

UNITS	STANDARDS	OBJECTIVES (What it looks like in the classroom) The learner will í	NUMBER OF DAYS TAUGHT	DATE ASSESSED	ASSESSMENT TYPE	RESOURCES (Materials, web sites, auto-visual, print)	LEARNING ACTIVITIES AND VOCABULARY
Power Point Lesson 1		Work in the PowerPoint window Work with an existing presentation					Project 1-1 Project 1-2 Project 1-3 Project 1-4 Project 1-5 Project 1-6
Power Point Lesson 2		Create a new blank presentation Save a presentation Create a presentation from a template Add, delete, and organize slides Create a presentation from existing content Add notes to your slides Print a presentation					Project 2-1 Project 2-2 Project 2-3 Project 2-4 Project 2-5 Project 2-6

UNITS	STANDARDS	OBJECTIVES (What it looks like in the classroom) The learner will í	NUMBER OF DAYS TAUGHT	DATE ASSESSED	ASSESSMENT TYPE	RESOURCES (Materials, web sites, auto-visual, print)	LEARNING ACTIVITIES AND VOCABULARY
Power Point Lesson 3		Format characters Format paragraphs Work with lists Insert and format WordArt Create and format text boxes Use proofing tools					Project 3-1 Project 3-2 Project 3-3 Project 3-4 Project 3-5 Project 3-6
Power Point Lesson 4		Format presentations with themes and layouts Change slide background Insert a date, footer, and slide number Link to web pages and other programs Work with sections Customize slide masters					Project 4-1 Project 4-2 Project 4-3 Project 4-4 Project 4-5 Project 4-6
Power Point Lesson 5		Create tables Import tables from external sources Modify table layout Format tables					Project 5-1 Project 5-2 Project 5-3 Project 5-4 Project 5-5 Project 5-6

UNITS	STANDARDS	OBJECTIVES (What it looks like in the classroom) The learner will í	NUMBER OF DAYS TAUGHT	DATE ASSESSED	ASSESSMENT TYPE	RESOURCES (Materials, web sites, auto-visual, print)	LEARNING ACTIVITIES AND VOCABULARY
Power Point Lesson 6		Build charts Modify the chart type and data Modify chart elements Format a chart					Project 6-1 Project 6-2 Project 6-3 Project 6-4 Project 6-5 Project 6-6
Power Point Lesson 7		Add SmartArt to a slide Modify SmartArt					Project 7-1 Project 7-2 Project 7-3 Project 7-4 Project 7-5 Project 7-6
Power Point Lesson 8		Insert and format images Add shapes to slides Order and group slides Create a photo album presentation					Project 8-1 Project 8-2 Project 8-3 Project 8-4 Project 8-5 Project 8-6
Power Point Lesson 9		Set up slide transitions Animate slides Add media clips to a presentation					Project 9-1 Project 9-2 Project 9-3 Project 9-4 Project 9-5 Project 9-6

UNITS	STANDARDS	OBJECTIVES (What it looks like in the classroom) The learner will í	NUMBER OF DAYS TAUGHT	DATE ASSESSED	ASSESSMENT TYPE	RESOURCES (Materials, web sites, auto-visual, print)	LEARNING ACTIVITIES AND VOCABULARY
Power Point Lesson 10		Work with comments Incorporate reviewer changes Protect a presentation Save a presentation in different formats Prepare a presentation for distribution					Project 10-1 Project 10-2 Project 10-3 Project 10-4 Project 10-5 Project 10-6
Power Point Lesson 11		Adjust slide orientation and size Customize audience handouts Choose slides to display Rehearse and record a slide show Set up a slide show Work with presentation tools Package a presentation for delivery					Project 11-1 Project 11-2 Project 11-3 Project 11-4 Project 11-5 Project 11-6
Power Point CertificationP							

UNITS	STANDARDS	OBJECTIVES (What it looks like in the classroom) The learner will í	NUMBER OF DAYS TAUGHT	DATE ASSESSED	ASSESSMENT TYPE	RESOURCES (Materials, web sites, auto-visual, print)	LEARNING ACTIVITIES AND VOCABULARY
Word Lesson 1		Start Word Work with Onscreen Tools Open Backstage Use Microsoft Office Word Help Button Create a Document Save a Document Work with Templates Preview and Print a Document Close a Document and Word					Project 1-1 Project 1-2 Project 1-3 Project 1-4 Project 1-5 Project 1-6
Word Lesson 2		Change and Organize the Document Views Navigate and Search through a Document Select, Replace and Delete Text Cut, Copy and Paste Text Remove Blank Paragraphs Change Information in the Properties					Project 2-1 Project 2-2 Project2-3 Project 2-4 Project 2-5 Project 2-6

UNITS	STANDARDS	OBJECTIVES (What it looks like in the classroom) The learner will í	NUMBER OF DAYS TAUGHT	DATE ASSESSED	ASSESSMENT TYPE	RESOURCES (Materials, web sites, auto-visual, print)	LEARNING ACTIVITIES AND VOCABULARY
Word Lesson 3		Format Characters Manually Use the Format Painter Format text with styles Replace text with WordArt Remove text formatting					Project 3-1 Project 3-2 Project 3-3 Project 3-4 Project 3-5 Project 3-6
Word Lesson 4		Format paragraphs Set line spacing in text and between paragraphs Create and format a bulleted list Create and format a numbered list Create and modify a multilevel list Set and modify tabs					Project 4-1 Project 4-2 Project 4-3 Project 4-4 Project 4-5 Project 4-6
Word Lesson 5		Set page layout Work with breaks Control pagination Set up columns Insert a blank page into a document					Project 5-1 Project 5-2 Project 5-3 Project 5-4 Project 5-5 Project 5-6

UNITS	STANDARDS	OBJECTIVES (What it looks like in the classroom) The learner will í	NUMBER OF DAYS TAUGHT	DATE ASSESSED	ASSESSMENT TYPE	RESOURCES (Materials, web sites, auto-visual, print)	LEARNING ACTIVITIES AND VOCABULARY
Word Lesson 6		Create a table Format a table Manage tables Use formulas in a Table Use Object Zoom					Project 6-1 Project 6-2 Project 6-3 Project 6-4 Project 6-5 Project 6-6
Word Lesson 7		Format, create and customize a theme Format a document using Style Sets Format a document's background Apply and manipulate text boxes Use Quick Parts in a document Make text graphically appealing and insert special characters					Project 7-1 Project 7-2 Project 7-3 Project 7-4 Project 7-5 Project 7-6

UNITS	STANDARDS	OBJECTIVES (What it looks like in the classroom) The learner will í	NUMBER OF DAYS TAUGHT	DATE ASSESSED	ASSESSMENT TYPE	RESOURCES (Materials, web sites, auto-visual, print)	LEARNING ACTIVITIES AND VOCABULARY
Word Lesson 8		Insert and format pictures in a document Insert and format shapes, WordArt, and SmartArt Insert and format Clip Art from Office.com Reset and compress images Insert and format a chart					Project 8-1 Project 8-2 Project 8-3 Project 8-4 Project 8-5 Project 8-6
Word Lesson 9		Validate content by using spelling and grammar checking options Configure AutoCorrect settings Insert and modify comments in a document View comments Track changes in a Document					Project 9-1 Project 9-2 Project 9-3 Project 9-4 Project 9-5 Project 9-6

UNITS	STANDARDS	OBJECTIVES (What it looks like in the classroom) The learner will í	NUMBER OF DAYS TAUGHT	DATE ASSESSED	ASSESSMENT TYPE	RESOURCES (Materials, web sites, auto-visual, print)	LEARNING ACTIVITIES AND VOCABULARY
Word Lesson 10		Format a research paper Create citations Add captions Create and modify headers or footers Create a works cited page Insert footnotes and endnotes Create a table of contents Add a title page Insert hyperlinks Create bookmarks					Project 10-1 Project 10-2 Project 10-3 Project 10-4 Project 10-5 Project 10-6
Word Lesson 11		Set up Mail Merge Execute Mail Merge Merge a document with different file formats Create envelopes and labels					Project 11-1 Project 11-2 Project 11-3 Project 11-4 Project 11-5 Project 11-6
Word Lesson 12		Arrange document views Record Macros Monitor Macro Security					Project 12-1 Project 12-2 Project 12-3 Project 12-4 Project 12-5 Project 12-6

UNITS	STANDARDS	OBJECTIVES (What it looks like in the classroom) The learner will í	NUMBER OF DAYS TAUGHT	DATE ASSESSED	ASSESSMENT TYPE	RESOURCES (Materials, web sites, auto-visual, print)	LEARNING ACTIVITIES AND VOCABULARY
Word Lesson 13		Protect and share documents Manage document versions Share documents					Project 13-1 Project 13-2 Project 13-3 Project 13-4 Project 13-5 Project 13-6
Word Lesson 14		Customize Word					Project 14-1 Project 14-2 Project 14-3 Project 14-4 Project 14-5 Project 14-6