

# Produce Word Processed Documents Lesson Plan

*Week 1 – Create a Document Using Styles* \_\_\_\_\_

What are Styles? \_\_\_\_\_

Creating Styles \_\_\_\_\_

Applying Styles \_\_\_\_\_

Editing Styles \_\_\_\_\_

Class Exercise – Creating a Document Using Styles \_\_\_\_\_

*Week 2 – Table of Contents and Headers & Footers* \_\_\_\_\_

Headers and Footers \_\_\_\_\_

Creating a Table Contents Page \_\_\_\_\_

Class Exercise – Creating a for a Long Document \_\_\_\_\_

*Week 3 – Decorative Lines and the Drawing Tools* \_\_\_\_\_

Insert a decorative line \_\_\_\_\_

Using the Drawing Tools \_\_\_\_\_

Class Exercise – Using the Drawing Tools \_\_\_\_\_

*Week 4 & 5 – Mail Merge* \_\_\_\_\_

What is Mail Merge? \_\_\_\_\_

Creating a Data Source in Ms Word \_\_\_\_\_

Altering a Data Source in Ms Word \_\_\_\_\_

Creating a Mail Merge Document \_\_\_\_\_

Class Exercise – Create a Mail Merge Using A Word Data Source \_\_\_\_\_

Class Exercise – Create a Mail Merge and a Table in Ms Word \_\_\_\_\_

Class Exercise – Create a Mail Merge Using an Access Database \_\_\_\_\_

Class Exercise – Mail Merge Revision \_\_\_\_\_

*Week 6 – Revision* \_\_\_\_\_

Class Exercise – Create a long document using the skills you have acquired. \_\_\_\_\_