|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Teacher(s):** | Bradley, Cunningham, Spates | **Subject:** | Principles of Information Technology | **Week of:** | February 23, 2015 – February 27, 2015 |

|  |  |  |  |
| --- | --- | --- | --- |
| **DAY** | **TEKS OBJECTIVES** | **LESSON OBJECTIVES** | **ACTIVITIES** |
| **MON** | * Identify appropriate use of application software
* Identify proper use of system management tools
* Identify and understand the functions of a portfolios
* Improve the touch-system skill using the keyboard to input data.
* Solve problems and think critically
 | * Student will create a new (blank) Workbook
* Students will learn how to enter labels
* Students will learn make simple corrections
* Students will create a Workbook from a Template or another Worksheet
* Students will learn how to delete (clear) cell content
* Students will learn how to save and exit Excel
 | **Do Now (10) – Type Racer, Lesson #1 (**[**www.typeracer.com**](http://www.typeracer.com)**) or any 5’ Timed Writings 11 - 15****Direct Instruction (30 ) –** Student Centered Group presentation, Lessons 1 and 2, Excel, pp. 191 thru 205**Guided Activity (20) – On Your Own Exercise, Excel, p. 198****Independent Practice/Check for Understanding (20) –**Word Wall, EverFi Modules, Tri-Fold Brochure, Unbound one page Manuscript, **On Your Own Exercise, Excel, p. 198,** Nine on-line EverFi modules, End-of-year class project – Personal Portfolio, **Re-teach/Wrap-up/Homework (10) –** Exit Ticket, Think-Pair and Share with shoulder partner - Checking for Understanding over UnBound Manuscripts, Tri-fold brochure, Excel |
| **TUES** | * Identify appropriate use of application software
* Identify proper use of system management tools
* Identify and understand the functions of a portfolios
* Improve the touch-system skill using the keyboard to input data.
* Solve problems and think critically
 | * Student will create a new (blank) Workbook
* Students will learn how to enter labels
* Students will learn make simple corrections
* Students will create a Workbook from a Template or another Worksheet
* Students will learn how to delete (clear) cell content
* Students will learn how to save and exit Excel
 | **Do Now (10) – Type Racer, Lesson #1 (**[**www.typeracer.com**](http://www.typeracer.com)**) or any 5’ Timed Writings 11 - 15****Direct Instruction (30 ) –** Student Centered Group presentation, Lessons 1 and 2, Excel, pp. 191 thru 205**Guided Activity (20) – On Your Own Exercise, Excel, p. 198****Independent Practice/Check for Understanding (20) –**Word Wall, EverFi Modules, Tri-Fold Brochure, Unbound one page Manuscript, **On Your Own Exercise, Excel, p. 198,** Nine on-line EverFi modules, End-of-year class project – Personal Portfolio, **Re-teach/Wrap-up/Homework (10) –** Exit Ticket, Think-Pair and Share with shoulder partner - Checking for Understanding over UnBound Manuscripts, Tri-fold brochure, Excel |
| **WEDNES** | * Identify appropriate use of application software
* Identify proper use of system management tools
* Identify and understand the functions of a portfolios
* Improve the touch-system skill using the keyboard to input data.
* Solve problems and think critically
 | * Student will create a new (blank) Workbook
* Students will learn how to enter labels
* Students will learn make simple corrections
* Students will create a Workbook from a Template or another Worksheet
* Students will learn how to delete (clear) cell content
* Students will learn how to save and exit Excel
 | **Do Now (10) – Type Racer, Lesson #1 (**[**www.typeracer.com**](http://www.typeracer.com)**) or any 5’ Timed Writings 11 - 15****Direct Instruction (30 ) –** Student Centered Group presentation, Lessons 1 and 2, Excel, pp. 191 thru 205**Guided Activity (20) – On Your Own Exercise, Excel, p. 198****Independent Practice/Check for Understanding (20) –**Word Wall, EverFi Modules, Tri-Fold Brochure, Unbound one page Manuscript, **On Your Own Exercise, Excel, p. 198,** Nine on-line EverFi modules, End-of-year class project – Personal Portfolio, **Re-teach/Wrap-up/Homework (10) –** Exit Ticket, Think-Pair and Share with shoulder partner - Checking for Understanding over UnBound Manuscripts, Tri-fold brochure, Excel |
| **THURS** | * Identify appropriate use of application software
* Identify proper use of system management tools
* Identify and understand the functions of a portfolios
* Improve the touch-system skill using the keyboard to input data.
* Solve problems and think critically
 | * Student will review the correct method to create a Tri-fold business or personal brochure
* Students will key and format Unbound Manuscripts
* Students will continue working on a Graphic Word Wall, a Bi-fold St. Patrick Day Card

Successfully pass General Information Test #7 over Excel, Lesson 1 Kahoot.it #15 over Excel, Lesson 1 | **Do Now (10) – Type Racer, Lesson #1 (**[**www.typeracer.com**](http://www.typeracer.com)**) or any 5’ Timed Writings 11 - 15****Direct Instruction (30 ) –** Student Centered Group presentation over Lessons 1 & 2, Excel, pp. 191 thru 205**Guided Activity (20) – On Your Own Exercise, Excel, p. 198****Independent Practice/Check for Understanding (20) –**Word Wall, EverFi Modules, Tri-Fold Brochure, Unbound one page Manuscript, Four Tables, **On Your Own Exercise, Excel, p. 198,** Nine on-line EverFi modules, End-of-year class project – Personal Portfolio, **Re-teach/Wrap-up/Homework (10) –** Exit Ticket, Think-Pair and Share with shoulder partner - Checking for Understanding over UnBound Manuscripts, Tri-fold brochure, Excel |
| **FRI** | * Identify appropriate use of application software
* Identify proper use of system management tools
* Identify and understand the functions of a portfolios
* Improve the touch-system skill using the keyboard to input data.
* Solve problems and think critically
 | * Students will continue working o:
1. Graphic Word Wall. 5th 6 weeks
2. Nine on-line EverFi modules
3. Tri-fold business or personal brochure
4. Two Unbound Manuscripts
5. Bi-fold St. Patrick Day Card

Successfully pass General Information Test #7 over Excel, Lesson 1 Kahoot.it #15 over Excel, Lesson 1 | **Do Now (10) – Type Racer, Lesson #1 (**[**www.typeracer.com**](http://www.typeracer.com)**) or any 5’ Timed Writings 11 - 15****Direct Instruction (30 ) –** Student Centered Group presentation over Lessons 1 & 2, Excel, pp. 191 thru 205**Guided Activity (20) – On Your Own Exercise, Excel, p. 198****Independent Practice/Check for Understanding (20) –**Word Wall, EverFi Modules, Tri-Fold Brochure, Unbound one page Manuscript, **On Your Own Exercise, Excel, p. 198,** Nine on-line EverFi modules, End-of-year class project – Personal Portfolio, General Information Test #7, Kahoot.it # 15**Re-teach/Wrap-up/Homework (10) –** Exit Ticket, Think-Pair and Share with shoulder partner - Checking for Understanding over Excel, Lessons 1 and 2, UnBound Manuscripts, Tri-fold brochure |

**Strategies:** Hands On, Peer Tutoring, Student Centered Group Presentations, Exit Ticket, Think-Pair-Share, Kahoot.it--Checking for Understanding, **Resources:** Class handouts, Textbook, Internet Explorer, Instructor, Shoulder Partner, **Vocabulary:** Blank workbook, Template, Label, Defaults, Undo, Redo, Excel Window, Excel worksheet, Workbook, Excel Cells, Excel columns, Excel rows, Cell Reference, line spacing, print, print preview, indent, spell/grammar check, copy, cut, paste, Unbound, Left Bound and Top Bound Manuscripts, Main headings, Sub headings, Side headings and paragraph headings, Fonts, Title page, et al.