

Unit: EXCEL and Access Certification
Daily Lesson

Time	PROCEDURES, STRATEGIES AND ACTIVITIES
	<p>Prerequisite: Some keyboarding skills</p> <p>Objectives:</p> <ul style="list-style-type: none"> ✓ Become knowledgeable, develop skills, and practice using the functions of Excel and Access. ✓ Read directions and apply them in performing the appropriate business calculations. ✓ Apply directions to be appropriately used for EXCEL charts using the chart wizard. ✓ Enhance the use of proofreading and editing skills. ✓ Strengthen ACCESS and EXCEL skills and terminology and build accuracy in creating documents. ✓ Develop and strengthen skills in time management and meeting deadlines. <p>SOL Objectives: English: 9.2, 9.4, 9.6, 10.2, 10.7, 10.10 Math: 9.2, 9.3, 9.5, 10.1, 10.3, 11.1, 11.2, 12.1</p> <p>Procedures:</p> <p>9:00 ☞ Students will pick up folders and disk.</p> <p>9:05 ☞ Pass out assignment handouts for EXCEL and ACCESS.</p> <p>9:06 ☞ Using the overhead, I will give directions on introductory functions of Excel and ACCESS.</p> <p>9:10 ☞ Students will turn off all monitors while I read and explain directions on the handout. Students will</p> <p>9:25 ask questions.</p> <p>☞ Students will learn how assignments are related.</p> <p>9:30 ☞ Students will first work on the ACCESS Database and then the EXCEL.</p> <p>☞ As students are performing and practicing, they will continue to receive verbal directions to enhance the document and further increase understanding of the concepts.</p> <p>9:35 ☞ I will continue discussing and clarifying directions as students are working on the assignment.</p> <p>10:00 ☞ Circulate in the classroom to answer questions, insure students are on task, and point out corrections, as necessary.</p> <p>10:37 ☞ Students will organize workstations, turn off computers, and put materials away.</p> <p>Strategies:</p> <p>☞ Students will create documents as well as practice the functions of EXCEL and ACCESS toward MOS certification.</p> <p>Activities:</p> <p>☞ This assignment will take two 90-minute class bells, enabling students to get a clear understanding of EXCEL and ACCESS functions.</p> <p>Homework:</p> <p>☞ None at this time.</p> <p>Materials:</p> <ul style="list-style-type: none"> ☞ Current assignment sheet with directions and other handouts ☞ Textbook, disks, and folder ☞ Computer system and color printer, Internet connection, Microsoft Office Suite <p>Individual Evaluation:</p> <ul style="list-style-type: none"> ☞ Complete all ACCESS and EXCEL assignments to be turned in and graded. ☞ Graded for formatting, grammar, spelling and layout. ☞ EXCEL will be graded for correct formulas, answers, and charts. ☞ ACCESS will be graded for the correct database fields and queries. <p>Closure/Comments:</p> <p>☞ Proficiency in ACCESS and EXCEL for MOS certification. Developing proficiency in both programs.</p>