

Domain 1 Lesson Plan

Domain 1 - Manage Documents [approximately 4.5 hours of videos, labs, and projects]

Lesson	Lesson Topic and Subtopics	Objectives	Exercise Labs	Workbook Projects and Files
Lesson 1 Video time - 00:12:39 Exercise Lab time - 00:12:00 Workbook time - 00:25:00	Navigate Within Documents How to Study Overview of Word Search for Text Link to Locations Within Documents Move to Locations and Objects in Documents Show/Hide Formatting Symbols and Hidden Text	1.1 Navigate within documents 1.1.1 Search for text 1.1.2 Link to locations within documents 1.1.3 Move to specific locations and objects in documents 1.1.4 Show and hide formatting symbols and hidden text	Searches and External Links Removing Links and Adding Bookmarks Locations and Displays	Search for Text – pg. 7 111 Sponsorship.docx Link to Locations Within Documents – pg. 8 112 Sponsorship.docx Navigate Documents – pg. 9 113 Sponsorship.docx Show/Hide Formatting Symbols and Hidden Text – pg. 10 114 Sponsorship.docx
Lesson 2 Video time - 00:12:48 Exercise Lab time - 00:16:00 Workbook time - 00:30:00	Format Documents Set Up Document Pages Apply Style Sets Insert and Modify Headers and Footers Configure Page Background Elements	1.2 Format documents 1.2.1 Set up document pages 1.2.2 Apply style sets 1.2.3 Insert and modify headers and footers 1.2.4 Configure page background elements	Page Setup Options Applying Style Sets Headers and Footers Watermarks and Borders	Set Up Document Pages – pg. 12 121 Auxiliary Gym Proposal.docx Apply Style Sets – pg. 13 122 Auxiliary Gym Proposal.docx Insert and Modify Headers and Footers – pg. 14 123 Auxiliary Gym Proposal.docx Configure Page Background Elements – pg. 15 124 Sponsorship.docx
Lesson 3 Video time - 00:10:30 Exercise Lab time - 00:20:00 Workbook time - 00:35:00	Save and Share Documents and Inspect Documents for Issues Save and Export Documents Modify Basic Document Properties Modify Print Settings Share Documents Electronically Inspect Documents for Issues Remove Unwanted Metadata Locate and Correct Accessibility Issues Correct Compatibility Issues	1.3 Save and share documents 1.3.1 Save and export documents in alternative file formats 1.3.2 Modify built-in document properties 1.3.3 Modify print settings 1.3.4 Share documents electronically 1.4 Inspect documents for issues 1.4.1 Locate and remove hidden properties and personal information 1.4.2 Locate and correct accessibility issues 1.4.3 Locate and correct compatibility issues	Properties and File Formats Print Settings Sharing a Document Inspecting a File Checking Accessibility and Compatibility	Save and Export Documents – pg. 17 131 Sponsorship.docx Modify Document Properties and Print Settings – pg. 18 132 Sponsorship.docx Share Documents Electronically – pg. 19 134 Sponsorship.docx Inspect Documents – pg. 20 141 Sponsorship.docx Correct Accessibility Issues – pg. 21 142 Sponsorship.docx Correct Compatibility Issues – pg. 22 143 Sponsorship.docx
Post-Assessment Assessment time - 01:00:00	Manage Documents: Post-Assessment			