

# The Unit Organizer

④ BIGGER PICTURE

NAME \_\_\_\_\_  
DATE \_\_\_\_\_

Skills for success in the workplace

② LAST UNIT/Experience  
Computer Basics

① CURRENT UNIT  
**Word Processing**

③ NEXT UNIT/Experience  
Spreadsheets

⑧ UNIT SCHEDULE

10/8 Document Basics

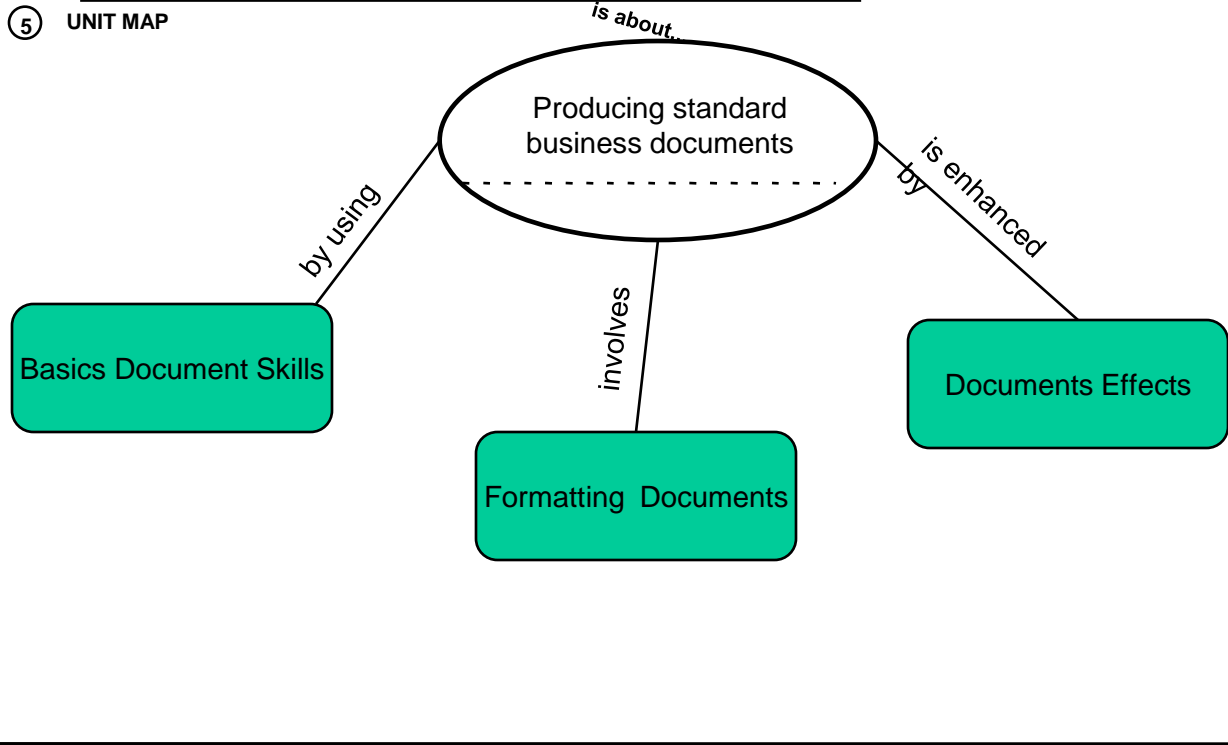
10/14 Formatting Documents

10/24 Word Basic Test

10/27 Document Effects

2/4 Word Project

⑤ UNIT MAP



UNIT SELF-TEST  
QUESTIONS

⑦

⑥

UNIT  
RELATIONSHIPS

# The Unit Organizer

## Word Processing

NAME \_\_\_\_\_  
DATE \_\_\_\_\_

### ⑨ Expanded Unit Map

