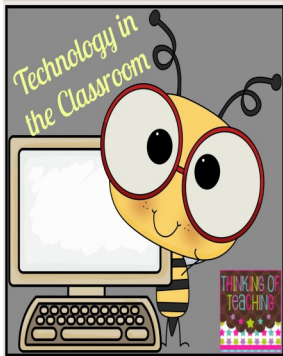




**COLUMBUS MIDDLE SCHOOL**  
**CYBER FOUNDATIONS I**  
 MS. BUCKHALTER



When we return from Thanksgiving Break, we will be moving to a new module- Word Processing. We will discuss word processing terms and become familiar with the program. The students will learn to create word documents. They will continue using the proper typing techniques they learned in keyboarding and they will continue to work on their typing speed and accuracy.

**Gold Students Assignments**

Day 1 Wednesday	Day 2 Thursday	Day 3 Friday
Work on Keyboarding lessons - <a href="http://typingclub.com">typingclub.com</a>	Discuss Word Processing terms; Complete worksheet;	Create Word Document; Work on typing lesson to increase speed and accuracy
Study the keyboard, complete keyboarding lessons	Class discussion, Complete worksheet;	Work in Microsoft Word Complete lessons in <a href="http://typingclub.com">typingclub.com</a>

**Purple Students Assignments**

Day 1 Monday	Day 2 Tuesday	Day 3 Wednesday
Discuss Word Processing terms; Complete worksheet;	Create Word Document; Work on typing lesson to increase speed and accuracy	Work on Keyboarding lessons in <a href="http://typingclub.com">typingclub.com</a>
Class discussion, Complete worksheet;	Work in Microsoft Word Complete lessons in <a href="http://typingclub.com">typingclub.com</a>	Study the keyboard; complete keyboarding lessons

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**CMS is the BEST!**

**We have Pride**

**Preparation**

How ready are you?

**Respect**

How do you treat others?

**Integrity**

Who are you when no one is looking?

**Discipline**

Are you following the rules?

**Effort**

Are you being your best you?

**News and Updates**

Parents please make sure students are checking-in virtually by 9:00am on their virtually days.

Office Hours:

Monday , Tuesday, Thursday

2:00p.m.—2:40p.m.

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662-241-7300