



WEST SHORE SCHOOL DISTRICT
Pacing Guide: Microsoft Office

| Week | Module | |
|----------|--|------------------------------|
| 1 2 | Office 2013 Essential Skills | Microsoft Office 2013 - WORD |
| 3 | Creating, Formatting and Editing A Word Document with a Picture | |
| 4 | Creating a Research Paper with References and Sources | |
| 5 | Creating a Business Letter with a Letterhead and Table | |
| 6 | Creating a Document with a Title Page, Lists, Tables and a Watermark | |
| 7 | Using a Template to Create a Resume and Sharing a Finished Document | |
| 8 | Prepare for Test on Word; Certification Test on Word | |
| 9 | Creating and Editing a Presentation with Pictures | |
| 10 | Enhancing a Presentation with Pictures, Shapes and WordArt | |
| 11 | Reusing a Presentation and Adding Media and Animation | |
| 12 | Creating and Formatting Information Graphics | |
| 13 | Collaborating on and Delivering a Presentation | |
| 14 15 | Navigating Presentations Using Hyperlinks and Action Buttons | |
| 16 17 | Creating a Self-Running Presentation Containing Animations | |
| 18 | Prepare for Presentation Software Test | |