

Unit	Date	Per	Topics	Activities	Resources	Homework/ Assessment
Text Processing	June	3	Edit text Insert Delete amend Format text Bold Font Underline	Tasks from booklet	MS Word  Course Booklet	
	Aug To Oct	8	Format paragraphs Indent Border Format documents Header Footer Margins Insert Images Move resize			Int 1 Assessment: Menu Int 2 Assessment Menu with formatting and clipart

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Numeric processing	Oct To Dec	8	Label Data Formula  Create chart	Tasks from booklet	MS Excel  Course Booklet	Int 1 Assessment: Simple spreadsheet Int 2 Assessment Spreadsheet with bar & pie chart

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DTP	Jan To Mar	8	Insert text Format text Insert Graphics Rotate text Text wrap Background/foreground	Tasks from booklet	MS Publisher  Course Booklet	Int 1 Assessment: Simple Poster Int 2 Assessment Poster with text wrap and footer

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Internet Search	Mar To May	8	Use search engine Copy and paste Text Graphics Insert web address (URL)	Tasks from booklet	Internet Internet Explorer  Course Booklet	Int 1 Assessment: 2 searches using 2 sources Int 2 Assessment 2 searches using 3 sources

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Extension Material			Web authoring Presentation Desk Top Publishing (Advanced)	Build web site  Create Presentation  Create publication	Extension Materials	