

Name: Bridgette Blake		Grading Quarter: Q2	Week Beginning: November 6, 2023
School Year: 2023-2024		Subject: Microsoft Office Specialist Support (MOSS)	
Monday	Notes:	<p>Objective: Students will develop proficiency in typing and learn how to format documents in Microsoft Word.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • TypingClub.com 10 minutes, 45 WPM. • Typing.com 1 minute and 3-minute practice typing tests. • Create Microsoft Office Certification November 6-10 document. • Microsoft Office Certification Course Formatting Documents Unit 4, Lesson 5. • Submit Microsoft Office Certification November 6-10. 	<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> <p>4.2 Create, format, organize and manage messages.</p>
Tuesday	Notes:	<p>Objective: Students will develop proficiency in typing and apply learning from Unit 4 to complete a project with formatting.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • TypingClub.com 10 minutes, 45 WPM. • Microsoft Office Certification Unit 4 Project. 	<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 and apply learning by being assessed on typing tests and on Unit 4 in Microsoft Word.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • TypingClub.com, 10 minutes, 45 WPM • 1 Minute and 3-Minute typing tests. • Microsoft Office Certification Unit 4 Quiz. 	<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 and learn key terms in Unit 5 in Microsoft Word.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • TypingClub.com, 10 minutes, 45 WPM • Students will complete a Criss-Cross puzzle with Unit 5 terms and definitions. 	<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> <p>4.2 Create, format, organize and manage messages.</p>
Friday	<p>Notes:</p> <p>No School – Veterans Day</p>	<p>Objective:</p> <p>Lesson Overview:</p>	<p>Academic Standards:</p>