

2020 – 2021 CURRICULUM TIMELINE

GRADE LEVEL: 10-12  
OFFICE

CONTENT AREA: MICROSOFT

## 2020 – 2021 CURRICULUM TIMELINE

UNIT TOPIC	DATES
CLASROOM EXPECTATIONS (SKYPE, GOOGLE CLASSROOM & EMAIL SETUP)	08/12 - 08/14
WORD 2019: MANAGE DOCUMENTS, INSERT AND FORMAT TEXT, PARAGRAPHS, AND SECTIONS	08/17 - 08/28
WORD 2019: CREATE AND MANAGE REFERENCES, INSERT AND FORMAT GRAPHIC ELEMENTS	08/31 - 09/11
WORD 2019: MANAGE DOCUMENT COLLABORATION	09/14 - 10/02
POWERPOINT 2019: MANAGE PRESENTATIONS AND SLIDES	10/05 - 10/23
POWERPOINT 2019: INSERT AND FORMAT TEXT, SHAPES, IMAGES, TABLES, CHARTS, SMARTART, 3D MODELS, AND MEDIA	10/26 - 11/06
POWERPOINT 2019: 5. APPLY TRANSITIONS AND ANIMATIONS	11/09 - 11/24

UNIT TOPIC	DATES
ASK EXAM PREP	11/30 - 12/11
EXCEL 2019: MANAGE WORKSHEETS AND WORKBOOKS	01/04 - 01/15
EXCEL 2019: 2. MANAGE DATA CELLS AND RANGES	01/19 - 01/30
EXCEL 2019: MANAGE TABLES AND TABLE DATA	02/01 - 02/11
EXCEL 2019: PERFORM OPERATIONS BY USING FORMULAS AND FUNCTIONS	02/16 - 02/26
EXCEL 2019: MANAGE CHARTS	03/01 - 04/02
ASK EXAM REVIEW/FINAL PROJECT	04/12 - 05/07
EXAM (REVIEW, MIDTERM AND FINAL)	12/14 - 12/18 05/10 - 05/26
NO SCHOOL ON DAYS HIGHLIGHTED IN BLACK	

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AUGUST							SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER							JANUARY																				
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S														
					1	2	7	8	9	10	11	12	13	5	6	7	8	9	10	11			4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10														
3	4	5	6	7	8	9								1	1	1	1	1	1	1	9	10	11	12	13	14	15								1	1	1	1	1	1	1	1	1	1	1	1	1	1							
10	11	12	13	14	15	16	14	15	16	17	18	19	20	2	2	2	2	2	2	2	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1							
17	18	19	20	21	22	23	21	22	23	24	25	26	27	1	2	2	2	2	2	2	6	7	8	9	0	1	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
24	25	26	27	28	29	30	28	29	30					2	2	2	2	2	2	2	2	2	2	2	2	2	2	3	4	5	6	7	8	9	3	4	5	6	7	8	9	3	4	5	6	7	8	9	3	4	5	6	7	8	9
31							31							3							0							0							0							0							0						
FEBRUARY							MARCH							APRIL							MAY							JUNE							JULY																				
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S														
1	2	3	4	5	6	7	1	2	3	4	5	6	7				1	2	3	4						1	2		1	2	3	4	5	6				1	2	3	4														
8	9	10	11	12	13	14	8	9	10	11	12	13	14						1	1	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11														
15	16	17	18	19	20	21	15	16	17	18	19	20	21	1	1	1	1	1	1	1	0	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1							
22	23	24	25	26	27	28	22	23	24	25	26	27	28	2	2	2	2	2	2	2	1	1	1	1	1	1	1	1	1	1	1	1	1	1	2	2	2	2	2	2	2	2	2	2	2	2	2	2							
29							29	30						2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2							
							30							3							3							3							3							3													
														1							1							1							1							1													

\*STUDENT FIRST DAY AUGUST 12<sup>TH</sup>

\*STUDENT LAST DAY MAY 26<sup>TH</sup>