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 Chapters 26, 29	