**Microsoft Word and PowerPoint**

**Pacing Guide Fall 2016**

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| **Date** | **Objective** | **Notes** | **Date** | **Objective** | **Notes** |
| 8/29 | Course Overview |  | 11/2 | Word Certification Testing |  |
| 8/30 | Pretest |  | 11/3 | Word Certification Testing |  |
| 8/31 | Office 2013 Introduction |  | 11/4 | Word Certification Testing |  |
| 9/1 | 4.01 OneNote | **OneNote** | 11/7 | Word Certification Testing |  |
| 9/2 | 4.02 OneNote | | 11/8 | Word Certification Testing |  |
| 9/5 | ***Holiday*** |  | 11/9 | Word Certification Testing |  |
| 9/6 | 4.02 OneNote |  | 11/10 | Word Comprehensive Test | ***Staff Dev.*** |
| 9/7 | 4.02 OneNote |  | 11/11 | ***Holiday*** |  |
| 9/ | 1.01 Understanding Word | **Word** | 11/14 | 2.01 PowerPoint Essentials | **PwrPoint** |
| 9/9 | 1.01 Understanding Word |  | 11/15 | 2.01 PowerPoint Essentials |  |
| 9/12 | 1.02 Basic Editing |  | 11/16 | 2.02 Create a Presentation |  |
| 9/13 | 1.02 Basic Editing |  | 11/17 | 2.02 Create a Presentation |  |
| 9/14 | 1.03 Character Formatting |  | 11/18 | 2.03 Working With Text |  |
| 9/15 | 1.03 Character Formatting |  | 11/21 | 2.03 Working With Text |  |
| 9/16 | 1.04 Paragraph Formatting |  | 11/22 | 2.04 Designing Presentations |  |
| 9/19 | 1.04 Paragraph Formatting |  | 11/23 | ***No School*** |  |
| 9/20 | 1.05 Managing Text Flow |  | 11/24 | ***Holiday*** |  |
| 9/21 | 1.05 Managing Text Flow |  | 11/25 | ***Holiday*** |  |
| 9/22 | 1.06 Creating Tables |  | 11/28 | 2.04 Designing Presentations |  |
| 9/23 | 1.06 Creating Tables |  | 11/29 | 2.05 Adding Tables to Slides |  |
| 9/26 | 1.06 Creating Tables |  | 11/30 | 2.05 Adding Tables to Slides |  |
| 9/27 | 1.07 Themes, Style Sets, Text Boxes,Backgrounds,Quick Parts |  | 12/1 | 2.06 Using Charts |  |
| 9/28 | 1.07 Themes, Style Sets, etc. |  | 12/2 | 2.06 Using Charts |  |
| 9/29 | 1.08 Using Graphics |  | 12/5 | 2.07 Creating SmartArt |  |
| 9/30 | 1.08 Using Graphics |  | 12/6 | 2.07 Creating SmartArt |  |
| 10/3 | 1.08 Using Graphics |  | 12/7 | 2.08 Adding Graphics |  |
| 10/4 | 1.08 Using Graphics |  | 12/8 | 2.08 Adding Graphics |  |
| 10/5 | 1.09 Proofing Documents |  | 12/9 | 2.08 Adding Graphics |  |
| 10/6 | 1.09 Proofing Documents |  | 12/12 | 2.09 Animation & Multimedia |  |
| 10/7 | 1.09 Proofing Documents | ***Staff Dev.*** | 12/13 | 2.09 Animation & Multimedia |  |
| 10/10 | ***No School*** |  | 12/14 | 2.09 Animation & Multimedia |  |
| 10/11 | 1.10 Formatting Research Papers |  | 12/115 | 2.10 Securing & Sharing |  |
| 10/12 | 1.10 Formatting Papers |  | 12/16 | 2.10 Securing & Sharing |  |
| 10/13 | 1.10 Formatting Papers |  | 12/19 | 2.11 Delivering a Presentation |  |
| 10/14 | 1.11 Performing Mail Merges |  | 12/20 | 2.11 Delivering a Presentation |  |
| 10/17 | 1.11 Performing Mail Merges |  | 12/21-1/2 | ***Holidays*** |  |
| 10/18 | 1.11 Performing Mail Merges |  | 1/3 | PwrPt Certification Testing |  |
| 10/19 | 1.12 Maintaining Docs, Macros |  | 1/4 | PwrPt Certification Testing |  |
| 10/20 | 1.12 Maintaining Docs, Macros |  | 1/5 | PwrPt Certification Testing |  |
| 10/21 | 1.12 Maintaining Docs, Macros |  | 1/6 | PwrPt Certification Testing |  |
| 10/24 | 1.13 Protecting & Sharing Docs. |  | 1/9 | PwrPt Certification Testing |  |
| 10/25 | 1.13 Protecting & Sharing Docs. |  | 1/10 | PwrPt Certification Testing |  |
| 10/26 | 1.13 Protecting & Sharing Docs. |  | 1/11 | Exam Review |  |
| 10/27 | 1.14 Using Advanced Options |  | 1/12 | Exam Review |  |
| 10/28 | 1.14 Using Advanced Options |  | 1/13 | Exam Review |  |
| 10/31 | 1.14 Using Advanced Options |  | 1/16 | ***Holiday*** |  |
| 11/1 | 1.14 Using Advanced Options |  | 1/17-20 | Exams? |  |