

# Curriculum Guide

DOCUMENT	NEW SKILLS
<b>1 Memo</b>	<ul style="list-style-type: none"> <li><i>Understanding the parts of a memo</i></li> <li><i>Using proper memo format</i></li> <li><i>Setting margins</i></li> <li><i>Aligning text</i></li> <li><i>Using the default tab</i></li> <li><i>Setting line spacing</i></li> <li><i>Formatting a bulleted list</i></li> </ul>
<b>2 Block Style Business Letter</b>	<ul style="list-style-type: none"> <li><i>Understanding the parts of a block style business letter</i></li> <li><i>Using proper block style letter format</i></li> <li><i>Setting margins</i></li> <li><i>Setting line spacing</i></li> </ul>
<b>3 Modified Block Style Letter</b>	<ul style="list-style-type: none"> <li><i>Understanding the parts of a modified block style letter</i></li> <li><i>Using proper modified block style letter format</i></li> <li><i>Setting tabs</i></li> <li><i>Setting margins</i></li> <li><i>Setting line spacing</i></li> </ul>
<b>4 Personal Business Letter</b>	<ul style="list-style-type: none"> <li><i>Understanding the parts of a personal business letter</i></li> <li><i>Using proper personal business letter format</i></li> <li><i>Setting margins</i></li> <li><i>Setting line spacing</i></li> </ul>
<b>5 Envelope</b>	<ul style="list-style-type: none"> <li><i>Understanding the parts of an envelope</i></li> <li><i>Using proper envelope format</i></li> <li><i>Setting margins (optional)</i></li> <li><i>Setting line spacing (optional)</i></li> <li><i>Formatting font sizes (optional)</i></li> <li><i>Setting tabs (optional)</i></li> </ul>
<b>6 Business Letterhead</b>	<ul style="list-style-type: none"> <li><i>Understanding the parts of business letterhead</i></li> <li><i>Formatting the header</i></li> <li><i>Changing font styles</i></li> <li><i>Formatting font size</i></li> <li><i>Inserting and formatting clip art</i></li> <li><i>Formatting a line shape</i></li> </ul>
<b>7 News Release</b>	<ul style="list-style-type: none"> <li><i>Understanding the parts of a news release</i></li> <li><i>Using proper news release format</i></li> <li><i>Setting margins</i></li> <li><i>Using the change case feature</i></li> <li><i>Setting line spacing</i></li> <li><i>Using the default tab</i></li> </ul>
<b>8 Resumé</b>	<ul style="list-style-type: none"> <li><i>Understanding the parts of a resumé</i></li> <li><i>Using proper resumé format</i></li> <li><i>Using correct line spacing</i></li> <li><i>Setting margins</i></li> <li><i>Formatting text</i></li> <li><i>Setting left and right aligned tabs</i></li> <li><i>Inserting a line shape</i></li> </ul>

DOCUMENT	NEW SKILLS
<b>9 Cover Letter</b>	<ul style="list-style-type: none"> <li><i>Understanding the parts of a cover letter</i></li> <li><i>Using proper block style letter format</i></li> <li><i>Using correct line spacing</i></li> <li><i>Setting margins</i></li> </ul>
<b>10 Outline</b>	<ul style="list-style-type: none"> <li><i>Understanding the parts of an outline</i></li> <li><i>Centering text horizontally on a line</i></li> <li><i>Using default tabs</i></li> <li><i>Using Roman numerals</i></li> <li><i>Using Arabic numbers</i></li> </ul>
<b>11 MLA Style Report</b>	<ul style="list-style-type: none"> <li><i>Understanding the parts of a report</i></li> <li><i>Using proper report format in MLA style</i></li> <li><i>Inserting page numbers</i></li> <li><i>Using first line indents</i></li> <li><i>Using block indents</i></li> </ul>
<b>12 Works Cited Page</b>	<ul style="list-style-type: none"> <li><i>Understanding the parts of a works cited page</i></li> <li><i>Using proper format on a works cited page in MLA style</i></li> <li><i>Inserting page numbers</i></li> <li><i>Renumbering page numbers</i></li> <li><i>Using hanging indents</i></li> <li><i>Sorting text A-Z</i></li> </ul>
<b>13 Agenda</b>	<ul style="list-style-type: none"> <li><i>Understanding the parts of an agenda</i></li> <li><i>Using proper agenda format</i></li> <li><i>Setting margins</i></li> <li><i>Aligning text</i></li> <li><i>Setting line spacing</i></li> <li><i>Formatting multi-level numbered lists</i></li> <li><i>Using various numbering styles</i></li> </ul>
<b>14 E-mail</b>	<ul style="list-style-type: none"> <li><i>Understanding the parts of an e-mail</i></li> <li><i>Appropriate use of the subject line</i></li> <li><i>Appropriate use of the salutation and complimentary closing</i></li> <li><i>Professional and polite tone in the body of the e-mail message</i></li> <li><i>Using the auto-numbering feature</i></li> </ul>
<b>15 Table of Contents</b>	<ul style="list-style-type: none"> <li><i>Understanding the parts of a table of contents</i></li> <li><i>Using tabs</i></li> <li><i>Using dot leaders</i></li> </ul>
<b>16 Meeting Minutes</b>	<ul style="list-style-type: none"> <li><i>Understanding the parts of a meeting minutes document</i></li> <li><i>Using proper meeting minutes format</i></li> <li><i>Setting margins</i></li> <li><i>Aligning text</i></li> <li><i>Changing line spacing</i></li> <li><i>Using correct paragraph alignment</i></li> <li><i>Formatting a block indent</i></li> </ul>