***Aiken High School***

Lesson Plans: Teacher: \_T. Moton

Integrated Business Applications Period: 2,3,4,6 Date: February 11-15

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 11 complete and turn in Excel Chapter 2 steps if have not done so already

Tuesday, February 12, Review test EXCEL Chapter 1 Exercise EX 73

Wednesday February 13, EXCEL 2 25

Thursday, February 14, EXCEL Chapter 2 Labs 1-2 EX 149-153 Lab 1 complete instruction 1 only and lab 2 complete instructions 1 & 2. Interims

Friday, February 15, Continue working on Labs 1 & 2 from Excel 2

Monday, February 18, President’s Day-Holiday

Weekly Assessment:

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

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