***Name \_\_\_\_\_\_\_\_\_­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period \_\_\_\_\_\_\_\_\_\_\_ Grade\_\_\_\_ A B***

***Standard: BMA-IBT & BT 1-3 Mastering professional looking documents***

***Students will utilize the word processing software- Word Unit***

***Essential Question: How would students use word processing software and its features to create a professional document?***

***Directions: All Assignments must be loaded into Edmodo!! Not sent to me loaded under the progress tab!!***

***Part 1***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Microsoft Office Online Training PowerPoint Video training*** | | | | | |
| ***These are hands on projects***  ***The assignments will be due and loaded every day at the end of class no exceptions!!***  ***This paper is due at the end of class as your ticket out the door! In the white basket. Every day!***  ***You must load your work at the end of class, even if you are not finished, load what you have!*** | | | | | |
| ***Skill Tested*** | ***Assignment & Activity*** | ***File Name*** | ***Date Complete & Loaded to Edmodo*** | ***Passed***  ***Y N*** | ***Grade*** |
| ***Format Columns & Newsletters, Drop Cap, Watermark, and Clip SRT*** | ***Activity 17*** | ***Activity 17 Wipeout*** |  |  |  |
| ***Using symbols and Special Characters*** | ***Activity 6*** | ***Activity 6 Symbols*** |  |  |  |
| ***Format Tabs*** | ***Activity 7*** | ***Activity 7 Glee*** |  |  |  |
| ***Modified Block Style Letter*** | ***Activity 25*** | ***Activity 25 Complaint Letter*** |  |  |  |
| ***Outline & Numbers*** | ***Activity 32*** | ***Activity 32 College Application Process*** |  |  |  |

**Part 2**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Skill Tested*** | ***Assignment & Activity*** | ***File Name*** | ***Date Completed*** | ***Passed***  ***Y N*** | ***Grade*** |
| ***Using Auto Numbering Feature*** | ***Activity 9*** | ***Activity 9 Homonyms*** |  |  |  |
| ***Format MLA Report & Work Cited*** | ***Activity 33*** | ***Activity 33 Teens Gone Green*** |  |  |  |
| ***Block Style Letter, Watermark, & Tabs*** | ***Activity 36*** | ***Activity 36 NFL Players*** |  |  |  |
| ***Format a Table*** | ***Activity 37*** | ***Activity 37 President and Their Dogs*** |  |  |  |
| ***Creating a Table*** | ***Activity 38*** | ***Activity 38 World Wide Movies*** |  |  |  |