Microsoft Office 2013

Lesson 1 – Creating, Formatting, and Editing a Word Document with a Picture

| unit | CHAPTER | Lesson title | Initial and Date |
| --- | --- | --- | --- |
| **Microsoft Word 2013** | 1 | Creating Formatting, and Editing a word Document with a Picture |  |
|  |  | WD 1 - 54 |  |
|  |  | Apply Your Knowledge WD 55-56 |  |
|  |  | Analyze, Correct, Improve WD 57 - 58 |  |
|  |  | In the Lab 1 –Creating a Flyer with a Picture  WD 58 -60 |  |
|  |  | In-the-Lab 2—Creating a Flyer with Resized Pictures WD 60 -61 |  |
|  |  |  |  |
|  |  | SAMs Training |  |
|  |  | SAMs Assessment Score |  |
|  |  | *Ask instructor for next tracking sheet* |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |