

Plainfield High School
Career & Technical Education Department
Pacing Guide for Course: MOUS I Course Number: 8042

~ September 2013 ~

Week 1: SWBAT MS WORD 2010

Obj: Introduction of MOUS I Course Objectives and outcomes. The MOUS I Course includes MS Word and MS Excel skill development which prepares students for the Microsoft MOS Certification Exam. Development of Literacy and Math Skills are integrated into this course as well. The MOUS I Course includes MS Word and MS Excel skill development which prepares students for the Microsoft MOS Certification Exam. Teacher Demonstration of Microsoft Office 2010 computer features and student become familiar with the using the Microsoft Word window and Windows 7.
Introduction of Windows 7, Working with Programs and Files, Customizing Windows, and Windows Media Options. Rubric.
Website Sources Window 7 Online Tutorial

Week 2: SWBAT

Obj: MS Word exploration of the MS Word 2010 – Lesson 1 - Chapter 1 (Lessons 1-10) Window, Change the Word Window, Showing and Hiding Non Printing Characters, creating Headers and Footers, Splitting a Word Window, Typing in a Document, Saving Documents and Files and completing Chapter 1, Lesson 1-and Project 1 - Project 2. Lesson 2: Formatting Documents with Themes and Styles, applying built-in styles, change the style set, applying a theme, and analyzing a Press Release, and completing Projects 3 - 4. Students will complete Lesson 3 and be able to insert text, use overtype mode, selecting and replacing text, cancel commands, use undo, redo & repeat and complete Projects 5 - 6.
Lessons 1, 2, & 3 – Text: Learning MS Word 2010 Website Sources: Microsoft.com Help and Word Basics Video.-Word 2010 New Features.

Week 3: SWBAT

Obj: MS Word features adjusting alignments and spacing-horizontal and vertical, set line and paragraph spacing, analyzing memos in Lesson 4 – and complete Projects 7 - 8. Complete Lesson 5 – Creating letters and envelopes, indenting text, setting and modifying tabs, inserting date & time, writing a business letter and creating envelopes and completing Projects 9- 10. Complete Lesson 6 – formatting text with fonts and effects by changing fonts, font sizes, font color, applying font styles and effects, underlines, clear formatting, and write personal business letters and complete Projects 11 - 12 - Text: Learning MS Word 2010
Lessons 4, 5, & 6 – Text: Learning MS Word 2010 Website Sources: Microsoft.com Help and Exploring your Word 2010 Environment Video and Common Tasks

Week 4: SWBAT

Obj: MS Word features creating bulleted lists and numbered lists, changing the bullet or number formatting, sorting paragraphs in Lesson 7 and completing Projects 13-14. Complete Lesson 8 – Analyzing Objects, Inserting Pictures, Inserting a Text Box, Inserting Shapes, Resizing and deleting objects, and scanning content in Microsoft Clip Organizer and complete Projects 15 - 16. MS Word features formatting graphic objects, wrapping text around an object, moving and positioning an object, formatting objects, modifying pictures, modifying a text box, adding text to a shape, changing a shape in Lesson 9 and completing Projects 17 - 18.
Lessons 7, 8, 9 – Text: Learning MS Word 2010. Website Sources: Creating Documents in Word 2010 Video and continuing Common Tasks in Word.

Notes: Students will have IRAs each day and homework assignments. Teacher observation of progress and use of MS Word Skills/Vocabulary, Internet skills, informal assessments as well as formal assessments. Literacy and Math skills will be integrated into this course.

NJCCCS: 8.1.4 a.#3,4,7,9;8.1.4 b. #9; 8.1.8a:#1,2,3,4,5,6;8.1.8b:#8,10;8.1.12a:#2,8;8.1.12b.#3,6,9,12;9.1.4#1,#2
9.4F Grade 12CPI12;11-12L.04.D; 11-12.RI.02;11-12.W.02.D; 9.4.12.E.15;9.4.12.E40;9.4.12.E41

Plainfield High School
Career & Technical Education Department
Pacing Guide for Course: MOUS I Course Number: 8042

~October 2013

Week 1: SWBAT MS WORD 2010

Obj: Complete Lesson 10 - Working with Smart Art graphics, text effects, and page borders and complete Projects 19 - 20.

Chapter 1 Assessments and Application by completing Projects 21 -22 – creating Letters, Envelopes, and a Flyer utilizing all the features learned in Chapter 1 (Lessons 1-10).
Lessons 10, Chapter 1 Assessments,

Lesson 11-Chapter 2 -Checking spelling and grammar and completing Projects 23 - 24.

Lesson 12- Moving a selection, and completing Project 25 - 26.

Lessons 10, 11, 12– Text: Learning MS Word 2010. Website Sources: Text Basics in Word 2010 Video and Doing More With Word

Online: GMetrix Practice Testing for MOS Certification

Week 2: SWBAT

Obj: Complete Lesson 13 – Copying a Selection and completing Projects 27- 28.

Lesson 14 – Inserting Tables and completing Project 29 - 30

Lesson 15 – Aligning Tables , and Project 31 - 32

Lesson 16-Drawing a Table and completing Project 33 - 34.

Lessons 13,14,15, 16 - Text: Learning MS Word 2010. Website Sources: Formatting Text in Word 2010 Video and Doing More With Word

Online: GMetrix Practice Testing for MOS Certification

Week 3: SWBAT

Obj: Lesson 17 – Performing calculations in a table and completing Projects 35 – 36

Lesson 18-Improving a document with find and replace and auto correct and Projects 37-38.

Lesson 19 – Working with Templates and Web Pages and Projects 39- 40.

Chapter 2 Assessments and Application by completing Projects 41 -42 – creating a Resume and a Resume Web Page and a Customer Demographics Fax

Text: Learning MS Word 2010. Website Sources: Saving Documents in Word 2010 Video and Doing More With Word Online: Practice Testing for MOS Certification

Week 4: SWBAT

Obj: Lesson 20 (Chapter 3) – Change Case and Managing Document Properties and Projects 43-44.

Lesson 21 – Formatting a One-Page Report and Projects 45-46.

Lesson 22 – Managing Sources and Controlling Text Flow and Projects 47-48.

Lesson 23 – Working with Newsletter Columns and Projects 49-50.

Lesson 24 – Enhancing Paragraphs with Dropped Capitals, Borders, and Shading and Projects 51-52.

Text: Learning MS Word 2010.

Online: GMetrix Practice Testing for MOS Certification

Notes: Students will have IRAs each day and homework assignments. Teacher observation of progress and use of MS Word Vocabulary skills, informal assessments as well as formal assessment of MS Word features, and projects. Students will continue to practice for their MOUS Certification Testing.

Literacy and Math skills will be integrated into this course.

NJCCCS: 8.1.4 a.#3,4,7,9;8.1.4 b. #9; 8.1.8a:#1,2,3,4,5,6;8.1.8b:#8,10;8.1.12a:#2,8;8.1.12b.#3,6,9,12;9.1.4#1,#2

9.4F Grade 12CPI12;11-12L.04.D; 11-12.RI.02;11-12.W.02.D; 9.4F Grade 12CPI12;11-12L.04.D; 11-12.RI.02;11-12.W.02.D; 9.4.12.E.15;9.4.12.E40;9.4.12.E41

Plainfield High School
Career & Technical Education Department
Pacing Guide Course: MOUS I Course Number: 8042

~November 2013)

Week 1: SWBAT MS WORD 2010

Obj: Lesson 25 – Copying Formatting and Projects 53-54.
Lesson 26 – Inserting Symbols and Projects 55-56.
Lesson 27 – Creating Mailing Labels and Projects 57- 58.
Chapter 3 Assessments and Application – Projects 59 - 60
Text: Learning MS Word 2010.
Online: GMetrix Practice Testing for MOS Certification

Week 2: SWBAT

Obj: Complete Reviewing the “Sharing and Maintaining of Documents “Section 1 of the MOS 2010 Study Guide and complete the tasks.
Complete the Reviewing the “Formatting Content “ Section 2 of the MOS 2010 Study Guide and complete the tasks. Also, work on the GMetrix Practice Testing for MOS Certification and begin taking the MOS Certification Exam. Complete the “ Applying Page Layout and Reusable Content” Section 3 of the MOS 2010 Study Guide and complete the tasks.
Text: MOS 2010 Study Guide -MS Word
Online: GMetrix Practice Testing for MOS Certification

Week 3: SWBAT

Obj: Learning more about Merge, and Exploring the Word Wide Web
Lesson 28-Creating a Letter with Mail Merge with projects.
Lesson 29-Creating Envelops with Mail Merge with projects.
Lesson 30-Creating a Directory with Mail Merge with projects.

Week 4: SWBAT

Obj: Learning more about Merge, and Exploring the Word Wide Web.
Lesson 31-Using Merge to Create E-Mail and projects.
Lesson 32-Formatting Web Pages with Word with projects.
Lesson 33-Using the World Wide Web with projects.

Notes: Students will have IRAs each day and homework assignments. Teacher observation of progress and use of MS Word vocabulary skills, informal assessments as well as formal assessment of MS Word features, and projects. Students will continue to practice for their MOUS Certification Testing. Literacy and Math skills will be integrated into this course

NJCCCS: 8.1.4 a.#3,4,7,9;8.1.4 b. #9; 8.1.8a:#1,2,3,4,5,6;8.1.8b:#8,10;8.1.12a:#2,8;8.1.12b.#3,6,9,12;9.1.4#1,#2
9.4F Grade 12CPI12;11-12L.04.D; 11-12.RI.02;11-12.W.02.D

~December 2013)

Week 1: SWBAT WORD

Obj: Using Advanced Lists and Charts

Lesson 34-Sharing documents and communicating with Word.

Lesson 35-Inserting text Files and Blank Pages

Lesson 36-Creating and Editing Styles

Online: GMetrix Practice Testing for MOS Certification

Week 2: SWBAT

Obj: Using Advanced Lists and Charts

Lesson 37-Managing Style Formatting

Lesson 38-Creating Multilevel Lists

Lesson 39-Inserting Charts

End of Chapter Assessments

Online: GMetrix Practice Testing for MOS Certification

Week 3: SWBAT

Obj: Use Reusable Content and Markup Tools

Lesson 40-Translating Text and Customizing Word Options

Lesson 41-Using Advanced Find and Replace

Lesson 42-Using Building Blocks

Online: GMetrix Practice Testing for MOS Certification

Week 4: SWBAT

Obj.: Use Reusable Content and Markup Tools

Lesson 43-Inserting Fields form Quick Parts

Lesson 44-Creating Custom Themes

Lesson 45-Using Comments

Online: GMetrix Practice Testing for MOS Certification

Notes: Students will have IRAs each day and homework assignments. Teacher observation of progress and use of MS Word vocabulary skills, informal assessments as well as formal assessment of MS Word features, and projects. Students will continue to practice for their MOUS Certification Testing.

Literacy and Math skills will be integrated into this course

NJCCCS: 8.1.4 a.#3,4,7,9;8.1.4 b. #9; 8.1.8a:#1,2,3,4,5,6;8.1.8b:#8,10;8.1.12a:#2,8;8.1.12b.#3,6,9,12;9.1.4#1,#2

9.4F Grade 12CPI12;11-12L.04.D; 11-12.RI.02;11-12.W.02.D

Plainfield High School
Career & Technical Education Department
Pacing Guide Course: MOUS I Course Number: 8042

~January 2014 ~

MS WORD 2010

Week 1: SWBAT

Obj: Review and practice for MOUS Certification Exam.

GMetrix Practice Testing

Week 2: SWBAT

Obj: Practice for the MOS Certification Exam –

GMetrix Practice Testing and begin reviewing for the Final Exam..

Week 3:

Obj: Continue review for MOS Certification and take Certification Exam.

GMetrix Practice Testing

Week 4:

Obj: Take Final Exam and continue to review and take the Certification Exam.

GMetrix Practice Testing

Notes: Students will have IRAs each day and homework assignments. Teacher observation of progress and use Vocabulary skills, informal assessments as well as formal assessment of MS Word features, and projects. Students will continue practicing and taking the MOUS Certification Exam and their Final Exam.

NJCCCS: 8.1.4 a.#3,4,7,9;8.1.4 b. #9; 8.1.8a:#1,2,3,4,5,6;8.1.8b:#8,10 and 9.4F Grade 12CPI12;11-12L.04.D; 11-12.RI.02;11-12.W.02.D