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| **Legacy Traditional School Lesson Plan**  Teacher: Greene /Grade: **JH Computers 1** /Dates: 4.1.13 – 4.5.13  Note: Lesson plans refer to the *Dept. of Ed 2009 Educational Technology Standard* | | | | | | | |
| **Date** | **Subject** | **Standard/Skill** | **Objective** | **Material** | **Activity** | **Assessment** | **Homework** |
| **4.1.13**  **Mon** | Computers  **Lesson 52** | **ET07-08-S6C2-01**  **ET07-08-S6C2-03**  ***EXCEL*** | **7 -** Students will demonstrate speed and accuracy w/data entry tools with 80% accuracy and 25/30 wpm.  **Students will demonstrate application of technology operations and concepts by selecting Microsoft Excel and changing between active cells using the keyboard.** | ***Mavis Beacon***  ***Learning Microsoft Office 2007 Deluxe*** | **Bell Work:**  Mavis Beacon Lesson Area (15min)  Cover hands when typing  **Direct Instruction:**  **Excel:** Ex. 1 Cover Concepts pg. 358-361 | **01** Students will type with 80% accuracy in Mavis Beacon typing tutor.  **03** Students will selectMicrosoft Excel and **change between active cells using the keyboard., mouse,, and Ctrl+G, and the Name box.**  **2. Scroll using the mouse**  **3. Change to a different worksheet**  **4. Display or hide screen elements**  **5. Change the view**  **6. Set Zoom Percentages**  **7. Zoom with zoom slider**  **8. Zoom with the mouse**  **9. Exit Excel** | Students will be responsible for following technology guidelines in their individual classrooms |
| **4.2.13**  **Tues** | Computers  **Lesson 53** | **ET07-08- S6C2-01**  **ET07- 08-S6C2-03**  ***EXCEL*** | **01-** Students will demonstrate speed and accuracy w/data entry tools with 80% accuracy and 25/30 wpm.  **Students will demonstrate application of technology operations and concepts by selecting Microsoft Excel and creating a new, blank workbook.**  **Students will demonstrate analysis of technology applications and concepts by selecting Microsoft Excel and comparing 2 workbooks side by side.** | ***Mavis Beacon***  ***Learning Microsoft Office 2007 Deluxe***  ***Pizza Shop Supplies exercise doc*** | **Bell Work:**  Mavis Beacon Lesson Area (10min)  Cover hands when typing  **Direct Instruction:**  Excel: Ex. 2 Cover concepts in pg. 365-369  Begin PIZZA SHOP SUPPLIES exercise  save it as **PIZZA SHOP SUPPLIES\_XX** in their folder. | **PO1** Students will type with 80% accuracy in Mavis Beacon typing tutor.  P03Students will select Microsoft Excel and create a new workbook and | Students will be responsible for following technology guidelines in their individual classrooms, library, and computer area. |
| **4.3.13**  **Wed** | Computers  **Lesson 54** | **ET07-08-S6C2-01**  **ET07- 08-S6C2-03**  ***EXCEL*** | **01-** Students will demonstrate speed and accuracy w/data entry tools with 80% accuracy and 25/30 wpm.  **03 Students will demonstrate application of technology operations and concepts by selecting PIZZA SHOP SUPPLIES\_XX and formatting cells with**  **an addition formula.** | ***Mavis Beacon***  ***Learning Microsoft Office 2007 Deluxe***  ***PIZZA SHOP SUPPLIES –*** | **Bell Work:**  Mavis Beacon Lesson Area (10min)  Cover hands when typing  **Excel:** Finish Pizza Shop Suppliesexercise | **PO1** Students will type with 80% accuracy in Mavis Beacon typing tutor.  **03** Students will open PIZZA SHOP SUPPLIES\_XX and format cells with addition formula. | Students will be responsible for following technology guidelines in their individual classrooms, library, and computer area. |
| **4.4.13**  **Thurs** | Computers  **Lesson 55** | **ET07-08-S6C2-01**  **ET07-08-S6C2-03**  ***EXCEL*** | **01-** Students will demonstrate speed and accuracy w/data entry tools with 80% accuracy and 25/30 wpm.  **03 Students will demonstrate application of technology operations and concepts by selecting Microsoft Excel and creating a new workbook.** | ***Mavis Beacon***  ***Learning Microsoft Office 2007 Deluxe***  **Expenses exercise doc** | **Bell Work:**  Mavis Beacon Lesson Area (10min)  Cover hands when typing  **Direct Instruction:**  **Excel:** Ex. 3 Cover Concepts pg. 372-376.  Begin EXPENSES exercise  save it as: **EXPENSES\_XX** in their folder | **PO1** Students will type with 80% accuracy in Mavis Beacon typing tutor.  PO3 Students will select Microsoft Excel and create a new workbook and save it as: **EXPENSES\_XX** in their folder | Students will be responsible for following technology guidelines in their individual classrooms, library, and computer area. |
| **4.5.13**  **Fri** | Computers  **Lesson 0** | **Mustang PRIDE DAY! – No JH Classes**  TEACHER IN-SERVICE – CURRICULUM MAP  MARICOPA @ 1:00PM | | | | | |