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OUACHITA PARISH HIGH SCHOOL
DAILY LESSON PLAN
2021-2022

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Name: **Sheri Ashley**
SUBJECT: Business Computer Applications
PERIOD: 4th & 7th Periods
DATE(S):   January 31-February 4, 2022
MATERIALS: Handouts: NONE
                           Computer Documents: BCA Student Data Files

                           Computer Programs: Microsoft Excel, Google Classroom

LEARNING OBJECTIVES:
Microsoft Excel Module 3:
TLW: Rotate text in a cell, create a series of month names.
TLW: Copy, paste, insert and delete cells.
TLW: Format numbers using format symbols.
TLW: Enter and formate the system date.
TLW: Use absolute and mixed cell references in a formula and use the IF function to perform a logical test.
TLW: Create format sparkline charts, and change their types and styles.
TLW: Use the Format Painter button to format cells.
TLW: Create a clustered column chart on a separate chart sheet.
TLW: Use chart fileters to display a subset of data in a chart, change the chart type and style.
TLW: Reorder sheet tabs and change the worksheet view.
TLW: Freeze and unfreeze rows and columns, answer and goal see to answer what-if questions.
TLW: Use the Smart Lookup Insight and Understand accessibility features.

TLW: Follow classroom procedures, computer rules and common proper care and maintenance of microcomputer equipment

These objectives will aid the learner in using and becoming proficient in Microsoft Applications that will prepare them for the workforce in any career path they may choose. They will ultimately complete Certification test to provide them with a leg up in their career path.

BELL RINGER ACTIVITY: Instructions and Check In with Mrs. Ashley

BCA	**CLASSWORK**	**HOMEWORK**
1/31	Work in Microsoft Excel Module 3	
2/1	Work in Microsoft Excel Module 3	
2/2	Complete Microsoft Excel Module 3 Activities	

2/3	Complete Microsoft Excel Module 3 Activities	
2/4	Complete Microsoft Excel Module 3 Activities	

ACCOMMODATIONS for SPECIAL STUDENTS:
See checklist in lesson plan folder. **** Accommodations for Certiport Testing have been applied for and approved for students with IEP's or IAP's in BCA.

INDIVIDUAL / COOPERATIVE GROUPS: Due to Covid-19 restrictions, all work will be individual or large group (teacher led). Students will be allowed to share and express ideas in all teacher led discussions.

RETEACHING / ENRICHMENT: Model; Review of material previously taught; Teacher will respond to all emails and provide additional activities for reinforcement when needed.

ASSESSMENT FORMAT (Informal, formal, or alternative):
      Informal: Microsoft Excel Module 3 Step by Steps
      Formal: Microsoft Excel Module 3 Apply, Extend, Expand, Lab 1, Lab 2