

Name: Bridgette Blake		Grading Quarter: Q1	Week Beginning: September 11, 2023
School Year: 2023-2024		Subject: Microsoft Office Specialist Support (MOSS)	
Monday	Notes:	<p>Objective: Students will develop proficiency in typing by completing typing lessons. Students will learn the primary functions of Microsoft Word.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • TypingClub.com 10 minutes, 40 WPM. • Microsoft Office Certification 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>
Tuesday	Notes:	<p>Objective: Students will develop proficiency in typing by completing typing lessons. Students will learn the many uses of Microsoft Word.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • TypingClub.com bell work 10 minutes, 40 WPM. • Microsoft Office Certification Course 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>
Wednesday	Notes:	<p>Objective: Students will develop proficiency in typing by completing typing lessons. Students will learn how to navigate in Microsoft Word.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • TypingClub.com, 10 minutes, 40 WPM • Microsoft Office Certification Course 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>
Thursday	Notes:	<p>Objective: Students will develop proficiency in typing by completing typing lessons. Students will learn how to begin new projects in Microsoft Word.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • TypingClub.com, 10 minutes, 40 WPM • Microsoft Office Certification Course 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>

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