# 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<br>Chapters 1-5 |  |
| Unit 2:Formatting and Managing Documents<br>Chapters 6-10 |  |

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|---|---|
| Unit 3: Enhancing Documents<br>Chapters 11-13 | |
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