Unit Pacing Guides Copied from: Word Processing, Copied on: 02/21/22

Content Area: **Technology**
Course(s): **Sample Course**
Time Period:
Length: **Full Year**
Status: **Published**

Unit Pacing Guides

Belleville Public Schools Unit Pacing Guide

Content Area: Business / Technology
Course(s): Word Processing
Time Period: Full Year

Division of Units / Topics:

Unit 1: Preparing Documents Chapters 1-5	
Unit 2:Formatting and Managing Documents Chapters 6-10	

Unit 3: Enhancing Documents Chapters 11-13	