

Needwood Middle School
Weekly Agenda/Lesson Plan
March 18-22, 2024



Tansey, 8th Grade: Introduction to Business & Technology

	Monday-B	Tuesday-A	Wednesday-B	Thursday-A	Friday-B
Teacher(s)	Tansey	Tansey	Tansey	Tansey	Tansey
Date	3/18/2024	3/19/2024	3/20/2024	3/21/2024	3/22/2024
Standard(s)	<p>BMA-IBT-3 Master word processing software to create, edit, and publish professional-appearing business documents.</p> <p>3.1 Create, share and maintain documents. a. Apply different views and templates, protect the document, manage document versions, share and save documents.</p> <p>3.2 Format document content. a. Apply font and paragraph attributes, navigate and search, create and manipulate tables, and apply bullets.</p> <p>3.3 Apply page layout and reusable content to documents. a. Apply and manipulate page setup settings, apply themes, construct content using the Quick Parts tools, create and manipulate page backgrounds, and create and modify headers and footers.</p> <p>3.4 Insert illustrations and graphics in a document. a. Insert and format pictures, clip art, shapes, WordArt, and SmartArt, and apply and manipulate text boxes.</p> <p>3.5 Proofread documents to validate content. a. Use spelling and grammar check, configure AutoCorrect settings, and insert and modify comments in a document.</p> <p>3.6 Apply references and hyperlinks in a document. a. Apply hyperlinks; create endnotes, footnotes, and a table of contents.</p>				
Learning Target	To show mastery of Microsoft Word command, functions, formatting, etc that have been learned so far this year				
Success Criteria	Score of at least 800 points on MOS Practice tests and other assessments				
Activity or Assignment with Text/Links	GMETrix Practice tests and various practice activities				