

## BIM - 1 Fall 2024 Semester

### Date

09/12 - 09/13	Word 2016 Introduction: ribbon tabs, basic formatting, document spacing, saving Word docs in student folders
09/16 - 09/17	
09/18- 09/20	Formatting - window controls, zoom scrolling, multiple windows, saving, printing, proofreader's marks. Formatting - correcting errors, undo, redo, business documents/ letters, spellcheck, grammar check, thesaurus
09/23 - 09/24	Formatting - correcting errors, undo, redo, business documents/ letters, spellcheck, grammar check, thesaurus
09/25 - 09/26	Formatting - font size, font style, italics, underlining, aligning text, line spacing
09/27 - 09/30	<b>Test</b>
10/01 - 10/02	Business letters
10/01 - 10/02	Formatting personal business letters
10/03 - 10/04	Formatting personal business letters
10/07 - 10/08	Memorandums
10/09 - 10/10	Drawing and formatting tables in Word documents
10/11 - 10/14	<b>Test</b>
10/15 - 10/16	Report formatiing
10/17 - 10/18	
10/21 - 10/22	Tabs and Tabular Columns. Set tabs, clear tabs, leader tabs
10/23 - 10/24	Tabs and Tabular Columns. Set tabs, clear tabs, leader tabs
10/25 - 10/29	Working with Graphic and Visual Elements
10/30 - 11-01	Multi Column Documents, layout and design <b>Test</b>
11/04- 11/05	Multi Column Documents, layout and design
11/06 - 11/7	Creating Professional Documents

11/8 - 11/11	Professionalism in the Workplace
11/12- 11/13	Formatting Resumes
11/14 - 11/15	Personal Resume Development
11/18- 11/19	Personal Resume Development
11/20 - 11/21	Report Formatting - Footnotes, Parenthetical Notations, Works Cited Pages, Bibliographical Entries
11/22 - 12/03	Report Formatting - Footnotes, Parenthetical Notations, Works Cited Pages, Bibliographical Entries
12/04 - 12/05	Mail Merge
12/06- 12/09	Mail Merge
12/10- 12/12	<b>Final</b>

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