Microsoft Word

	Essential Questions	Content	Skills	Vocabulary	Assessments	Lessons	Resources	Standards
September			Opening and Starting Word, Selecting & Editing Text, Letter Writing, Memo Writing	Desktop, Icon, Office Button, Quick Access Toolbar, Title Bar, Scroll Bar, Ribbon, Tabs, Groups, Screen Tips, Screen Display Options				
			Formatting	Page Layout, Design, Layout, Margins, Orientation, Line Spacing, Justification, Paragraph, Insert, Header/Footer, Columns, Drop Cap, Alignment, Borders, Bullets, Hyperlinks				
			Tabs, Tables	Tab Stop Position, Leader,				

Essential Questions	Content	Skills	Vocabulary	Assessments	Lessons	Resources	Standards
			First Line Indent, Left Indent, Hanging Indent, Columns, Rows, Alignment, Quick, Tables, Merge Cells				
		Draw Tools	Format Painter, Word Art, Grouping, Order, Shapes, Clip Art, Text Box				

October

Microsoft Publisher

Essential Questions	Content	Skills	Vocabulary	Assessments	Lessons	Resources	Standards
		Opening and Starting Publisher, Tools & Functions Business Cards, Business Tri-Folds, Brochures, Coupons Flyers, Banners, Advertisements Stationary & Calendars	Desktop, Icon, Arrange Functions; Order (Send to back, bring to front) Grouping, Alignment, Edit Functions: Cut, Copy, Paste Format Functions: Insert, background, colors and				

			font schemes, Text Wrapping, Tools & Tables Publication Types Scroll Bar Customize Options					

November	Microsoft Excel							
	Essential Questions	Content	Skills	Vocabulary	Assessments	Lessons	Resources	Standards
			Opening and Starting Excel, Creating Workbooks, Spreadsheet Navigation	Office Button, Ribbon, Sheet Tab, Name Box, Row Headings, Title Bar, Quick Access Toolbar, Status Bar, Workbook, Worksheet, Cell, Column, Row				
			Formatting Tools, Editing Cells, Columns, Rows, Sheets	Merge, Wrap Text, Format Cells (Number, Alignment, Borders, Fill,				
			Basic Formulas &	Formula Bar, Auto Sum,				

		Functions	Sum, Maximum, Minimum, Average, Count, Cell Reference, Value				

December

Microsoft PowerPoint

Essential Questions	Content	Skills	Vocabulary	Assessments	Lessons	Resources	Standards
		Opening and Starting PowerPoint, Views, Creating and Manipulating Slides	Desktop, Icon, Toolbar, Normal, Slide Sorter, Notes Page, Slide Show, Slide Layouts				
		Design Templates & Themes, Background Colors & Options	Colors, Fonts, Effects, Formatting, Gradients, Pictures				
		Custom Animation	Effect Options, Timing				
		Slide Transition, Templates	Automation, Transition styles, Themes, Layouts				

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Adobe Photoshop

nuary	Essential Questions	Content	Skills	Vocabulary	Assessments	Lessons	Resources	Standards
			Opening Images, Selecting Areas, Manipulating Image Size, Formatting and Blending of Images	Toolbox, Pixels, Marquees, Transforming, Saturation, Contrast				
			Creating Multi-Layered Images, Clone Stamping, Filters	Opacity, Feathering, Channels, Paths, Distort, Stylize, Sketch, Texture				

Internet Research & Safety

Essential Questions	Content	Skills	Vocabulary	Assessments	Lessons	Resources	Standards
		Search Engines, Social Networking Education, Internet Writing Skills	Google, Keywords, Tags, Facebook, Accountability, Networking				