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

Content Area: **Technology**

Course(s): Sample Course, Word Processing/DP Publishing Adv.

Time Period:

Length: Full Year Status: Published

Unit Pacing Guides



Belleville Public Schools Unit Pacing Guide

Content Area: Business / Technology Course(s): Advanced Word Processing

Time Period: Full Year

Division of Units / Topics:

Unit 1: Enhancing Documents Chapters 13-15	
Unit 2: Managing Data Chapters 16-20	

Unit 3: Referencing Data	
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Chapters 26, 29	