

**Plainfield High School
Career & Technical Education Department
Pacing Guide**

~ September 2013 ~

Week 1 :

Computer literacy – Students will identify the basic parts of a computer system. Students will become familiar with and successfully search for content on the Web using the standard search tools. Students will learn the basic features of the Windows Operating System to enable them to work more effectively with application programs such as Word, Excel, and PowerPoint. Students will learn how to create a folder, create and save files in a folder.

NJCCC Standards 8.1.2.A.4, 8.1.4.1, 8.1.4.a.2

Week 2:

Format simplified and standard memorandums – Set margins, utilize proper spacing between memo parts, know the formatting differences between a simplified and a standard memo.

NJCCC Standards 8.1.2.A.4, 8.1.4.1, 8.1.4.a.2

Week 3:

Format personal/business letter in block style – Set margins, utilize proper spacing between letter parts, know the formatting differences between a business and a personal business letter. Know the names of each part of a business and personal business letter.

NJCCC Standards 8.1.2.A.4, 8.1.4.1, 8.1.4.a.2

Week 4:

Format personal/business letter in block style (cont.) - Set margins, utilize proper spacing between letter parts, know the formatting differences between a business and a personal business letter. Know the names of each part of a business and personal business letter.

Format and key unbound reports – Set margins, change line spacing to double, create reference list, format long quotes.

NJCCC Standards 8.1.2.A.4, 8.1.4.1, 8.1.4.a.2

Notes: These timelines are approximates. Teacher needs to allow extra time if one week is not enough for a particular document. It normally takes a little more than a week to complete business and personal business letter formatting.

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~ October 2013 ~

Week 1 :

Format Announcements – Insert symbols, use clipart, insert pictures, insert pictures behind text, insert page border, use left, right, center, justify tabs, use dot leader tabs, change font and font sizes, change font colors, change font effects.

NJCCC Standards 8.1.2.A.4, 8.1.4.1, 8.1.4.a.2

Week 2:

Format Announcements – Insert symbols, use clipart, insert pictures, insert pictures behind text, insert page border, use left, right, center, justify tabs, use dot leader tabs, change font and font sizes, change font colors, change font effects.

NJCCC Standards 8.1.2.A.4, 8.1.4.1, 8.1.4.a.2

Week 3:

Format Newsletters – Set margins, change font sizes, insert columns, set page break, set continuous break, justify columns.

NJCCC Standards 8.1.2.A.4, 8.1.4.1, 8.1.4.a.2

Week 4:

Format Newsletters – Set margins, change font sizes, insert columns, set page break, set continuous break, justify columns.

NJCCC Standards 8.1.2.A.4, 8.1.4.1, 8.1.4.a.2

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~ November 2013 ~

Week 1 :

Format Tables – Insert table, draw table, enter data in a table, apply AutoFormat styles, use bold, italics, underline, add/delete row, add/delete columns, adjust row height, adjust column width, format cells, align text horizontally and vertically, change text direction, change font color, use spacing before and after, use decimal tab.

NJCCC Standards 8.1.2.A.4, 8.1.4.1, 8.1.4.a.2

Week 2:

Format Tables – Insert table, draw table, enter data in a table, apply AutoFormat styles, use bold, italics, underline, add/delete row, add/delete columns, adjust row height, adjust column width, format cells, align text horizontally and vertically, change text direction, change font color, use spacing before and after, use decimal tab.

NJCCC Standards 8.1.2.A.4, 8.1.4.1, 8.1.4.a.2

Week 3:

Format Tables – Insert table, draw table, enter data in a table, apply AutoFormat styles, use bold, italics, underline, add/delete row, add/delete columns, adjust row height, adjust column width, format cells, align text horizontally and vertically, change text direction, change font color, use spacing before and after, use decimal tab.

NJCCC Standards 8.1.2.A.4, 8.1.4.1, 8.1.4.a.2

Week 4:

Microsoft Excel – Familiarize students with excel functions, navigate through worksheet, save a worksheet, print a worksheet, add cells, subtract cells, multiply cells, divide cells, create formula, copy formula, use (FX) function key, format cells for decimal places, currency, and percentages.

NJCCC Standards 8.1.2.A.4, 8.1.4.1, 8.1.4.a.2

Notes: These timelines are approximates. Teacher needs to allow extra time if one week is not enough for a particular document. It normally takes a little more than a week to complete business and personal business letter formatting.

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~ December 2013 ~

Week 1 :

Microsoft Excel – Familiarize students with excel functions, navigate through worksheet, save a worksheet, print a worksheet, add cells, subtract cells, multiply cells, divide cells, create formula, copy formula, use (FX) function key, format cells for decimal places, currency, and percentages.

NJCCC Standards 8.1.2.A.4, 8.1.4.1, 8.1.4.a.2

Week 2:

Microsoft Excel – Familiarize students with excel functions, navigate through worksheet, save a worksheet, print a worksheet, add cells, subtract cells, multiply cells, divide cells, create formula, copy formula, use (FX) function key, format cells for decimal places, currency, and percentages.

NJCCC Standards 8.1.2.A.4, 8.1.4.1, 8.1.4.a.2

Week 3:

Microsoft Excel – Familiarize students with excel functions, navigate through worksheet, save a worksheet, print a worksheet, add cells, subtract cells, multiply cells, divide cells, create formula, copy formula, use (FX) function key, format cells for decimal places, currency, and percentages.

NJCCC Standards 8.1.2.A.4, 8.1.4.1, 8.1.4.a.2

Week 4:

Winter Break

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Plainfield High School
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~ January 2014 ~

Week 1 :

Microsoft Excel – Familiarize students with excel functions, navigate through worksheet, save a worksheet, print a worksheet, add cells, subtract cells, multiply cells, divide cells, create formula, copy formula, use (FX) function key, format cells for decimal places, currency, and percentages.

NJCCC Standards 8.1.2.A.4, 8.1.4.1, 8.1.4.a.2

Week 2:

Microsoft Excel – Familiarize students with excel functions, navigate through worksheet, save a worksheet, print a worksheet, add cells, subtract cells, multiply cells, divide cells, create formula, copy formula, use (FX) function key, format cells for decimal places, currency, and percentages.

NJCCC Standards 8.1.2.A.4, 8.1.4.1, 8.1.4.a.2

Week 3:

NJCCC Standards 8.1.2.A.4, 8.1.4.1, 8.1.4.a.2

Week 4:

NJCCC Standards 8.1.2.A.4, 8.1.4.1, 8.1.4.a.2

Notes: These timelines are approximates. Teacher needs to allow extra time if one week is not enough for a particular document. It normally takes a little more than a week to complete business and personal business letter formatting.