



Quick Start Guide to Microsoft IT Academy Lesson Plans

Create a Microsoft Account:

- Go to <https://signup.live.com> and complete the fields to create your account – you will need to go back to your email and verify your account

Launch ITA Member Site/My Academy:

1. **Copy and paste** this link into your browser:
<https://www.microsoft.com/en-us/itacademy/members/default.aspx>
2. Enter your Microsoft Account and password and click Sign in

Sign in

Microsoft account [What's this?](#)

Sign in

3. Enter your ITA Member ID (nine or ten digit number starting with 1203, 700 or 768)

Please type your Microsoft IT Academy membership identification number: *

Note – you will only need to enter your Member ID the first time you sign in

4.  Click **My Academy** on the home page

My Academy

Activate and access benefits, manage your MicrosoftIT Academy profile, and view your subscription details all in one place.

5. From here you can access your IT Academy benefits, click Curriculum to get to Lesson Plans

[BENEFITS](#) | [MEMBERSHIP DETAILS](#) | [ACADEMY PROFILE](#)

Activate and access your benefits today! Click a category below to explore and begin using the resources available to you as an IT Academy Program Member.

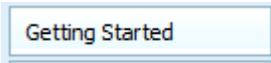
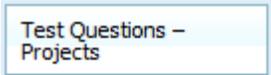
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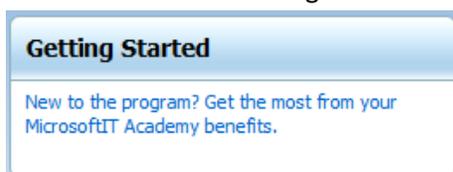
Explore Lesson Plans

Lesson Plans were developed for the classroom environment and intended to guide teachers in their daily instruction on Microsoft technologies. They include learning objectives, demonstration instructions, discussion questions, quizzes, student projects, and instructor keys. The Lesson Plans also suggest E-Learning courses and videos that complement the overall Lesson Plan. Note - the E-Learning courses and videos will not map directly to the lesson plan objectives, but offer a blended learning approach for students preparing for certification. To get started with the Lesson Plans, follow the clicks below to download the resources for quick access.

1.  From My Academy, click Curriculum
2. Click 
3. We recommend downloading the Exam Matrix as a first step for 2010 Word, PowerPoint and Excel
Exam alignment:
[Exam & Lesson Plan Alignment Matrix](#)
4. Click **Lesson plans for:**
▪ [Office 2010 and Office 2007](#) to open the Lessons
5. Select the specific Lesson plan you need
6. Click  from left navigation to open the resources, we recommend downloading the following files:
 - a. ▪ [Download Word 2010 Course Syllabi \(ZIP file, 83 KB\)](#) Sample pacing guides for 6, 10, 15 week courses
 - b. ▪ [Download complete Word 2010 lesson plan \(ZIP file, 694 KB\)](#) **DO NOT use localized lesson plans**
 - c. ▪ [Download Word 2010 Student Files \(ZIP file, 221 KB\)](#) **Teacher Tip - these can be used for guided practice and/or independent practice with students**
 - d. ▪ [Download Word 2010 Instructor Keys \(ZIP file, 432 KB\)](#)
7. Click  to open a test bank of multiple choice questions and additional student projects
 - [Download the Word 2010 test questions \(Microsoft Word file, 67 KB\)](#)
 - [Download the Word 2010 Capstone Projects \(ZIP file, 85 KB\)](#)
 - [Download additional Word 2010 Projects \(ZIP file, 826 KB\)](#)

The Lesson Plan resources are ready to use!

- Find additional resources for using Lesson Plans in the classroom on the ITA Member Site



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Microsoft