

**Virtual Learning Academy**  
**Jefferson County Educational Service Center**  
**Academic Content Standards**  
**Microsoft Word**

**Word Lessons 01 and 02 – Unit A: Getting Started with Word; Skills Review and Practice**

Introduction

<b>Standard Benchmark and Indicator</b>
S03. Standard 3:
B. Identify, select and apply appropriate technology tools and resources to produce creative works and to construct technology-enhanced models. (09-12)
02. Demonstrate proficiency in all productivity tools (e.g., word processing, spreadsheet, database, desktop publishing). (09)
03. Identify/recognize state-of-the-art technology tools for solving problems and managing personal/professional information. (10)

Unit A Exercises

<b>Standard Benchmark and Indicator</b>
S03. Standard 3:
B. Identify, select and apply appropriate technology tools and resources to produce creative works and to construct technology-enhanced models. (09-12)
02. Demonstrate proficiency in all productivity tools (e.g., word processing, spreadsheet, database, desktop publishing). (09)
03. Identify/recognize state-of-the-art technology tools for solving problems and managing personal/professional information. (10)

**Word Lessons 03 and 04 – Unit B: Editing and Proofing Documents; Skills Review and Practice**

Editing and Proofing Documents

<b>Standard Benchmark and Indicator</b>
S03. Standard 3:
B. Identify, select and apply appropriate technology tools and resources to produce creative works and to construct technology-enhanced models. (09-12)
02. Demonstrate proficiency in all productivity tools (e.g., word processing, spreadsheet, database, desktop publishing). (09)
03. Identify/recognize state-of-the-art technology tools for solving problems and managing personal/professional information. (10)

Unit B Exercises

<b>Standard Benchmark and Indicator</b>
S03. Standard 3:
B. Identify, select and apply appropriate technology tools and resources to produce creative works and to construct technology-enhanced models. (09-12)
02. Demonstrate proficiency in all productivity tools (e.g., word processing,

**Virtual Learning Academy**  
**Jefferson County Educational Service Center**  
**Academic Content Standards**  
**Microsoft Word**

spreadsheet, database, desktop publishing). (09)
03. Identify/recognize state-of-the-art technology tools for solving problems and managing personal/professional information. (10)

**Word Lessons 05 and 06 – Unit C: Formatting a Document; Skills Review and Practice**

Formatting a Document

<b>Standard Benchmark and Indicator</b>
S03. Standard 3:
B. Identify, select and apply appropriate technology tools and resources to produce creative works and to construct technology-enhanced models. (09-12)
02. Demonstrate proficiency in all productivity tools (e.g., word processing, spreadsheet, database, desktop publishing). (09)
03. Identify/recognize state-of-the-art technology tools for solving problems and managing personal/professional information. (10)

Unit C Exercises

<b>Standard Benchmark and Indicator</b>
S03. Standard 3:
B. Identify, select and apply appropriate technology tools and resources to produce creative works and to construct technology-enhanced models. (09-12)
02. Demonstrate proficiency in all productivity tools (e.g., word processing, spreadsheet, database, desktop publishing). (09)
03. Identify/recognize state-of-the-art technology tools for solving problems and managing personal/professional information. (10)

**Word Lesson 07 and 08 – Unit D: Working with Tables; Skills Review and Practice**

Working with Tables

<b>Standard Benchmark and Indicator</b>
S03. Standard 3:
B. Identify, select and apply appropriate technology tools and resources to produce creative works and to construct technology-enhanced models. (09-12)
02. Demonstrate proficiency in all productivity tools (e.g., word processing, spreadsheet, database, desktop publishing). (09)
03. Identify/recognize state-of-the-art technology tools for solving problems and managing personal/professional information. (10)
S06. Standard 6:
A. Identify and produce a product or system using a design process, evaluate the final solution and communicate the findings. (09-12)
02. Apply common statistical tools to solve problems (e.g., statistical process control). (10)

**Virtual Learning Academy**  
**Jefferson County Educational Service Center**  
**Academic Content Standards**  
**Microsoft Word**

Unit D Exercises

<b>Standard Benchmark and Indicator</b>
S03. Standard 3:
B. Identify, select and apply appropriate technology tools and resources to produce creative works and to construct technology-enhanced models. (09-12)
02. Demonstrate proficiency in all productivity tools (e.g., word processing, spreadsheet, database, desktop publishing). (09)
03. Identify/recognize state-of-the-art technology tools for solving problems and managing personal/professional information. (10)
S06. Standard 6:
A. Identify and produce a product or system using a design process, evaluate the final solution and communicate the findings. (09-12)
02. Apply common statistical tools to solve problems (e.g., statistical process control). (10)

**Word Lesson 09 – Midterm Exam**

**Word Lessons 10 and 11 – Unit E: Formatting Pages; Skills Review and Practice**

Formatting

<b>Standard Benchmark and Indicator</b>
S03. Standard 3:
B. Identify, select and apply appropriate technology tools and resources to produce creative works and to construct technology-enhanced models. (09-12)
02. Demonstrate proficiency in all productivity tools (e.g., word processing, spreadsheet, database, desktop publishing). (09)
03. Identify/recognize state-of-the-art technology tools for solving problems and managing personal/professional information. (10)
S04. Standard 4:
A. Apply appropriate communication design principles in published and presented projects. (09-12)
01. Format text, select color, insert graphics and include multimedia components in student-created media/communication products. (09)
02. Manipulate communication design elements (image, language, sound and motion) based on intent of the message (e.g., inform or persuade). (10)
03. Examine how and why image, language, sound and motion convey specific messages designed to influence the audience. (09)
04. Assess the accuracy of the communication product. (09)
B. Create, publish and present information, utilizing formats appropriate to the content and audience. (09-12)
01. Publish information in printed and electronic version, and select appropriate publication format (e.g., paper, Web, video). (10)

**Virtual Learning Academy**  
**Jefferson County Educational Service Center**  
**Academic Content Standards**  
**Microsoft Word**

Unit E Exercises

Standard Benchmark and Indicator
S03. Standard 3:
B. Identify, select and apply appropriate technology tools and resources to produce creative works and to construct technology-enhanced models. (09-12)
02. Demonstrate proficiency in all productivity tools (e.g., word processing, spreadsheet, database, desktop publishing). (09)
03. Identify/recognize state-of-the-art technology tools for solving problems and managing personal/professional information. (10)
S04. Standard 4:
A. Apply appropriate communication design principles in published and presented projects. (09-12)
02. Manipulate communication design elements (image, language, sound and motion) based on intent of the message (e.g., inform or persuade). (10)
03. Examine how and why image, language, sound and motion convey specific messages designed to influence the audience. (09)
04. Assess the accuracy of the communication product. (09)
B. Create, publish and present information, utilizing formats appropriate to the content and audience. (09-12)
01. Publish information in printed and electronic version, and select appropriate publication format (e.g., paper, Web, video). (10)

**Word Lessons 12 and 13 – Unit F: Adding Graphics; Skills Review and Practice**

Adding Graphics

Standard Benchmark and Indicator
S03. Standard 3:
B. Identify, select and apply appropriate technology tools and resources to produce creative works and to construct technology-enhanced models. (09-12)
02. Demonstrate proficiency in all productivity tools (e.g., word processing, spreadsheet, database, desktop publishing). (09)
03. Identify/recognize state-of-the-art technology tools for solving problems and managing personal/professional information. (10)
S04. Standard 4:
A. Apply appropriate communication design principles in published and presented projects. (09-12)
01. Format text, select color, insert graphics and include multimedia components in student-created media/communication products. (09)
02. Manipulate communication design elements (image, language, sound and motion) based on intent of the message (e.g., inform or persuade). (10)
03. Examine how and why image, language, sound and motion convey specific messages designed to influence the audience. (09)
04. Assess the accuracy of the communication product. (09)

**Virtual Learning Academy  
Jefferson County Educational Service Center  
Academic Content Standards  
Microsoft Word**

Unit F Exercises

<b>Standard Benchmark and Indicator</b>
<b>S03. Standard 3:</b>
B. Identify, select and apply appropriate technology tools and resources to produce creative works and to construct technology-enhanced models. (09-12)
02. Demonstrate proficiency in all productivity tools (e.g., word processing, spreadsheet, database, desktop publishing). (09)
03. Identify/recognize state-of-the-art technology tools for solving problems and managing personal/professional information. (10)
<b>S04. Standard 4:</b>
A. Apply appropriate communication design principles in published and presented projects. (09-12)
01. Format text, select color, insert graphics and include multimedia components in student-created media/communication products. (09)
02. Manipulate communication design elements (image, language, sound and motion) based on intent of the message (e.g., inform or persuade). (10)
03. Examine how and why image, language, sound and motion convey specific messages designed to influence the audience. (09)
04. Assess the accuracy of the communication product. (09)

**Word Lessons 14 and 15 – Unit G: Creating a Web Page; Skills Review and Practice**

Creating a Web Page

<b>Standard Benchmark and Indicator</b>
<b>S03. Standard 3:</b>
B. Identify, select and apply appropriate technology tools and resources to produce creative works and to construct technology-enhanced models. (09-12)
02. Demonstrate proficiency in all productivity tools (e.g., word processing, spreadsheet, database, desktop publishing). (09)
03. Identify/recognize state-of-the-art technology tools for solving problems and managing personal/professional information. (10)
<b>S04. Standard 4:</b>
B. Create, publish and present information, utilizing formats appropriate to the content and audience. (09-12)
01. Publish information in printed and electronic version, and select appropriate publication format (e.g., paper, Web, video). (10)
02. Use technology to publish information in electronic form (e.g., Web, multimedia, digital video, electronic portfolio). (09)

Unit G Exercises

<b>Standard Benchmark and Indicator</b>
<b>S03. Standard 3:</b>
B. Identify, select and apply appropriate technology tools and resources to produce creative works and to construct technology-enhanced models. (09-12)

**Virtual Learning Academy**  
**Jefferson County Educational Service Center**  
**Academic Content Standards**  
**Microsoft Word**

02. Demonstrate proficiency in all productivity tools (e.g., word processing, spreadsheet, database, desktop publishing). (09)
03. Identify/recognize state-of-the-art technology tools for solving problems and managing personal/professional information. (10)
<b>S04. Standard 4:</b>
<b>B. Create, publish and present information, utilizing formats appropriate to the content and audience. (09-12)</b>
01. Publish information in printed and electronic version, and select appropriate publication format (e.g., paper, Web, video). (10)
02. Use technology to publish information in electronic form (e.g., Web, multimedia, digital video, electronic portfolio). (09)

**Word Lessons 16 and 17 – Unit H: Merging Word Documents; Skills Review and Practice**

Merging Word Documents

<b>Standard Benchmark and Indicator</b>
<b>S03. Standard 3:</b>
<b>B. Identify, select and apply appropriate technology tools and resources to produce creative works and to construct technology-enhanced models. (09-12)</b>
02. Demonstrate proficiency in all productivity tools (e.g., word processing, spreadsheet, database, desktop publishing). (09)
03. Identify/recognize state-of-the-art technology tools for solving problems and managing personal/professional information. (10)
<b>S06. Standard 6:</b>
<b>C. Understand and apply research, development and experimentation to problem-solving. (09-12)</b>
05. Use computers, calculators, instruments and devices to access, retrieve, organize, process, maintain, interpret, and evaluate data and information in order to communicate to group members (e.g., CAD computer aided design, software, library resources, the Internet, word processing, CBLs calculator based labs, laser measuring tools and spreadsheet software). (10)

Unit H Exercises

<b>Standard Benchmark and Indicator</b>
<b>S03. Standard 3:</b>
<b>B. Identify, select and apply appropriate technology tools and resources to produce creative works and to construct technology-enhanced models. (09-12)</b>
02. Demonstrate proficiency in all productivity tools (e.g., word processing, spreadsheet, database, desktop publishing). (09)
03. Identify/recognize state-of-the-art technology tools for solving problems and managing personal/professional information. (10)

**Virtual Learning Academy**  
**Jefferson County Educational Service Center**  
**Academic Content Standards**  
**Microsoft Word**

organize, process, maintain, interpret, and evaluate data and information in order to communicate to group members (e.g., CAD computer aided design, software, library resources, the Internet, word processing, CBLs calculator based labs, laser measuring tools and spreadsheet software). (10)
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**Word Lesson 18 – Exam**