesson 3 	<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:	<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">• Present PSA	<p>Academic Standards: 6.4 Practice project management skills.</p>
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