

AGENDA
INTRODUCTION TO BUSINESS AND TECHNOLOGY

STANDARDS(S)

BMA-IBT-2 Apply technology as a tool to increase productivity to create, edit, and publish industry-appropriate documents.

BMA-IBT-3 Master word processing software to create, edit, and publish professional-appearing business documents.

BMA-IBT-6 Use professional oral, written, and digital communication skills to create, express, and interpret information/ideas.

LEARNING TARGET(S)

I will navigate Microsoft Word and format document content on the GMETRIX site.

SUCCESS CRITERIA

I can use MS WORD Tools to create, format and edit documents on the GMETRIX site.

INSTRUCTIONAL STRATEGIES

Gradual Release Model of Instruction: I Do, We Do, You Do, We Check

WORK SESSION

Students will use GMETRIX to complete activities.

I Do:

Show students Microsoft Word 2016 Basics review on Live Binders. To access the Live Binders account use this link:

<https://www.livebinders.com/play/play?id=1175153#anchor>

We Do:

Have students access GMETRIX using the desktop icon and complete the Training Modes in preparation for the Microsoft Office 2016 Certification test. ACCESS CODE: 97285-CHAS2019-27317

You Do:

Directions for students: In Training Mode, you will be able to use help text found under the light bulb icon. This mode will grade after every question, allowing you to see if you answered the question correctly. The Practice Exams are used to help you prepare for the official test.

Training Modes

Microsoft Office 2016/WORD Core Skills Review 1 (Training Mode)

Microsoft Office 2016/WORD Core Skills Practice Exam 1 (Training Mode)

Long-Term Project: Students will format and edit sections of their autobiographical sketches.

CLOSING

We Check: Students should record their training scores on the designated form.

DIFFERENTIATION STRATEGIES

Interactive Activities may be completed at the pace of the learner. Opportunities to retest are available.

To work on GMETRIX at home. Go to gmetrix.net and login with the same username and password you use on the GMetrix at school. If you need the access code, it is: 97285-CHAS2019-27317

After you have completed a training or taken a test and closed GMetrix, you may decide that you need to go back and look at your test scores. You can easily do this through gmetrix.net.

Click on View My Tests. Click on Completed. You will see a list of tests that you have taken and the score you received.

You can take a closer look at these by clicking on Details. This will give you a breakdown of your score. You can also print your score and breakdown from this screen.

FORMATIVE/SUMMATIVE ASSESSMENT(S)

Formative assessments will be given for each of the Core Skills Units.

*In Training Mode, you will be able to use help text found under the light bulb icon. This mode will grade after every question, allowing you to see if you answered the question correctly.		
*The Practice Exams are used to help you prepare for the official test.		
NAME OF ASSESSMENT OR TRAINING	Date Completed	Score
Microsoft Office 2016/WORD Core Skills Review 1 (Training		
Microsoft Office 2016 WORD Core Practice Exam 1 (Training Mode)		
Microsoft Office 2016/WORD Core Skills Review 2 (Training Mode)		
Microsoft Office 2016/WORD Core Practice Exam 2 (Training Mode)		
Microsoft Office 2016/WORD Core Skills Review 3 (Training Mode)		
Microsoft Office 2016/WORD Project Review 1(Training Mode)		
Microsoft Office 2016/WORD Project Review 2(Training Mode)		