

Lesson	Skills (• Foundational Skills / • Certified Skills)	Approximate Completion Time (In Minutes)	
		Key Content	Preload Content
<b>Unit 1: Document Basics</b>			
<b>1.1 Editing Basics</b> <i>How to Get There</i>	<ul style="list-style-type: none"> <li>• Save a document to a local hard drive or network drive</li> <li>• Cut, copy, and paste text</li> </ul>	25-40	20-35
<b>1.2 Printing a Document</b> <i>Start of the Year Goals</i>	<ul style="list-style-type: none"> <li>• Use Save As</li> <li>• Print all or part of a document</li> <li>• Modify print settings</li> <li>• Save documents in alternative file formats</li> </ul>	35-50	30-45
<b>1.3 Customizing the Quick Access Toolbar</b> <i>What Kind of Learner Am I?</i>	<ul style="list-style-type: none"> <li>• Use Undo and Redo</li> <li>• Use the Tab key to indent paragraphs</li> <li>• Customize the Quick Access toolbar</li> </ul>	45-60	20-35
<b>Unit 1 Skills Mastery</b>	<i>Skills Mastery Quizzes and Tests should be given upon completion of this unit.</i>		
<b>Unit 2: Formatting Text</b>			
<b>2.1 Formatting Text</b> <i>Decades of Slang</i>	<ul style="list-style-type: none"> <li>• Apply font formatting</li> <li>• Clear formatting</li> </ul>	35-50	30-45
<b>2.2 Enhancing and Formatting Text</b> <i>Top 10 Formulas</i>	<ul style="list-style-type: none"> <li>• Use Tell Me</li> <li>• Apply font formatting</li> <li>• Create a numbered list</li> <li>• Insert special characters</li> </ul>	35-50	30-45
<b>2.3 Formatting Text with Effects</b> <i>Back to School BBQ</i>	<ul style="list-style-type: none"> <li>• Change text effects</li> <li>• Apply a text highlight color to text selections</li> <li>• Apply formatting by using Format Painter</li> </ul>	25-40	20-35
<b>2.4 Enhancing Proofreading Skills</b> <i>What's Cooking</i>	<ul style="list-style-type: none"> <li>• Remove a word from AutoCorrect</li> <li>• Replace text by using AutoCorrect</li> </ul>	25-40	N/A
<b>2.5 Getting Help and Information</b> <i>You Are So Smart</i>	<ul style="list-style-type: none"> <li>• Use Tell Me</li> <li>• Use Smart Lookup</li> <li>• Insert a cover page</li> <li>• Inspect a document for hidden properties or personal information</li> <li>• Add document properties</li> </ul>	N/A	35-50
<b>2.6 Working with PDF File Types</b> <i>My Action Plan</i>	<ul style="list-style-type: none"> <li>• Open a PDF in Word for Editing</li> </ul>	N/A	25-40
<b>Unit 2 Skills Mastery</b>	<i>Skills Mastery Quizzes and Tests should be given upon completion of this unit.</i>		

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<b>Unit 3: Formatting Paragraphs &amp; Editing Text</b>			
<b>3.1 Changing Paragraph Line Spacing</b> <i>Spirit Team Promo</i>	<ul style="list-style-type: none"> <li>• Set line and paragraph spacing and indentation</li> <li>• Show or hide formatting symbols</li> </ul>	25-40	20-35
<b>3.2 Applying Text Alignment</b> <i>Homecoming Weekend Invitation</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>	20-35	10-25
<b>3.3 Using Indents and Paragraph Spacing</b> <i>There's an App for That</i>	<ul style="list-style-type: none"> <li>• Set line and paragraph spacing and indentation</li> </ul>	20-35	15-30
<b>3.4 Creating Lists</b> <i>I'm So Bored!</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>	45-60	40-55
<b>3.5 Applying Background Shading and Sorting Text</b> <i>A-Z Guide for School Success</i>	<ul style="list-style-type: none"> <li>• Sort paragraph text</li> <li>• Shade background of text</li> </ul>	30-45	25-40
<b>3.6 Using Find and Replace</b> <i>Letter to an Incoming Freshman</i>	<ul style="list-style-type: none"> <li>• Find and replace text formatting</li> <li>• Find and replace text</li> </ul>	35-50	25-40
<b>3.7 Proofing Your Document</b> <i>Something Like That</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>	N/A	30-45
<b>3.8 Applying Text Styles</b> <i>Kids Who Code Meeting Minutes</i>	<ul style="list-style-type: none"> <li>• Create and save a style</li> <li>• Apply built-in styles to text</li> </ul>	35-50	25-40
<b>3.9 Applying Hyperlinks to Text</b> <i>Kids Who Code Meeting Minutes 2</i>	<ul style="list-style-type: none"> <li>• Use the Style Inspector</li> <li>• Insert hyperlinks</li> <li>• Apply document style sets</li> </ul>	N/A	20-35
<b>Unit 3 Skills Mastery</b>	<i>Skills Mastery Quizzes and Tests should be given upon completion of this unit.</i>		
<b>Unit 4: Working with Tables</b>			
<b>4.1 Using Table Basics</b> <i>Midterm Exam Schedule</i>	<ul style="list-style-type: none"> <li>• Change cell alignment</li> <li>• Create a table by specifying rows and columns</li> <li>• Resize rows and columns</li> </ul>	20-35	N/A

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<b>4.2 Working with Rows, Columns, and Cells</b> <i>Midterm Exam Schedule 2</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>	N/A	30-45
<b>4.3 Formatting Tables</b> <i>City Life</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>	25-40	N/A
<b>4.4 Enhancing Tables with Styles</b> <i>City Life 2</i>	<ul style="list-style-type: none"> <li>Modify table styles</li> <li>Apply table styles</li> </ul>	N/A	20-35
<b>4.5 Working with Data in a Table</b> <i>MLB All-Time Leaders</i>	<ul style="list-style-type: none"> <li>Change text direction in a table</li> <li>Sort table data</li> </ul>	25-40	N/A
<b>4.6 Using Quick Tables</b> <i>Let's Make a Date</i>	<ul style="list-style-type: none"> <li>Use Quick Tables</li> <li>Use AutoFit to resize tables</li> </ul>	20-35	N/A
<b>4.7 Modifying a Table</b> <i>Career and Technical Education</i>	<ul style="list-style-type: none"> <li>Configure a repeating row header</li> <li>Split tables</li> </ul>	35-50	N/A
<b>4.8 Performing Calculations in a Table</b> <i>Shopping List</i>	<ul style="list-style-type: none"> <li>Calculate the sum of a column or row</li> <li>Find the average of a column or row</li> <li>Determine the product of a row</li> <li>Format the results of a formula</li> <li>Toggle field codes</li> <li>Update a formula</li> </ul>	35-50	N/A
<b>4.9 Inserting Objects</b> <i>Career Exploration</i>	<ul style="list-style-type: none"> <li>Insert text from a file or external source</li> </ul>	20-35	15-30
<b>Unit 4 Skills Mastery</b>	<i>Skills Mastery Quizzes and Tests should be given upon completion of this unit.</i>		
<b>Unit 5: Working with Tabs</b>			
<b>5.1 Converting Text to Tables</b> <i>Hot Jobs</i>	<ul style="list-style-type: none"> <li>View the Ruler</li> <li>Set tabs using the ruler</li> <li>Convert text to tables</li> </ul>	25-40	N/A
<b>5.2 Setting Custom Tabs</b> <i>Kid Millionaires</i>	<ul style="list-style-type: none"> <li>Set tabs using the dialog box</li> <li>Use dot leaders</li> </ul>	15-30	N/A
<b>5.3 Converting Tables to Text</b> <i>Shopping List 2</i>	<ul style="list-style-type: none"> <li>Convert tables to text</li> </ul>	N/A	15-30

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<b>5.4 Changing Tab Alignment</b> <i>Honors Night Program</i>	<ul style="list-style-type: none"> <li>• Clear tabs</li> </ul>	20-35	N/A
<b>Unit 5 Skills Mastery</b>		<i>Skills Mastery Quizzes and Tests should be given upon completion of this unit.</i>	
<b>Unit 6: Working with Columns and Page Setup</b>			
<b>6.1 Formatting Text into Columns</b> <i>ID Theft</i>	<ul style="list-style-type: none"> <li>• Format text in multiple columns</li> <li>• Modify page setup</li> </ul>	35-50	20-35
<b>6.2 Using Column Breaks</b> <i>Password Power</i>	<ul style="list-style-type: none"> <li>• Modify page setup</li> <li>• Insert column breaks</li> </ul>	35-50	25-40
<b>6.3 Enhancing the Appearance of the Page</b> <i>Top Performers</i>	<ul style="list-style-type: none"> <li>• Modify page setup</li> <li>• Format page background elements</li> <li>• Insert section breaks</li> <li>• Change page setup options for a section</li> </ul>	35-50	N/A
<b>6.4 Adding a Cover Page to a Document</b> <i>ID Theft 2</i>	<ul style="list-style-type: none"> <li>• Insert a cover page</li> <li>• Format page background elements</li> </ul>	N/A	25-40
<b>6.5 Enhancing Document Columns</b> <i>Password Power 2</i>	<ul style="list-style-type: none"> <li>• Apply hyphenation</li> <li>• Adjust column width</li> </ul>	N/A	25-40
<b>Unit 6 Skills Mastery</b>		<i>Skills Mastery Quizzes and Tests should be given upon completion of this unit.</i>	
<b>Unit 7: Using Headers, Footers &amp; References</b>			
<b>7.1 Using Headers and Footers</b> <i>Student Council Letterhead</i>	<ul style="list-style-type: none"> <li>• Insert headers and footers</li> </ul>	N/A	30-45
<b>7.2 Formatting Headers and Footers</b> <i>Classroom Rules</i>	<ul style="list-style-type: none"> <li>• Insert a date</li> <li>• Insert a signature line</li> <li>• Insert page numbers</li> <li>• Insert page breaks</li> </ul>	45-60	35-50
<b>7.3 Advanced Headers and Footers</b> <i>ID Theft 3</i>	<ul style="list-style-type: none"> <li>• Change page setup options for a section</li> <li>• Insert headers and footers for a section</li> <li>• Insert headers and footers for even/odd pages</li> </ul>	N/A	25-40
<b>7.4 Working with Bookmarks</b> <i>Job Descriptions</i>	<ul style="list-style-type: none"> <li>• Insert hyperlinks</li> <li>• Create bookmarks</li> </ul>	35-50	N/A
<b>7.5 Working with a Table of Contents</b> <i>Protect Yourself</i>	<ul style="list-style-type: none"> <li>• Insert a standard Table of Contents</li> <li>• Update a Table of Contents</li> </ul>	N/A	30-45

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<b>7.6 Working with Citations</b> <i>Protect Yourself 2</i>	<ul style="list-style-type: none"> <li>• Create bibliography citation sources</li> <li>• Modify bibliography citation sources</li> <li>• Insert citations for bibliographies</li> </ul>	N/A	35-50
<b>7.7 Working with a Table of Figures</b> <i>Risks and Rewards of Social Media</i>	<ul style="list-style-type: none"> <li>• Modify styles</li> <li>• Insert and update a Table of Figures</li> <li>• Insert figure and table captions</li> <li>• Modify caption properties</li> </ul>	35-50	30-45
<b>7.8 Working with Footnotes and Endnotes</b> <i>Waiver and Release Form</i>	<ul style="list-style-type: none"> <li>• Insert footnotes and endnotes</li> <li>• Modify footnote and endnote properties</li> </ul>	N/A	35-50
<b>7.9 Navigating a Document Efficiently</b> <i>Needs vs. Wants</i>	<ul style="list-style-type: none"> <li>• Split the window</li> <li>• Search for text</li> <li>• Move to a specific location or object in a document</li> </ul>	N/A	40-55
<b>Unit 7 Skills Mastery</b>	<i>Skills Mastery Quizzes and Tests should be given upon completion of this unit.</i>		
<b>Unit 8: Working with Graphics and Visual Elements</b>			
<b>8.1 Inserting and Working with Pictures</b> <i>High School Musical Auditions Flyer</i>	<ul style="list-style-type: none"> <li>• Wrap text around objects</li> <li>• Format objects</li> <li>• Position objects</li> <li>• Insert pictures</li> </ul>	30-45	25-40
<b>8.2 Formatting Picture Styles</b> <i>Letterhead with Picture</i>	<ul style="list-style-type: none"> <li>• Format objects</li> <li>• Apply a picture style</li> </ul>	N/A	20-35
<b>8.3 Combining Pictures with Text</b> <i>Start Saving</i>	<ul style="list-style-type: none"> <li>• Wrap text around objects</li> <li>• Position objects</li> </ul>	35-50	25-40
<b>8.4 Using Shapes</b> <i>Life Cycle of a Butterfly</i>	<ul style="list-style-type: none"> <li>• Align objects</li> <li>• Group objects</li> <li>• Format objects</li> <li>• Create a SmartArt graphic</li> <li>• Modify SmartArt graphic content</li> <li>• Format a SmartArt graphic</li> <li>• Insert shapes</li> </ul>	40-55	N/A
<b>8.5 Working with Graphic Elements</b> <i>Visual Resume</i>	<ul style="list-style-type: none"> <li>• Use alignment guides</li> <li>• Distribute objects</li> <li>• Use WordArt</li> <li>• Insert text boxes</li> </ul>	45-60	N/A
<b>8.6 Inserting an Online Video</b> <i>YouTube Superstars</i>	<ul style="list-style-type: none"> <li>• Insert an online video</li> <li>• Crop a picture</li> <li>• Format objects</li> </ul>	30-45	25-40

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<b>8.7 Inserting a Screenshot</b> <i>Just Google It</i>	<ul style="list-style-type: none"> <li>• Insert a screenshot or screen clipping</li> </ul>	20-35	N/A
<b>8.8 Enhancing Pictures</b> <i>Slater Farms</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>	35-50	30-45
<b>8.9 Working with Accessibility and Compatibility Issues</b> <i>Slater Farms 2</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>	N/A	25-40
<b>Unit 8 Skills Mastery</b>	<i>Skills Mastery Quizzes and Tests should be given upon completion of this unit.</i>		

**Total Completion Time When Keying Content: 27 - 40 hrs**  
**Total Completion Time With Content Preloaded: 25 - 37 hrs**