

<b>Pacing Guide: Computer Concepts</b>					
<b>Duration</b>	<b>Unit</b>	<b>Student Learning Targets</b>	<b>Content Vocabulary</b>	<b>Required Activities</b>	<b>Common Assessments and Rubrics</b>
<b>+/-Two Weeks</b>	<b>Overview-Text Entry-Printing</b>	<b>Launch Word.</b> <b>Identify window elements.</b> <b>Identify Indicators and Icons in the Status Bar.</b> <b>Set Word defaults.</b> <b>Open multiple documents.</b> <b>Change the view.</b> <b>Check spelling and grammar.</b> <b>Preview a document.</b> <b>Print a document.</b> <b>Close a document and exit Word.</b>	<b>Active window</b> <b>Browse buttons</b> <b>Click and Type</b> <b>Close button</b> <b>Close Window button</b> <b>Document window</b> <b>Formatting toolbar</b> <b>Grammar Checker</b> <b>Hypertext Markup Language</b> <b>I-beam</b> <b>Insertion point</b> <b>Intranets</b> <b>Normal view</b> <b>Outline view</b> <b>Print Layout view</b> <b>Print Preview</b> <b>Ruler</b> <b>Spelling and Grammar</b> <b>Standard toolbar</b>	<b>Exercise 1</b> <b>Exercise 2</b> <b>Exercise 3</b> <b>Exercise 4</b> <b>Exercise 6</b> <b>NURSE</b> <b>On Your Own</b> <b>BIO</b> <b>Exercise 7</b> <b>VIDEO</b> <b>Exercise 8</b> <b>VACATION</b> <b>Exercise 9</b> <b>CASUAL</b> <b>Exercise 10</b> <b>HOURS</b> <b>On Your Own</b> <b>OWDNOTE</b> <b>Exercise 11</b> <b>MISSION</b> <b>Exercise 12</b> <b>MEETING</b> <b>Exercise 13</b> <b>NEWJOB</b> <b>LABELS</b> <b>Exercise 14</b>	<b>Quiz Lesson 1</b> <b>PROPOSAL</b> <b>RETURN</b> <b>FLYER</b>

<b>Pacing Guide: Computer Concepts</b>					
<b>Duration</b>	<b>Unit</b>	<b>Student Learning Targets</b>	<b>Content Vocabulary</b>	<b>Required Activities</b>	<b>Common Assessments and Rubrics</b>
+/- 2 Weeks	Creating a Document	<p>Insert a file.</p> <p>Navigate through a document.</p> <p>Use the mouse to navigate.</p> <p>Use keystrokes to navigate.</p> <p>Navigate by browsing for objects.</p> <p>Use the Go To feature to navigate.</p> <p>Use Find to navigate.</p> <p>Copy and move text.</p> <p>Find and replace text.</p> <p>Format text.</p> <p>Use writing and proofing tools.</p>	<p>Alignment</p> <p>Antonyms</p> <p>Case</p> <p>Character style</p> <p>Find command</p> <p>Go To command</p> <p>Font effects</p> <p>Highlight</p> <p>Hyphenation</p> <p>Office Clipboard</p> <p>Paste Options button</p> <p>Select Browse Object</p> <p>Synonyms</p> <p>Thesaurus</p>	<p>Exercise 15 THANKS</p> <p>Exercise 16 NE WVACATION</p> <p>Exercise 17</p>	<p>NEWPOLICY</p> <p>FRIDAYS</p> <p>SALE</p>
+/- 2 Week	Formatting Documents	<p>Define the page setup.</p> <p>Create and revise columns.</p> <p>Apply formatting to paragraphs.</p> <p>Create bulleted and numbered lists.</p> <p>Find and replace formatting.</p> <p>Apply, create, and modify paragraph</p> <p>View formatting</p> <p>Insert WordArt and graphics.</p>	<p>Bar tab</p> <p>Border</p> <p>Bullet</p> <p>Bulleted list</p> <p>Center tab</p> <p>Column</p> <p>Column break</p> <p>Decimal tab</p> <p>First line indent</p> <p>Hanging indent</p>	<p>Exercise 20 CONTEST</p> <p>Exercise 21 FRIDAYSREV</p> <p>On Your Own OWDINVITE</p> <p>Exercise 22 COURSE</p> <p>Exercise 23 CONTEST2</p> <p>Exercise 24 FIREDRILL</p> <p>On Your Own Exercise 25</p>	<p>PETESAD</p> <p>GOALS</p>

<b>Pacing Guide: Computer Concepts</b>					
<b>Duration</b>	<b>Unit</b>	<b>Student Learning Targets</b>	<b>Content Vocabulary</b>	<b>Required Activities</b>	<b>Common Assessments and Rubrics</b>
<b>+/- One Week</b>	<b>Merge and Multiple Documents</b>	<p>Compare and merge documents.            Create a title page.            Create sections.            Create an outline.            Create and modify headers and footers.            Create footnotes.            I have a twenty five dollar gift card for the first parent who reads this and calls me at school. Document Map to navigate.            Print specific pages.</p>	<p>Document Map            Duplex printing            Endnotes number.            Footer in a section.            Footnote            Header            Outline numbering            Section breaks</p>	<p>Exercise 26            FIREDRILL2            Exercise 27            COURSE2            Exercise 28            Exercise 29</p>	<b>CARE WAYLAND</b>
<b>+/- 2 Weeks</b>	<b>Working with Tables</b>	<p>Insert a table.            Move around in a table and enter text.            Modify the structure of a table.            Set table properties.            Use borders and shading.            Apply an AutoFormat.            Save a document as a Web page.            Draw a table.            Create a hyperlink.</p>	<p>AutoFit            Cell            Columns            Hyperlink            Round-tripping            Rows            Horizontal groups            Shading            Various percentages            Table</p>	<p>Exercise 32            NEWCOURSE1            NEWCOURSE2            Exercise 33            Exercise 34            LETTER2            Exercise 35            CONTEST3            Exercise 37            SCHEDULE            Exercise 38            Exercise 39            SALE2            Exercise 40            Exercise 41            SITES2</p>	<b>INFO LETTER SCHEDULE2 SITES PACKAGE</b>

				Exercise 42 Exercise 43	
<b>Pacing Guide: Computer Concepts</b>					
<b>Duration</b>	<b>Unit</b>	<b>Student Learning Targets</b>	<b>Content Vocabulary</b>	<b>Required Activities</b>	<b>Common Assessments and Rubrics</b>
+/- One Week	Excel Overview	Launch Excel Identify Excel screen features Set Excel options Navigate a worksheet Enter data in a worksheet Save an Excel workbook Preview and print an Excel worksheet Close a workbook and exit Excel	Active cell Column header Formula bar Name Box Row header Sheet tab Spreadsheet Workbook Worksheet	Exercise 1 Exercise 2 Exercise 3 Exercise 4 Exercise 5 Exercise 6 Exercise 7	JUNESALES AUGCLAIMS SEPCLAIMS
+/- Two Weeks	Worksheets and Formulas	Enter numbers in a worksheet Adjust the column width Build formulas and functions Use formulas Use functions Enter a formula with an absolute cell reference Insert a row	Absolute cell reference Argument AutoSum Cell reference Constant Equation Formula Function Operator Order of precedence Range	Exercise 8 PAYROLL Exercise 9 JUNESALES Exercise 10 Exercise 11 PAYROLL Exercise 12 Exercise 13 JUNESALES_13 Exercise 14	JUNESALES_14 PAYROLL CALLTRACK CALLSMPL

<b>Pacing Guide: Computer Concepts</b>					
<b>Duration</b>	<b>Unit</b>	<b>Student Learning Targets</b>	<b>Content Vocabulary</b>	<b>Required Activities</b>	<b>Common Assessments and Rubrics</b>
<b>+/- Two Weeks</b>	<b>Formatting Worksheets</b>	<b>Select cell ranges</b> <b>Apply font formats</b> <b>Align cell content</b> <b>Apply shading and borders to cells</b> <b>Add a graphic to a worksheet</b> <b>Format numbers</b> <b>Set Page Setup options</b> <b>Automate worksheet formatting</b>	<b>Alignment</b> <b>AutoFormat</b> <b>Borders</b> <b>Cell alignment</b> <b>Font face</b> <b>Font size</b> <b>Footer</b> <b>Header</b> <b>Page Setup</b> <b>Shading</b> <b>Style</b> <b>Style by example</b>	<b>Exercise 18</b> <b>ADMISSIONS_18</b> <b>Exercise 19</b> <b>OXL19</b> <b>Exercise 20</b> <b>Exercise 21</b> <b>ADMISTRENDS</b> <b>Exercise 22</b> <b>ACCIDENTS</b> <b>Exercise 27</b> <b>ENROLL</b> <b>Exercise 28</b> <b>Exercise 29</b> <b>TUITION</b> <b>On Your Own</b> <b>OXL30</b> <b>Exercise 32</b>	<b>ADMISSIONS</b> <b>CALLTRKR2</b> <b>PAYROLL2</b> <b>ADMISS</b> <b>REPORTCD</b>