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| **Word Processing Plan: Music** | | |
| **Term 1** | | |
| Week 1 (16/09) | Intro – Component & File Management |  |
|  | Inputting Data |  |
| Week 2 (23/09) | Basic Formatting – B,C, U etc |  |
|  | Headers & Footers |  |
| Week 3 (30/09) | Margins/ find & Replace/Orientation |  |
|  | Styles |  |
| Week 4 (07/10) | TOC & Page Breaks – Citation? |  |
|  |  | Review Test |
| Week 5 (14/10) | Inserting Graphics |  |
|  | Inserting Graphics |  |
| Week 6 (21/10) | Columns |  |
| **Post Mid Term** | | |
| Week 1 (04/11) | Tables |  |
|  | Tables |  |
| Week 2 (11/11) | Tables |  |
|  | Tables |  |
| Week 3 (18/11) | Exam Practice |  |
|  | Exam Practice |  |
| Week 4 (25/11) | Exam Practice |  |
|  | Exam Practice |  |
| Week 5 (02/12) |  | Exam |
| Week 6 (09/12) | Exam feedback |  |
| Mop Up Exam – 13th December | | |
| **Term 2** | | |
| Week 1 (06/01) | Mail Merge |  |
| Week 2 (13/01) | Mail Merge |  |
| Week 3 (20/01) | Mail Merge |  |
| Week 4 (27/01) | Mail Merge |  |
| Week 5 (03/02) | Assignment: Mail Merge | Assignment: Mail Merge |
| Week 6 (10/02) | Assignment: Report | Assignment: Report |
| **Post Mid term** | | |
| Week 1 (24/02) | Watermarks |  |
| Week 2 (02/03) | Track changes |  |
| Week 3 (09/03) | Exam Practice |  |
| Week 4 (23/03) | Exam Practice |  |
| Week 5 (30/03) |  | Exam |
| Mop Up Exam – 24th April | | |