

OUACHITA PARISH HIGH SCHOOL
DAILY LESSON PLAN
2022-2023

Name: Sheri Ashley
SUBJECT: Business Computer Applications
PERIOD: 6th
DATE(S): September 12-16 , 2022
MATERIALS: Handouts: None
Computer Documents: Module Activity Assignment Links
OPHS News Slides
Computer Programs: Google Classroom, Microsoft Office Excel 2016, Microsoft Office
Powerpoint 2016, Gmetrix Practice Test Software
Promethean: Microsoft Office Excel Module 2 Demonstration

LEARNING OBJECTIVES:

Microsoft Office Excel 2016 Module 2 Objectives:

TLW: Use Flash Fill in Excel

TLW: Enter formulas using the keyboard and Point mode.

TLW: Apply the MAX, MIN and average functions.

TLW: Verify a formula using Range finder.

TLW: Apply a theme to a workbook and a date format to a cell or range.

TLW: Add conditional formatting to cells.

TLW: Change column width and row height, margins and headers.

TLW: Check spelling, preview and print versions and sections.

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

MOS Powerpoint Certification Objectives: <https://certiport.pearsonvue.com/fc/mos/od/2016-powerpoint>

****This class has been adjusted based on the acquired certifications of the individual students.**

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: Typing Practice

BCA	CLASSWORK	HOMEWORK
9/12	Excel Module 2 Guided Practice	
9/13	OPHS News Gmetrix Powerpoint	
9/14	Excel Module 2 Guided Practice	

9/15	OPHS News Gmetrix Powerpoint	
9/16	Excel Module 2 Guided Practice Begin App	NONE, have a great weekend!!!

ACCOMMODATIONS for SPECIAL STUDENTS:

See checklist in lesson plan folder.

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. LearnKeys software will be provided

ASSESSMENT FORMAT (Informal, formal, or alternative):

Informal: Typing Bellringers, News Slides, Gmetrix Training

Formal: Gmetrix Testing, Module Activities