

# Curriculum Guide

Lesson			Skills	Approximate Completion Time (in hours)
<b>Part 1: Document Basics</b>				
1.1	<b>Oh, the Places You'll Save!</b>	<i>Exploring Places to Save Work</i>	■ Use File Manager ■ Create a folder ■ Log in to OneDrive ■ Sync to OneDrive	.5
1.2	<b>Getting Started</b>	<i>Navigating Word</i>	■ Create a blank document ■ Understand Backstage View ■ Identify ribbons, tabs, and groups ■ Change document views ■ Customize views by using zoom settings ■ Close Word	.75
1.3	<b>Start of the Year Goals</b>	<i>Creating Your First Document</i>	■ Create a blank document ■ Customize views by using zoom settings ■ Save a document to a local hard drive or network drive ■ Close a document	.75
1.4	<b>How to Get There</b>	<i>Saving to OneDrive</i>	■ Save a document to OneDrive	.5 - .75
1.5	<b>Start of the Year Goals 2</b>	<i>Retrieving a Document</i>	■ Open an existing document from your hard drive or network drive ■ Revise an existing document ■ Print all or part of a document ■ Modify print settings ■ Use Save As ■ Save documents in alternative file formats	.75
1.6	<b>Believe Me Ideas</b>	<i>Emailing a Document</i>	■ Email from within Word ■ Email a document as an attachment	.75 - 1
1.7	<b>Believe Me Speech</b>	<i>Sharing a Document</i>	■ Share a document via OneDrive ■ Assign collaboration permission	.75
1.8	<b>How to Get There 2</b>	<i>Editing Basics</i>	■ Open an existing document from OneDrive ■ Cut, copy, and paste text	.5
1.9	<b>Getting to Know You</b>	<i>Working Collaboratively</i>	■ Edit a document simultaneously with another user	.75 - 1
1.10	<b>What Kind of Learner Am I?</b>	<i>Customizing the Quick Access Toolbar</i>	■ Use Undo and Redo ■ Customize the Quick Access toolbar ■ Use the Tab key to indent paragraphs	.75 - 1
1.11	<b>You Are So Smart</b>	<i>Getting Help and Information</i>	■ Use Tell Me ■ Insert a cover page ■ Use Smart Lookup ■ Inspect a document for hidden properties or personal information ■ Add document properties	.75
1.12	<b>My Action Plan</b>	<i>Working with PDF File Types</i>	■ Open a PDF in Word for Editing	.5
<b>Part 1 Assessments</b>		Performance and Written Assessments are located with the Instructor Resources.		
<b>Part 2: Formatting Text</b>				
2.1	<b>Decades of Slang</b>	<i>Formatting Text</i>	■ Apply font formatting ■ Clear formatting	.75
2.2	<b>Top 10 Formulas</b>	<i>Enhancing and Formatting Text</i>	■ Create a numbered list ■ Apply font formatting ■ Insert special characters	.75
2.3	<b>Back to School BBQ</b>	<i>Formatting Text with Effects</i>	■ Change text effects ■ Apply a text highlight color to text selections ■ Apply formatting by using Format Painter	.5 - .75
2.4	<b>What's Cooking</b>	<i>Enhancing Proofreading Skills</i>	■ Replace text by using AutoCorrect ■ Remove a word from AutoCorrect	.75
<b>Part 2 Assessments</b>		Performance and Written Assessments are located with the Instructor Resources.		

Lesson		Skills	Approximate Completion Time (in hours)	
<b>Part 3: Formatting Paragraphs &amp; Editing Text</b>				
<b>3.1</b>	<b>Spirit Team Promo</b>	<i>Changing Paragraph Line Spacing</i>	<ul style="list-style-type: none"> <li>■ Set line and paragraph spacing and indentation</li> <li>■ Show or hide formatting symbols</li> </ul>	.75
<b>3.2</b>	<b>Homecoming Weekend Invitation</b>	<i>Applying Text Alignment</i>	<ul style="list-style-type: none"> <li>■ Use a soft return</li> <li>■ Use a hard return</li> <li>■ Change text alignment</li> <li>■ Add borders</li> </ul>	.5 - .75
<b>3.3</b>	<b>There's an App for That</b>	<i>Using Indents and Paragraph Spacing</i>	<ul style="list-style-type: none"> <li>■ Set line and paragraph spacing and indentation</li> </ul>	.5
<b>3.4</b>	<b>I'm So Bored!</b>	<i>Creating Lists</i>	<ul style="list-style-type: none"> <li>■ Create a numbered or bulleted list</li> <li>■ Increase or decrease list levels</li> <li>■ Set starting number value</li> <li>■ Restart or continue list numbering</li> <li>■ Change bullet characters or number formats for a list level</li> <li>■ Define a custom bullet character or number</li> </ul>	1
<b>3.5</b>	<b>A-Z Guide for School Success</b>	<i>Applying Background Shading and Sorting Text</i>	<ul style="list-style-type: none"> <li>■ Sort paragraph text</li> <li>■ Shade background of text</li> </ul>	.75
<b>3.6</b>	<b>Letter to an Incoming Freshman</b>	<i>Using Find and Replace</i>	<ul style="list-style-type: none"> <li>■ Find and replace text</li> <li>■ Find and replace text formatting</li> </ul>	.75
<b>3.7</b>	<b>Something Like That</b>	<i>Proofing Your Document</i>	<ul style="list-style-type: none"> <li>■ Use Spelling &amp; Grammar Check</li> <li>■ Use the Thesaurus</li> <li>■ Use Word Count</li> <li>■ Use Character Count</li> </ul>	.5 - .75
<b>3.8</b>	<b>Kids Who Code Meeting Minutes</b>	<i>Applying Text Styles</i>	<ul style="list-style-type: none"> <li>■ Apply built-in styles to text</li> <li>■ Create and save a style</li> </ul>	.75
<b>3.9</b>	<b>Kids Who Code Meeting Minutes 2</b>	<i>Applying Hyperlinks to Text</i>	<ul style="list-style-type: none"> <li>■ Use the Style Inspector</li> <li>■ Insert hyperlinks</li> <li>■ Apply document style sets</li> </ul>	.5
<b>3.10</b>	<b>Gluten Free Mac and Cheese</b>	<i>Reinforcement Lesson</i>	There are no new skills being introduced in this lesson.	.5
<b>Part 3 Assessments</b>		Performance and Written Assessments are located with the Instructor Resources.		
<b>Part 4: Working with Tables</b>				
<b>4.1</b>	<b>Midterm Exam Schedule</b>	<i>Using Table Basics</i>	<ul style="list-style-type: none"> <li>■ Create a table by specifying rows and columns</li> <li>■ Change cell alignment</li> <li>■ Resize rows and columns</li> </ul>	.5
<b>4.2</b>	<b>Midterm Exam Schedule 2</b>	<i>Working with Rows, Columns, and Cells</i>	<ul style="list-style-type: none"> <li>■ Vertically center a table on a page</li> <li>■ Insert and delete rows, columns, and cells</li> <li>■ Merge and split cells</li> </ul>	.5
<b>4.3</b>	<b>City Life</b>	<i>Formatting Tables</i>	<ul style="list-style-type: none"> <li>■ Shade cells, rows, and columns</li> <li>■ Apply borders</li> <li>■ Configure cell margins and spacing</li> <li>■ Resize tables</li> </ul>	.5
<b>4.4</b>	<b>City Life 2</b>	<i>Enhancing Tables with Styles</i>	<ul style="list-style-type: none"> <li>■ Apply table styles</li> <li>■ Modify table styles</li> </ul>	.5

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Lesson			Skills	Approximate Completion Time (in hours)
4.5	<b>MLB All-Time Leaders</b>	<i>Working with Data in a Table</i>	■ Sort table data ■ Change text direction in a table	.75
4.6	<b>Let's Make a Date</b>	<i>Using Quick Tables</i>	■ Use Quick Tables ■ Use AutoFit to resize tables	.75
4.7	<b>Career and Technical Education</b>	<i>Modifying a Table</i>	■ Configure a repeating row header ■ Split tables	.75
4.8	<b>Shopping List</b>	<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	<b>School Fundraiser</b>	<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	<b>Career Exploration</b>	<i>Inserting Objects</i>	■ Insert text from a file or external source	.75
<b>Part 4 Assessments</b>		Performance and Written Assessments are located with the Instructor Resources.		
<b>Part 5: Working with Tabs</b>				
5.1	<b>Guidance Counselor Caseloads</b>	<i>Using Tab Basics</i>	■ View the Ruler ■ Use the default tab	.5
5.2	<b>Hot Jobs</b>	<i>Converting Text to Tables</i>	■ Set tabs using the ruler ■ Convert text to tables	.75
5.3	<b>Kid Millionaires</b>	<i>Setting Custom Tabs</i>	■ Set tabs using the dialog box ■ Use dot leaders	.5
5.4	<b>Shopping List 2</b>	<i>Converting Tables to Text</i>	■ Convert tables to text	.5
5.5	<b>Honors Night Program</b>	<i>Changing Tab Alignment</i>	■ Clear tabs	.75
5.6	<b>World's Best Ferris Wheels</b>	<i>Reinforcement Lesson</i>	There are no new skills being introduced in this lesson.	.5
<b>Part 5 Assessments</b>		Performance and Written Assessments are located with the Instructor Resources.		
<b>Part 6: Working with Columns and Page Setup</b>				
6.1	<b>ID Theft</b>	<i>Formatting Text into Columns</i>	■ Format text in multiple columns ■ Modify page setup	.75
6.2	<b>Password Power</b>	<i>Using Column Breaks</i>	■ Modify page setup ■ Insert column breaks	.75
6.3	<b>Top Performers</b>	<i>Enhancing the Appearance of the Page</i>	■ Modify page setup ■ Format page background elements ■ Insert section breaks ■ Change page setup options for a section	.75
6.4	<b>ID Theft 2</b>	<i>Adding a Cover Page to a Document</i>	■ Insert a cover page ■ Format page background elements	.75

Lesson		Skills	Approximate Completion Time (in hours)	
6.5	<b>Password Power 2</b>	<i>Enhancing Document Columns</i>	■ Apply hyphenation ■ Adjust column width	.5
<b>Part 6 Assessments</b>		Performance and Written Assessments are located with the Instructor Resources.		
<b>Part 7: Using Headers, Footers &amp; References</b>				
7.1	<b>Student Council Letterhead</b>	<i>Using Headers and Footers</i>	■ Insert headers and footers	.75
7.2	<b>Classroom Rules</b>	<i>Formatting Headers and Footers</i>	■ Insert a date ■ Insert page numbers ■ Insert page breaks ■ Insert a signature line	.75 - 1
7.3	<b>ID Theft 3</b>	<i>Advanced Headers and Footers</i>	■ Insert headers and footers for a section ■ Insert headers and footers for even/odd pages ■ Change page setup options for a section	.5 - .75
7.4	<b>Job Descriptions</b>	<i>Working with Bookmarks</i>	■ Create bookmarks ■ Insert hyperlinks	.75
7.5	<b>Protect Yourself</b>	<i>Working with a Table of Contents</i>	■ Insert a standard Table of Contents ■ Update a Table of Contents	.75 - 1
7.6	<b>Protect Yourself 2</b>	<i>Working with Citations</i>	■ Create bibliography citation sources ■ Modify bibliography citation sources ■ Insert citations for bibliographies	.75 - 1
7.7	<b>Risks and Rewards of Social Media</b>	<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	<b>Waiver and Release Form</b>	<i>Working with Footnotes and Endnotes</i>	■ Insert footnotes and endnotes ■ Modify footnote and endnote properties	.75 - 1
7.9	<b>Needs vs. Wants</b>	<i>Navigating a Document Efficiently</i>	■ Split the window ■ Search for text ■ Move to a specific location or object in a document	.75 - 1
<b>Part 7 Assessments</b>		Performance and Written Assessments are located with the Instructor Resources.		
<b>Part 8: Working with Graphics and Visual Elements</b>				
8.1	<b>High School Musical Auditions Flyer</b>	<i>Inserting and Working with Pictures</i>	■ Insert a picture ■ Wrap text around objects ■ Format objects ■ Position objects	.75
8.2	<b>Letterhead with Picture</b>	<i>Formatting Picture Styles</i>	■ Apply a picture style ■ Format objects	.5
8.3	<b>Start Saving</b>	<i>Combining Pictures with Text</i>	■ Wrap text around objects ■ Position objects	.75
8.4	<b>Life Cycle of a Butterfly</b>	<i>Using Shapes</i>	■ Create a SmartArt graphic ■ Modify SmartArt graphic content ■ Format a SmartArt graphic ■ Insert shapes ■ Format objects ■ Align objects ■ Group objects	1
8.5	<b>Visual Resume</b>	<i>Working with Graphic Elements</i>	■ Use WordArt ■ Insert text boxes ■ Use alignment guides ■ Distribute objects	1
8.6	<b>YouTube Superstars</b>	<i>Inserting an Online Video</i>	■ Insert an online video ■ Crop a picture ■ Format objects	.75

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<b>8.7</b>	<b>Just Google It</b>	<i>Inserting a Screenshot</i>	<ul style="list-style-type: none"> <li>■ Insert a screenshot or screen clipping</li> </ul>	.75
<b>8.8</b>	<b>Slater Farms</b>	<i>Enhancing Pictures</i>	<ul style="list-style-type: none"> <li>■ Insert pictures</li> <li>■ Apply artistic effects</li> <li>■ Apply picture effects</li> <li>■ Remove picture backgrounds</li> </ul>	.75
<b>8.9</b>	<b>Slater Farms 2</b>	<i>Working with Accessibility and Compatibility Issues</i>	<ul style="list-style-type: none"> <li>■ Change text to WordArt</li> <li>■ Inspect a document for accessibility issues</li> <li>■ Add alternative text to objects for accessibility</li> <li>■ Inspect a document for compatibility issues</li> </ul>	.75
<b>Part 8 Assessments</b>		Performance and Written Assessments are located with the Instructor Resources.		
<b>Part 9: Using Templates</b>				
<b>9.1</b>	<b>Excellence in Photography</b>	<i>Creating an Award Certificate</i>	<ul style="list-style-type: none"> <li>■ Create a blank document using a template - Certificate</li> </ul>	.5
<b>9.2</b>	<b>Internship Newsletter</b>	<i>Creating a Newsletter</i>	<ul style="list-style-type: none"> <li>■ Create a blank document using a template - Newsletter</li> <li>■ Apply document themes</li> </ul>	.75
<b>9.3</b>	<b>What's New in 2016</b>	<i>Creating a Blog Post</i>	<ul style="list-style-type: none"> <li>■ Create a blank document using a template - Blog Post</li> </ul>	.75
<b>Part 9 Assessment</b>		Performance Assessment is located with the Instructor Resources.		
<b>Part 10: Sharing and Working Collaboratively</b>				
<b>10.1</b>	<b>Step By Step</b>	<i>Managing Shared Files</i>	<ul style="list-style-type: none"> <li>■ Share a document</li> <li>■ Assign collaboration permission</li> <li>■ Copy and move shared files</li> </ul>	.75
<b>10.2</b>	<b>Feedback 101</b>	<i>Managing Revisions</i>	<ul style="list-style-type: none"> <li>■ Edit documents with Word Online</li> <li>■ Review version history</li> </ul>	.5
<b>10.3</b>	<b>Who Am I</b>	<i>Using Comments While Collaborating</i>	<ul style="list-style-type: none"> <li>■ Collaborate simultaneously</li> <li>■ Use comments</li> <li>■ Hide comments</li> </ul>	.75
<b>10.4</b>	<b>Finding a Career</b>	<i>Reinforcement Activity</i>	There are no new skills being introduced in this lesson.	.75
<b>Part 10 Assessments</b>		Performance and Written Assessments are located with the Instructor Resources.		
<b>Total Completion Time: 46 - 49 hrs.</b>				
<b>MOS Practice Tests</b>		MOS Practice Tests are located with the Instructor Resources.		