

Name: Bridgette Blake		Grading Quarter: Q2	Week Beginning: December 11, 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 insert footnotes and endnotes 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 typing tests, 45 WPM. • Create Microsoft Office Certification Dec. 11-15. • Microsoft Office Certification Course Managing References Unit 8, Lesson 1. 	<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>1.4 Create and manage references.</p>
Tuesday	Notes:	<p>Objective: Students will develop proficiency in typing and learn to manage references in Microsoft Word.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • TypingClub.com 10 minutes, 45 WPM. • Open Microsoft Office Certification December 11-15. • Microsoft Office Certification Course Managing References Unit 8, Lesson 2 & 3. • Submit Microsoft Office Certification December 11-15. 	<p>Academic Standards:</p> <p>6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills.</p> <p>1.4 Create and manage references.</p> <p>4.2 Create and manage messages.</p>
Wednesday	Notes:	<p>Objective: Students will develop proficiency in typing and apply learning by taking assessments.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • TypingClub.com 10 minutes, 45 WPM. • Microsoft Office Certification Quiz. 	<p>Academic Standards:</p> <p>6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills.</p> <p>1.3 Create and manage tables and lists.</p> <p>1.4 Create and manage references.</p>

Thursday	Notes:	<p>Objective: Students will develop proficiency in typing and apply learning by taking assessments and reviewing for finals.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • TypingClub.com 10 minutes, 45 WPM. • Typing.com 1 minute and 3-minute typing tests, 45 WPM. • Final review 	<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 develop proficiency in typing and apply learning by reviewing for finals.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Final Review 	<p>Academic Standards:</p> <p>1.0; 2.0; 3.0; 4.0; 5.0; 6.0; 7.0; 8.0; 9.0; 10.0; 11.0; 12.0; 13.0</p>