

**Argenta-Oreana High School
Word Processing I**

Date Semester	IL Learning Standards	Unit and/or Essential Question Content and/or Skills	Assessments and/or Products
August		Parts of the Microsoft Word Screen	The students will take a quiz in which they have to identify the different parts of the Microsoft Word Screen
		Proper Keyboarding Techniques	Throughout the semester the students will be given technique grades.
Early September		Word Basics Content: <ul style="list-style-type: none"> • Save/Save As • Creating Folders • Default fonts and sizes • Changing fonts • Changing margins • Printing 	The students will need to demonstrate the knowledge of these tasks in future assignments
September		Capitalization Rules	The students will be given a quiz over capitalization rules.
September	Lang. Arts 3.A.4	Proofreading Content: <ul style="list-style-type: none"> • Proofreader Marks 	a. The students will do various proofreading exercises to practice their proofreading skills b. The students will then take a test on the proofreader

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			marks.
September	Lang. Arts 3.A.5 3.B.5	Simplified Memos & Standard Memos	The students will type a variety of simplified memos to show their competency of using the correct formats.
Late September	Lang. Arts 3.C.5b	Personal Business Letters & Business Letters	The students will compose a personal business letter
Early October	Lang. Arts 3.B.5	Complaint Letters	The students will write their own complaint letters on varying topics to varying people. Ex. Faulty Sony Play Station, Letter to principal about problem with school.
October		Letterhead	The students will create Letterhead for a company that they have made up.
October		Using Tables in Word	The students will create various tables, one being that they will have to create a table that has their schedules and times for their classes in. They will have to format this table and use the formatting elements for

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			tables that they have learned.
Late October	Lang. Arts 3.B.4c	Business Reports	The students will have to correctly type an unbound report and a bound report using the formats that they have learned in the section.
Early November		Bullets and numbering	The students will be given various assignments in which they will have to use bullets and numbering throughout the semester.
November		Tabs	The students will use tabs and tab leaders in activities that they will have to complete from packets given to them by the teacher.
November		Mail Merge	The students will give the students a list of people and their addresses and the students will have to come up with a form letter and merge the addresses with the form letter.
Late November		Adding pictures, clipart, and autoshapes	The students will be graded on these elements

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			throughout the semester during various activities.
Early December	Lang. Arts 3.C.5B	Resume and Letter of application	<ul style="list-style-type: none"> a. The students will have to create a resume and a letter or application for themselves that is formatted correctly. b. The students will have a semester exam which will be a written test and a performance test for the things that they have learned throughout the semester.
December		Creating a Web page in Microsoft Word	The students will to various activities to show them how to create a web page. Then they will create a web site with web pages based on things they are interested in.