

BIM - 1 23-24

First Six Weeks

Date

08/17 - 08/18	Introduction, procedures, paperwork. Introduction, Class rules and regulations, log in procedures. Set up student folders
8/21 - 08/22	Introduction to BIM: student network log in. Reset passwords, password security. BIM warm-up exercises
08/23 - 08/24	Word 2016 Introduction: ribbon tabs, basic formatting, document spacing, saving Word docs in student folders
08/25 - 08/28	Formatting - window controls, zoom scrolling, multiple windows, saving, printing, proofreader's marks.
08/29 - 08/30	Formatting - correcting errors, undo, redo, business documents/ letters, spellcheck, grammar check, thesaurus
08/31 - 09/01	Formatting - font size, font style, italics, underlining, aligning text, line spacing
09/05 - 09/06	First Six Weeks Test 1
09/07 - 09/ 08	Business letters
09/11 - 09/12	Formatting personal business letters
09/13 - 09/14	Formatting personal business letters
09/15 - 09/18	Memorandums
09/19 - 09/20	Drawing and formatting tables in Word documents
09/21 - 09/22	First Six Weeks Test 2

