

Learn-by-Doing: Microsoft 365 - Word (Level 1)

Curriculum Guide

Lesson		Skills	Approximate Completion Time (in hours)	
Part 1: Document Basics				
1.1	Getting Started	<i>Navigating Word</i>	<ul style="list-style-type: none"> ■ Create a blank document ■ Explore Backstage View ■ Identify tabs and groups ■ Change document views ■ Close Word 	.75
1.2	Oh, the Places You'll Save!	<i>Exploring Places to Save Work</i>	<ul style="list-style-type: none"> ■ Create a folder ■ Log into OneDrive ■ Sync to OneDrive 	.5
1.3	Start of the Year Goals	<i>Creating Your First Document</i>	<ul style="list-style-type: none"> ■ Customize views by using zoom settings ■ Save a document ■ Close a document 	.75
1.4	Start of the Year Goals 2	<i>Retrieving a Document</i>	<ul style="list-style-type: none"> ■ Open and revise an existing document ■ Turn off AutoSave ■ Print a document ■ Modify print settings ■ Use Save As ■ Save documents in alternative file formats 	.5 - .75
1.5	Believe Me Ideas	<i>Sharing a Document</i>	<ul style="list-style-type: none"> ■ Share documents electronically 	.75
1.6	How to Get There	<i>Editing Basics</i>	<ul style="list-style-type: none"> ■ Cut, copy, and paste text 	.5
1.7	What Kind of Learner Am I?	<i>Customizing the Quick Access Toolbar</i>	<ul style="list-style-type: none"> ■ Use Undo and Redo ■ Customize the Quick Access toolbar ■ Use the Tab key to indent text 	.75 - 1
1.8	You Are So Smart	<i>Getting Help and Information</i>	<ul style="list-style-type: none"> ■ Use Search ■ Insert a cover page ■ Locate and remove hidden properties and personal information ■ Modify basic document properties 	.75
1.9	My Action Plan	<i>Working with PDF File Types</i>	<ul style="list-style-type: none"> ■ Open a PDF in Word for Editing 	.5
Part 1 Skills Mastery		Skills Mastery Assessments are located with the Instructor Resources.		
Part 2: Formatting Text				
2.1	Decades of Slang	<i>Formatting Text</i>	<ul style="list-style-type: none"> ■ Apply font formatting ■ Clear formatting 	.75
2.2	Top 10 Formulas	<i>Enhancing and Formatting Text</i>	<ul style="list-style-type: none"> ■ Format paragraphs as numbered lists ■ Apply font formatting ■ Insert symbols and special characters 	.75
2.3	Back to School BBQ	<i>Formatting Text with Effects</i>	<ul style="list-style-type: none"> ■ Apply text effects ■ Apply a text highlight color ■ Apply formatting by using Format Painter 	.5 - .75
2.4	What's Cooking	<i>Enhancing Proofreading Skills</i>	<ul style="list-style-type: none"> ■ Replace text by using AutoCorrect ■ Remove a word from AutoCorrect ■ Show and hide formatting symbols and hidden text 	.75
Part 2 Skills Mastery		Skills Mastery Assessments are located with the Instructor Resources.		

Lesson		Skills	Approximate Completion Time (in hours)	
Part 3: Formatting Paragraphs & Editing Text				
3.1	Spirit Team Promo	<i>Changing Paragraph Line Spacing</i>	<ul style="list-style-type: none"> ■ Set line and paragraph spacing and indentation ■ Show and hide formatting symbols 	.75
3.2	Homecoming Weekend Invitation	<i>Applying Text Alignment</i>	<ul style="list-style-type: none"> ■ Use a soft return ■ Use a hard return ■ Change text alignment ■ Add borders 	.5 - .75
3.3	There's an App for That	<i>Using Indents and Paragraph Spacing</i>	<ul style="list-style-type: none"> ■ Set line and paragraph spacing and indentation 	.5
3.4	I'm So Bored!	<i>Creating Lists</i>	<ul style="list-style-type: none"> ■ Format paragraphs as numbered or bulleted lists ■ Increase and decrease list levels ■ Set starting number values ■ Restart list numbering ■ Change bullet characters and number formats ■ Define custom bullet characters 	1
3.5	Top Vacation Spots	<i>Working with Numbered Lists</i>	<ul style="list-style-type: none"> ■ Define custom number formats ■ Increase and decrease list levels ■ Restart and continue list numbering 	.75
3.6	A-Z Guide for School Success	<i>Applying Background Shading and Sorting Text</i>	<ul style="list-style-type: none"> ■ Sort paragraph text ■ Shade background of text 	.75
3.7	Letter to an Incoming Freshman	<i>Using Find and Replace</i>	<ul style="list-style-type: none"> ■ Find and replace text ■ Find and replace text formatting 	.75
3.8	Something Like That	<i>Proofing Your Document</i>	<ul style="list-style-type: none"> ■ Use the Editor ■ Use the Thesaurus ■ Use Word Count ■ Use Character Count 	.5 - .75
3.9	Kids Who Code Meeting Minutes	<i>Applying Text Styles</i>	<ul style="list-style-type: none"> ■ Apply built-in styles to text ■ Create and save a style 	.75
3.10	Kids Who Code Meeting Minutes 2	<i>Applying Hyperlinks to Text</i>	<ul style="list-style-type: none"> ■ Use the Style Inspector ■ Insert hyperlinks ■ Apply style sets 	.5
3.11	Travel Help	<i>Translating Text</i>	<ul style="list-style-type: none"> ■ Translate a selection ■ Translate an entire document ■ Insert translation results into a document 	.75
Part 3 Skills Mastery		Skills Mastery Assessments are located with the Instructor Resources.		
Part 4: Working with Tables				
4.1	Midterm Exam Schedule	<i>Using Table Basics</i>	<ul style="list-style-type: none"> ■ Create a table by specifying rows and columns ■ Change cell alignment ■ Resize rows and columns 	.5
4.2	Midterm Exam Schedule 2	<i>Working with Rows, Columns, and Cells</i>	<ul style="list-style-type: none"> ■ Vertically center a table on a page ■ Insert and delete rows, columns, and cells ■ Merge and split cells 	.5
4.3	City Life	<i>Formatting Tables</i>	<ul style="list-style-type: none"> ■ Shade cells, rows, and columns ■ Apply borders ■ Configure cell margins and spacing ■ Resize tables 	.5
4.4	City Life 2	<i>Enhancing Tables with Styles</i>	<ul style="list-style-type: none"> ■ Apply table styles ■ Modify table styles 	.5

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4.5	MLB All-Time Home Run Leaders	<i>Working with Data in a Table</i>	■ Sort table data ■ Change text direction in a table	.75
4.6	Let's Make a Date	<i>Using Quick Tables</i>	■ Use Quick Tables ■ Use AutoFit to resize tables	.75
4.7	Career and Technical Education	<i>Modifying a Table</i>	■ Configure a repeating row header ■ Split tables	.75
4.8	Shopping List	<i>Performing Calculations in a Table</i>	■ Calculate the sum of a column or row ■ Find the average of a column or row ■ Determine the product of a row ■ Format the results of a formula ■ Toggle field codes ■ Update a formula	.75
4.9	School Fundraiser	<i>Working with Excel in Your Document</i>	■ Insert a table as an Excel spreadsheet ■ Use SUM, AVERAGE, MIN, and MAX functions ■ Change number format in a spreadsheet ■ Use Fill options	.75
4.10	Career Exploration	<i>Inserting Objects</i>	■ Insert text from a file or external source	.75
Part 4 Skills Mastery		Skills Mastery Assessments are located with the Instructor Resources.		
Part 5: Working with Tabs				
5.1	Guidance Counselor Caseloads	<i>Using Tab Basics</i>	■ View the Ruler ■ Use the default tab	.5
5.2	Hot Jobs	<i>Converting Text to Tables</i>	■ Set tabs using the ruler ■ Convert text to tables	.75
5.3	Kid Millionaires	<i>Setting Custom Tabs</i>	■ Set tabs using the dialog box ■ Use dot leaders	.5
5.4	Shopping List 2	<i>Converting Tables to Text</i>	■ Convert tables to text	.5
5.5	Honors Night Program	<i>Changing Tab Alignment</i>	■ Clear tabs	.5
Part 5 Skills Mastery		Skills Mastery Assessments are located with the Instructor Resources.		
Part 6: Working with Columns and Page Setup				
6.1	ID Theft	<i>Formatting Text into Columns</i>	■ Format text in multiple columns ■ Set up document pages	.75
6.2	Password Power	<i>Using Column Breaks</i>	■ Set up document pages ■ Insert column breaks	.75
6.3	Top Performers	<i>Enhancing the Appearance of the Page</i>	■ Set up document pages ■ Configure page background elements ■ Insert section breaks ■ Change page setup options for a section	.75
6.4	ID Theft 2	<i>Adding a Cover Page to a Document</i>	■ Insert a cover page ■ Configure page background elements	.75
6.5	Password Power 2	<i>Enhancing Document Columns</i>	■ Apply hyphenation ■ Adjust column width	.5
Part 6 Skills Mastery		Skills Mastery Assessments are located with the Instructor Resources.		

Lesson			Skills	Approximate Completion Time (in hours)
Part 7: Using Headers, Footers & References				
7.1	Student Council Letterhead	<i>Using Headers and Footers</i>	■ Insert and modify headers and footers	.75
7.2	Classroom Rules	<i>Formatting Headers and Footers</i>	■ Insert and modify headers and footers ■ Insert page breaks ■ Insert a signature line	.75 - 1
7.3	ID Theft 3	<i>Advanced Headers and Footers</i>	■ Insert and modify headers and footers ■ Change page setup options for a section	.5 - .75
7.4	Job Descriptions	<i>Working with Bookmarks</i>	■ Link to locations within documents ■ Move to specific locations and objects in documents	.75
7.5	Protect Yourself	<i>Working with a Table of Contents</i>	■ Insert tables of contents ■ Update a table of contents	.75 - 1
7.6	Protect Yourself 2	<i>Working with Citations</i>	■ Create and modify bibliography citation sources ■ Insert citations for bibliographies ■ Insert bibliographies ■ Customize tables of contents	.75 - 1
7.7	Risks and Rewards of Social Media	<i>Working with a Table of Figures</i>	■ Insert figure and table captions ■ Modify caption properties ■ Modify styles ■ Insert and update a table of figures	.75
7.8	Waiver and Release Form	<i>Working with Footnotes and Endnotes</i>	■ Insert footnotes and endnotes ■ Modify footnote and endnote properties	.75 - 1
7.9	Needs vs. Wants	<i>Navigating a Document Efficiently</i>	■ Split the window ■ Search for text ■ Move to specific locations or objects in documents	.75 - 1
Part 7 Skills Mastery		Skills Mastery Assessments are located with the Instructor Resources.		
Part 8: Working with Graphics and Visual Elements				
8.1	High School Musical Auditions Flyer	<i>Inserting and Working with Pictures</i>	■ Insert pictures ■ Wrap text around objects ■ Format graphic elements ■ Position objects	.75
8.2	Letterhead with Picture	<i>Formatting Picture Styles</i>	■ Apply picture styles ■ Format graphic elements	.5
8.3	Start Saving	<i>Combining Pictures with Text</i>	■ Wrap text around objects ■ Position objects ■ Apply document themes	.75
8.4	Life Cycle of a Butterfly	<i>Using Shapes</i>	■ Insert SmartArt graphics ■ Add and modify SmartArt graphic content ■ Format SmartArt graphics ■ Insert shapes ■ Format graphic elements ■ Align objects ■ Group objects	1
8.5	Visual Resume	<i>Working with Graphic Elements</i>	■ Use WordArt ■ Insert text boxes ■ Use alignment guides ■ Distribute objects ■ Format graphic elements	1
8.6	Playing Chess	<i>Inserting an Online Video</i>	■ Insert an online video ■ Crop a picture ■ Format graphic elements	.75 - 1

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8.7	YouTube Stats and Facts	<i>Inserting a Screenshot</i>	■ Insert screenshots and screen clippings .75
8.8	Slater Farms	<i>Enhancing Pictures</i>	■ Insert pictures ■ Apply artistic effects ■ Apply picture effects ■ Remove picture backgrounds .75
8.9	Slater Farms 2	<i>Working with Accessibility and Compatibility Issues</i>	■ Change text to WordArt ■ Locate and correct accessibility issues ■ Add alternative text to objects ■ Locate and correct compatibility issues .75
8.10	Your New Best Friend	<i>Inspecting Documents for Issues</i>	■ Show and hide formatting symbols and hidden text ■ Locate and remove hidden properties and personal information ■ Locate and correct compatibility issues .75
8.11	Home Office Design	<i>Working with 3D Models</i>	■ Insert 3D models ■ Format 3D models ■ Format graphic elements .75
8.12	Customer Loyalty Card	<i>Formatting SmartArt Graphics</i>	■ Add and modify text in text boxes ■ Add and modify text in shapes ■ Add and modify SmartArt graphic content ■ Format graphic elements .75
8.13	Thank You Card	<i>Using Digital Ink</i>	■ Set up document pages ■ Draw using digital ink ■ Use Ink to Shape .75
8.14	It's Your Birthday	<i>Using Templates</i>	■ Create a document using a template .5
Part 8 Skills Mastery		Skills Mastery Assessments are located with the Instructor Resources.	
Part 9: Collaborating & Working with Word for the Web			
9.1	The Importance of Unplugging	<i>Managing Track Changes</i>	■ Track changes ■ Review tracked changes ■ Accept and reject tracked changes ■ Lock and unlock change tracking .75
9.2	Finding a Career	<i>Using Comments to Communicate Changes</i>	■ Add comments ■ Review and reply to comments ■ Resolve comments ■ Delete comments .75
9.3	Step By Step	<i>Managing OneDrive Files</i>	■ Assign collaboration permission ■ Manage OneDrive files .75
9.4	Word for Word	<i>Navigating Word for the Web</i>	■ Use Word for the web ■ Insert emojis ■ Use Designer .75
9.5	Feedback 101	<i>Managing Revisions</i>	■ Review version history ■ Restore a previously saved version .5
9.6	Who Am I	<i>Collaborating in Real Time</i>	■ Collaborate simultaneously ■ Add and manage comments online .75
Part 9 Skills Mastery		Skills Mastery Assessments are located with the Instructor Resources.	
Total Completion Time: 50 - 53 hrs.			