



### Unit 1: Word Basics

10 Days	Students will learn the use of the mouse and keyboard. They will understand commands, menus, toolbars and dialog box options. Students will identify the parts of the Word window and know how to create save and correct errors in a document
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### Unit 2: Formatting and Editing

20 Days	Students will understand how the following formatting features may be used to improve the appearance of a document: alignment, font, font size, font style, font color and font effects. Students will understand the reason and importance of improving the appearance of a document.
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### Unit 3: Organizing and Managing Documents

15 Days	Students will understand the various ways to manage documents within a single directory, within multiple directories or within a network. Students will understand the use of mail merge to save time in creating personalized documents such as letters and memos to send to a number of people.
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## Unit 4: Desktop Publishing and Automation

20  
Days

Students will understand the use of Word in creating professional looking desktop publishing documents such as newsletters, flyers, and tri-folds. Students will understand the proper use of columns, borders and shading to create professional looking documents.



## Unit 5: Inserting and Editing Graphics

15  
Days

Students will learn how to use graphics, objects, and WordArt to make a document more appealing to a reader. Students will learn how to work with graphics to illustrate and enhance text documents.



## Unit 6: Integration of Microsoft Suite

10  
Days

Students will understand that integration is the sharing or combining of data among programs. Students will gain a general understanding of how all Microsoft Office Suite programs are designed to work together and enhance one another.



