***Aiken High School***

Lesson Plans: Teacher: \_T. Moton

Integrated Business Applications Period: 2,3,4,6 Date: February 4-8

Curriculum Standard and/or Instructional Objectives:

Instructional Activities/Strategies: Students are to apply COMPUTER skills in WORD PROCESSING, SPREADSHEETS, DATABASE AND INTEGRATION OF ALL SOFTWARE.

MATERIALS NEEDED Textbook: Shelly Cashman Series Microsoft Office 2007.

DAY ACTIVITY

Monday, February 4, Excel Chapter 2 demonstration and explanation of the chapter with the projector, students are to answer questions and follow along on their computers

Tuesday, February 5, begin Excel Chapter 2 Students may work in groups or by themselves.

Wednesday February 6 Early release day continue working on steps in Excel 2

Thursday, February 7, continue working on steps in EXCEL Chapter 2

Friday, February 8, Print the steps in Excel Chapter 2

Monday, February 4, Begin steps in EXCEL chapter 2 with the class. They may work in groups to get the steps completed.

Weekly Assessment:

Assessment Tool (F=Formal; I=Informal) Administration Day

I = oral evaluation, and printed exercises Informal evaluation each day.