

Name: Bridgette Blake		Grading Quarter: Q1	Week Beginning: September 25, 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 how to insert and modify headers and footers.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> <li>• TypingClub.com 10 minutes, 40 WPM.</li> <li>• Typing.com 1 minute and 3-minute practice typing tests.</li> <li>• Create Microsoft Office Certification September 25-29 document.</li> <li>• Microsoft Office Certification Navigating within Documents Lesson 5.</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 typing lessons. Students will learn to format page background elements in Microsoft Word.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> <li>• TypingClub.com bell work 10 minutes, 40 WPM.</li> <li>• Microsoft Office Certification Course Unit 2, Lesson 6.</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 typing lessons. Students will implement all elements learned in Unit 2 by completing a project in Microsoft Word.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> <li>• TypingClub.com, 10 minutes, 40 WPM</li> <li>• Microsoft Office Certification Course Unit 2 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>
Thursday	Notes:	<p>Objective: Students will develop proficiency in typing by completing typing lessons. Students will be assessed on their knowledge of navigating in Microsoft Word by taking an assessment.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> <li>• TypingClub.com, 10 minutes, 40 WPM</li> <li>• Typing.com 1 minute and 3-minute typing test.</li> <li>• Microsoft Office Certification Course Unit 2 Test.</li> <li>• Microsoft Office Certification Unit 3, Lesson 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:	Objective:	Academic Standards:
	'B' Day – No MOSS	Lesson Overview:	