



WEST SHORE SCHOOL DISTRICT
Pacing Guide: Computer Applications

Week	Module	
1	Typing Tables in Word	Application of Keyboarding Skills across units
2	Typing Documents in Word	
3	Pizza Shop Project - Logo	
4	Pizza Shop Project - Letterhead	
5	Pizza Shop Project - Envelope	
6	Pizza Shop Project - Business Card	
7 8	Pizza Shop Project - Placemat	
9	Pizza Shop Project - Coupon Flyer	
10 11	Pizza Shop Project - Pizza Menu	
12 13	Pizza Shop Project - Grand Opening Advertisement	
14	Pizza Shop Project - Hours Sign	
15	Pizza Shop Project - Gift Certificate	
16	Pizza Shop Project - Promotional Punch Card	
17	Pizza Shop Project - Application	
18	Project Based Assessment	