

**i** This document is a draft of the Lessons and Skills included in the Word 2019 curriculum. Final Curriculum Guide is coming soon.

Lesson	Skills (• Foundational Skills / • Certified Skills)	Approximate Completion Time (In Minutes)
<b>Unit 1: Document Basics</b>		
<b>1.1 Exploring Places to Save Work</b> <i>Oh, the Places You'll Save!</i>	<ul style="list-style-type: none"> <li>• Use File Manager</li> <li>• Create a folder</li> <li>• Log in to OneDrive</li> <li>• Sync to OneDrive</li> </ul>	.5
<b>1.2 Navigating Word</b> <i>Getting Started</i>	<ul style="list-style-type: none"> <li>• Create a blank document</li> <li>• Understand Backstage View</li> <li>• Identify tabs and groups</li> <li>• Change document views</li> <li>• Customize views by using zoom settings</li> <li>• Close Word</li> </ul>	.75
<b>1.3 Creating Your First Document</b> <i>Start of the Year Goals</i>	<ul style="list-style-type: none"> <li>• Create a blank document</li> <li>• Customize views by using zoom settings</li> <li>• Save a document to a local hard drive or network drive</li> <li>• Close a document</li> </ul>	.75
<b>1.4 Retrieving a Document</b> <i>Start of the Year Goals 2</i>	<ul style="list-style-type: none"> <li>• Open an existing document from your hard drive or network drive</li> <li>• Revise an existing document</li> <li>• Print a document</li> <li>• Modify print settings</li> <li>• Use Save As</li> <li>• Save documents in alternative file formats</li> </ul>	.5 - .75
<b>1.5 Emailing a Document</b> <i>Believe Me Ideas</i>	<ul style="list-style-type: none"> <li>• Share documents electronically - email</li> </ul>	.75
<b>1.6 Editing Basics</b> <i>How to Get There</i>	<ul style="list-style-type: none"> <li>• Cut, copy, and paste text</li> </ul>	.5
<b>1.7 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>• Customize the Quick Access toolbar</li> <li>• Use the Tab key to indent paragraphs</li> </ul>	.75 - 1
<b>1.8 Getting Help and Information</b> <i>You Are So Smart</i>	<ul style="list-style-type: none"> <li>• Use Search</li> <li>• Insert a cover page</li> <li>• Use Smart Lookup</li> <li>• Locate and remove hidden properties and personal information</li> <li>• Modify basic document properties</li> </ul>	.75

Lesson	Skills (• Foundational Skills / • Certified Skills)	Approximate Completion Time (In Minutes)
<b>1.9 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>	.5
<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>	.75
<b>2.2 Enhancing and Formatting Text</b> <i>Top 10 Formulas</i>	<ul style="list-style-type: none"> <li>• Format paragraphs as numbered lists</li> <li>• Apply font formatting</li> <li>• Insert symbols and special characters</li> </ul>	.75
<b>2.3 Formatting Text with Effects</b> <i>Back to School BBQ</i>	<ul style="list-style-type: none"> <li>• Apply text effects</li> <li>• Apply a text highlight color</li> <li>• Apply formatting by using Format Painter</li> </ul>	.5 - .75
<b>2.4 Enhancing Proofreading Skills</b> <i>What's Cooking</i>	<ul style="list-style-type: none"> <li>• Replace text by using AutoCorrect</li> <li>• Remove a word from AutoCorrect</li> <li>• Show and hide formatting symbols and hidden text</li> </ul>	.75
<b>Unit 2 Skills Mastery</b>		<i>Skills Mastery Quizzes and Tests should be given upon completion of this unit.</i>
<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 and hide formatting symbols</li> </ul>	.75
<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>	.5 - .75
<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>	.5
<b>3.4 Creating Lists</b> <i>I'm So Bored!</i>	<ul style="list-style-type: none"> <li>• Format paragraphs as numbered or bulleted lists</li> <li>• Increase and decrease list levels</li> <li>• Set starting number values</li> <li>• Restart list numbering</li> <li>• Change bullet characters and number formats</li> <li>• Define custom bullet characters</li> </ul>	1
<b>3.5 Working with Numbered Lists</b> <i>Top Vacation Spots</i>	<ul style="list-style-type: none"> <li>• Define custom number formats</li> <li>• Increase and decrease list levels</li> <li>• Restart and continue list numbering</li> </ul>	.75

Lesson	Skills (• Foundational Skills / • Certified Skills)	Approximate Completion Time (In Minutes)
<b>3.6 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>	.75
<b>3.7 Using Find and Replace</b> <i>Letter to an Incoming Freshman</i>	<ul style="list-style-type: none"> <li>• Find and replace text</li> <li>• Find and replace text formatting</li> </ul>	.75
<b>3.8 Proofing Your Document</b> <i>Something Like That</i>	<ul style="list-style-type: none"> <li>• Use the Editor</li> <li>• Use the Thesaurus</li> <li>• Use Word Count</li> <li>• Use Character Count</li> </ul>	.5 - .75
<b>3.9 Applying Text Styles</b> <i>Kids Who Code Meeting Minutes</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>3.10 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 style sets</li> </ul>	.5
<b>3.11 Translating Text</b> <i>Travel Help</i>	<ul style="list-style-type: none"> <li>• Translate a selection</li> <li>• Translate an entire document</li> <li>• Insert translation results into a document</li> </ul>	.75
<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>• 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 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>	.5
<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>	.5
<b>4.4 Enhancing Tables with Styles</b> <i>City Life 2</i>	<ul style="list-style-type: none"> <li>• Apply table styles</li> <li>• Modify table styles</li> </ul>	.5
<b>4.5 Working with Data in a Table</b> <i>MLB All-Time Leaders</i>	<ul style="list-style-type: none"> <li>• Sort table data</li> <li>• Change text direction in a table</li> </ul>	.75

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4.6 <b>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>	.75
4.7 <b>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>	.75
4.8 <b>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>	.75
4.9 <b>Working with Excel in Your Document</b> <i>School Fundraiser</i>	<ul style="list-style-type: none"> <li>• Insert a table as an Excel spreadsheet</li> <li>• Use SUM, AVERAGE, MIN, and MAX functions</li> <li>• Change number format in a spreadsheet</li> <li>• Use Fill options</li> </ul>	.75
4.10 <b>Inserting Objects</b> <i>Career Exploration</i>	<ul style="list-style-type: none"> <li>• Insert text from a file or external source</li> </ul>	.75

**Unit 4 Skills Mastery**

*Skills Mastery Quizzes and Tests should be given upon completion of this unit.*

**Unit 5: Working with Tabs**

5.1 <b>Using Tab Basics</b> <i>Guidance Counselor Caseloads</i>	<ul style="list-style-type: none"> <li>• View the Ruler</li> <li>• Use the default tab</li> </ul>	.5
5.2 <b>Converting Text to Tables</b> <i>Hot Jobs</i>	<ul style="list-style-type: none"> <li>• Set tabs using the ruler</li> <li>• Convert text to tables</li> </ul>	.75
5.3 <b>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>	.5
5.4 <b>Converting Tables to Text</b> <i>Shopping List 2</i>	<ul style="list-style-type: none"> <li>• Convert tables to text</li> </ul>	.5
5.5 <b>Changing Tab Alignment</b> <i>Honors Night Program</i>	<ul style="list-style-type: none"> <li>• Clear tabs</li> </ul>	.5

**Unit 5 Skills Mastery**

*Skills Mastery Quizzes and Tests should be given upon completion of this unit.*

**Unit 6: Working with Columns and Page Setup**

6.1 <b>Formatting Text into Columns</b> <i>ID Theft</i>	<ul style="list-style-type: none"> <li>• Format text in multiple columns</li> <li>• Set up document pages</li> </ul>	.75
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6.2 <b>Using Column Breaks</b> <i>Password Power</i>	<ul style="list-style-type: none"> <li>• Set up document pages</li> <li>• Insert column breaks</li> </ul>	.75
6.3 <b>Enhancing the Appearance of the Page</b> <i>Top Performers</i>	<ul style="list-style-type: none"> <li>• Set up document pages</li> <li>• Configure page background elements</li> <li>• Insert section breaks</li> <li>• Change page setup options for a section</li> </ul>	.75
6.4 <b>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>• Configure page background elements</li> </ul>	.75
6.5 <b>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>	.5
<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>		
7.1 <b>Using Headers and Footers</b> <i>Student Council Letterhead</i>	<ul style="list-style-type: none"> <li>• Insert and modify headers and footers</li> </ul>	.75
7.2 <b>Formatting Headers and Footers</b> <i>Classroom Rules</i>	<ul style="list-style-type: none"> <li>• Insert and modify headers and footers</li> <li>• Insert page breaks</li> <li>• Insert a signature line</li> </ul>	.75 - 1
7.3 <b>Advanced Headers and Footers</b> <i>ID Theft 3</i>	<ul style="list-style-type: none"> <li>• Insert and modify headers and footers</li> <li>• Change page setup options for a section</li> </ul>	.5 - .75
7.4 <b>Working with Bookmarks</b> <i>Job Descriptions</i>	<ul style="list-style-type: none"> <li>• Link to locations within documents</li> <li>• Move to specific locations and objects in documents</li> </ul>	.75
7.5 <b>Working with a Table of Contents</b> <i>Protect Yourself</i>	<ul style="list-style-type: none"> <li>• Insert tables of contents</li> <li>• Update a table of contents</li> </ul>	.75 - 1
7.6 <b>Working with Citations</b> <i>Protect Yourself 2</i>	<ul style="list-style-type: none"> <li>• Create and modify bibliography citation sources</li> <li>• Insert citations for bibliographies</li> <li>• Insert bibliographies</li> <li>• Customize tables of contents</li> </ul>	.75 - 1
7.7 <b>Working with a Table of Figures</b> <i>Risks and Rewards of Social Media</i>	<ul style="list-style-type: none"> <li>• Insert figure and table captions</li> <li>• Modify caption properties</li> <li>• Modify styles</li> <li>• Insert and update a table of figures</li> </ul>	.75
7.8 <b>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>	.75 - 1

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7.9 <b>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 specific locations or objects in documents</li> </ul>	.75 - 1
<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>		
8.1 <b>Inserting and Working with Pictures</b> <i>High School Musical Auditions Flyer</i>	<ul style="list-style-type: none"> <li>• Insert pictures</li> <li>• Wrap text around objects</li> <li>• Format graphic elements</li> <li>• Position objects</li> </ul>	.75
8.2 <b>Formatting Picture Styles</b> <i>Letterhead with Picture</i>	<ul style="list-style-type: none"> <li>• Apply picture styles</li> <li>• Format graphic elements</li> </ul>	.5
8.3 <b>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> <li>• Apply document themes</li> </ul>	.75
8.4 <b>Using Shapes</b> <i>Life Cycle of a Butterfly</i>	<ul style="list-style-type: none"> <li>• Insert SmartArt graphics</li> <li>• Add and modify SmartArt graphic content</li> <li>• Format SmartArt graphics</li> <li>• Insert shapes</li> <li>• Add and modify text in shapes</li> <li>• Format graphic elements</li> <li>• Align objects</li> <li>• Group objects</li> </ul>	1
8.5 <b>Working with Graphic Elements</b> <i>Visual Resume</i>	<ul style="list-style-type: none"> <li>• Use WordArt</li> <li>• Insert text boxes</li> <li>• Use alignment guides</li> <li>• Distribute objects</li> <li>• Format graphic elements</li> </ul>	1
8.6 <b>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 graphic elements</li> </ul>	.75
8.7 <b>Inserting a Screenshot</b> <i>YouTube Stats and Facts</i>	<ul style="list-style-type: none"> <li>• Insert screenshots and screen clippings</li> </ul>	.75
8.8 <b>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>	.75

Lesson	Skills (• Foundational Skills / • Certified Skills)	Approximate Completion Time (In Minutes)
8.9 <b>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>• Locate and correct accessibility issues</li> <li>• Add alternative text to objects</li> <li>• Locate and correct compatibility issues</li> </ul>	.75
8.10 <b>Inspecting Documents for Issues</b> <i>Your New Best Friend</i>	<ul style="list-style-type: none"> <li>• Show and hide formatting symbols and hidden text</li> <li>• Locate and remove hidden properties and personal information</li> <li>• Locate and correct compatibility issues</li> </ul>	.75
8.11 <b>Working with 3D Models</b> <i>Home Office Design</i>	<ul style="list-style-type: none"> <li>• Insert 3D models</li> <li>• Format 3D models</li> <li>• Format graphic elements</li> </ul>	.75
8.12 <b>Formatting SmartArt Graphics</b> <i>Customer Loyalty Card</i>	<ul style="list-style-type: none"> <li>• Add and modify text in text boxes</li> <li>• Add and modify text in shapes</li> <li>• Add and modify SmartArt graphic content</li> <li>• Format graphic elements</li> </ul>	.75
8.13 <b>Using Digital Ink</b> <i>Thank You Card</i>	<ul style="list-style-type: none"> <li>• Set up document pages</li> <li>• Draw using digital ink</li> <li>• Use Ink to Shape</li> </ul>	.75
8.14 <b>Using Templates</b> <i>Cupcake Wars</i>	<ul style="list-style-type: none"> <li>• Create a blank document using a template</li> </ul>	.5
<b>Unit 8 Skills Mastery</b>	<i>Skills Mastery Quizzes and Tests should be given upon completion of this unit.</i>	
<b>Unit 9: Sharing and Working Collaboratively</b>		
9.1 <b>Managing Track Changes</b> <i>The Importance of Unplugging</i>	<ul style="list-style-type: none"> <li>• Track changes</li> <li>• Review tracked changes</li> <li>• Accept and reject tracked changes</li> <li>• Lock and unlock change tracking</li> </ul>	.75
9.2 <b>Using Comments to Communicate Changes</b> <i>Finding a Career</i>	<ul style="list-style-type: none"> <li>• Add comments</li> <li>• Review and reply to comments</li> <li>• Resolve comments</li> <li>• Delete comments</li> </ul>	.75
9.3 <b>Sharing Files</b> <i>Step By Step</i>	<ul style="list-style-type: none"> <li>• Save a document to OneDrive</li> <li>• Share documents electronically</li> <li>• Assign collaboration permission</li> <li>• Move OneDrive files</li> </ul>	.75

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9.4 <b>Managing Revisions</b> <i>Feedback 101</i>	<ul style="list-style-type: none"> <li>• Create a new document with Word Online</li> <li>• Edit documents with Word Online</li> <li>• Review version history</li> </ul>	.5
9.5 <b>Using Comments While Collaborating</b> <i>Who Am I</i>	<ul style="list-style-type: none"> <li>• Collaborate simultaneously</li> <li>• Add and manage comments in Word Online</li> </ul>	.75
9.6 <b>Working with AutoSave</b> <i>Top 10 Customers</i>	<ul style="list-style-type: none"> <li>• Using AutoSave</li> <li>• Using Version History</li> </ul>	.75 - 1
<b>Unit 9 Skills Mastery</b>	<i>Skills Mastery Quizzes and Tests should be given upon completion of this unit.</i>	

**Total Completion Time: 50 - 53 hrs**