

Curriculum Guide

Lesson		New Skills	
Unit 1: Document Basics			
1.1	Getting Started	<i>Navigating Word</i>	Opening a Blank Document ■ Identifying Ribbons, Tabs, & Groups ■ Understanding Backstage View ■ Using the Zoom Adjustment Tool ■ Closing Word
1.2	Back-to-School Message	<i>Creating Your First Document</i>	Creating a Blank Document ■ Saving a Document ■ Closing a Document
1.3	Back-to-School Message 2	<i>Retrieving a Document</i>	Opening an Existing Document ■ Revising an Existing Document ■ Using Save As ■ Previewing and Printing a Document
1.4	Back-to-School Message 3	<i>Editing Basics</i>	Using Cut ■ Using Copy ■ Using Paste
1.5	Daylight Saving Time	<i>Customizing the Quick Access Toolbar</i>	Customizing the Quick Access Toolbar ■ Using Undo ■ Using Redo ■ Using the Tab Key to Indent Paragraphs
Unit 1 Assessments		Performance and Written Assessments are located on the Instructor's Resource CD.	
Unit 2: Formatting Text			
2.1	Texting 101	<i>Formatting Text</i>	Changing Font and Font Size ■ Changing Font Color ■ Applying Bold, Italic, Underline, Strikethrough ■ Clearing All Formatting
2.2	Algebra Homework	<i>Enhancing and Formatting Text</i>	Increasing and Decreasing Font Size ■ Applying Superscript ■ Applying Subscript ■ Changing Case ■ Creating a Numbered List
2.3	School Rules	<i>Formatting Text with Effects</i>	Changing Text Effects ■ Applying Text Highlight Color ■ Applying Format Painter
2.4	Top Baby Names	<i>Reinforcement Lesson</i>	There are no new skills being introduced in this lesson.
Unit 2 Assessments		Performance and Written Assessments are located on the Instructor's Resource CD.	
Unit 3: Formatting Paragraphs & Editing Text			
3.1	Powderpuff Football	<i>Changing Paragraph Line Spacing</i>	Changing Paragraph Line Spacing ■ Using Show/Hide
3.2	Senior Prom Invitation	<i>Applying Text Alignment</i>	Changing Text Alignment ■ Adding Borders ■ Using a Hard Return
3.3	25 Best iPhone Apps of 2013	<i>Using Indents and Lists</i>	Changing Paragraph Indents ■ Changing Spacing Between Paragraphs
3.4	Letter of Recommendation	<i>Creating a Bulleted List</i>	Using Bullets
3.5	College To Do List	<i>Applying Background Shading</i>	Shading Background of Text
3.6	Company Memo	<i>Using Find & Replace</i>	Using Find & Replace
3.7	Homonyms	<i>Proofing Your Document</i>	Using Spelling & Grammar Check ■ Using the Thesaurus ■ Using Word Count

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3.8	Preschool Posters	<i>Applying Text Styles</i>	Applying Text Styles
3.9	Ultimate Chocolate Chip Cookies	<i>Reinforcement Lesson</i>	There are no new skills being introduced in this lesson.
Unit 3 Assessments		Performance and Written Assessments are located on the Instructor's Resource CD.	
Unit 4: Working with Tables			
4.1	Student Schedule	<i>Using Table Basics</i>	Inserting Tables ■ Changing Cell Alignment ■ Adjusting Column Width and Row Height
4.2	Student Schedule 2	<i>Working with Rows, Columns, and Cells</i>	Using the Select Tool ■ Inserting and Deleting Rows, Columns, and Cells ■ Merging and Splitting Cells
4.3	Best Small Towns	<i>Formatting Tables</i>	Shading Cells, Rows, and Columns ■ Applying Borders ■ Using the Eraser Tool
4.4	Best Small Towns 2	<i>Enhancing Tables with Styles</i>	Applying a Table Style
4.5	2013 Boston Red Sox Roster	<i>Working with Data in a Table</i>	Changing Text Direction ■ Sorting Within a Table
4.6	Top Retailers	<i>Reinforcement Lesson</i>	There are no new skills being introduced in this lesson.
Unit 4 Assessments		Performance and Written Assessments are located on the Instructor's Resource CD.	
Unit 5: Working with Tabs			
5.1	Freshmen Homeroom Assignments	<i>Using Tab Basics</i>	Viewing the Ruler ■ Using the Default Tab
5.2	Fastest Growing Occupations	<i>Working with Left Tabs</i>	Setting Left Tabs
5.3	School Store Inventory	<i>Setting Custom Tabs</i>	Setting Left and Right Tabs ■ Using Dot Leaders
5.4	Graduation Program	<i>Changing Tab Alignment</i>	Clearing Tabs
Unit 5 Assessments		Performance and Written Assessments are located on the Instructor's Resource CD.	
Unit 6: Working with Columns and Page Setup			
6.1	Study Skills for Success	<i>Formatting Text into Columns</i>	Creating Two Columns ■ Changing Page Margins
6.2	Healthy Habits for Teens	<i>Using Column Breaks</i>	Inserting Column Breaks ■ Changing Hyphenation ■ Changing Page Orientation
6.3	Highest Grossing Movies Worldwide	<i>Vertically Centering Text</i>	Vertically Centering Text
Unit 6 Assessments		Performance and Written Assessments are located on the Instructor's Resource CD.	
Unit 7: Using Headers and Footers			
7.1	Business Letterhead	<i>Using Headers and Footers</i>	Inserting a Header ■ Inserting a Footer
7.2	Prom DJ Contract	<i>Formatting Headers and Footers</i>	Inserting a Date ■ Inserting Page Numbers ■ Inserting a Page Break ■ Inserting a Signature Line
Unit 7 Assessments		Performance and Written Assessments are located on the Instructor's Resource CD.	

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Unit 8: Working with Graphic and Visual Elements

8.1 Soccer Tournament Flyer	<i>Inserting and Working with Pictures</i>	Inserting a Picture ■ Resizing a Picture ■ Rotating a Picture ■ Using Layout Options
8.2 Letterhead with Picture	<i>Formatting Picture Styles</i>	Applying a Picture Style ■ Changing a Picture Border
8.3 Buying a Car	<i>Combining Pictures with Text</i>	Using Text Wrap
8.4 Yearbook Quotes	<i>Working with Graphic Elements</i>	Using WordArt ■ Using a Text Box ■ Aligning Objects
8.5 Office Sign	<i>Using Shapes</i>	Using Shapes ■ Using Shape Effects ■ Changing Shape Fill ■ Changing Shape Outline

Unit 8 Assessments

Performance and Written Assessments are located on the Instructor's Resource CD.

Unit 9: Using Templates

9.1 FBLA Certificate	<i>Creating an Award Certificate</i>	Using a Certificate Template
9.2 Yearbook Newsletter	<i>Creating a Newsletter</i>	Using a Newsletter Template

Unit 9 Assessments

Performance and Written Assessments are located on the Instructor's Resource CD.