

JMMS Daily Lesson Plan for Connections

Teacher :	
Mrs. Jackson	
Course/ Subject:	
Business Administration	
Date of Instruction:	
<p>Opening (I Do) An engaging process for lesson introduction that is specifically planned to encourage equitable and purposeful student participation. Describe the instructional process that will be used to introduce the lesson. TKES 1, 2, 3,4,5, 8,10</p>	Standard/s:
	MS-BMF-FBA-4
	Learning Target:
	Use integrated software as a tool to enhance learning and creativity and to increase productivity in developing projects.
	Use basic functions of spreadsheet software to collect, organize, and present data.
Success Criteria:	
Enhance spreadsheets by using column/row formatting, introduction of basic formulas, introduction to creating, using, and reading graphs.	
I can demonstrate techniques for opening, saving and sharing workbooks. Additionally, the use of Excel in the workplace is explored.	
Introduction/Connection:	
Microsoft® Excel spreadsheets are used in nearly every organization in the world. Spreadsheets provide a company with a way to organize and analyze data. This unit provides students with techniques for opening, saving and sharing workbooks. Additionally, the use of Excel in the workplace is explored.	
DIRECT INSTRUCTION:	
Objectives: 1. To examine methods of opening workbooks. 2. To understand the use of Microsoft® Excel in the	

	<p>workplace. 3. To identify the layout of the program window. 4. To explore methods of viewing workbooks and spreadsheets. 5. To demonstrate methods of saving and sharing workbooks.</p> <p>Pass out or have students access the Student Notes, Worksheet and Vocabulary Handout using their student license. Student Notes are fill-in-the-blank. Students should follow along with the PowerPoint® segments to fill in the blanks. The Teacher Notes can be used as an Answer Key. The Worksheet is fill-in-the-blank and requires students to follow along with the video segments to complete the Worksheet. An Answer Key is provided. The Vocabulary Handout is a comprehensive list of terms used throughout the Microsoft® Excel 2016 Basics units to aid in student vocabulary retention.</p>
<p>Work Period (We Do, You Do) Students learning by doing/demonstrating learning expectations. Describe the instructional process that will be used to engage the students in the work period. Measuring and monitoring progress towards mastery of success criteria through formative assessment. TKES 1, 2, 3, 4, 5, 7, 8,10</p>	<p>GUIDED PRACTICE:</p> <p>Show or have students view the Microsoft® Excel 2016 Basics - Utilizing Microsoft® Excel segment. This segment is five slides long. Students should complete their Student Notes for this segment.</p> <p>Show or have students view the Microsoft® Excel 2016 Basics - Microsoft® Excel in the Workplace segment. This segment is two minutes long. Students should complete their Worksheet for this segment</p> <p>INDEPENDENT/COLLABORATIVE PRACTICE/DIFFERENTIATION:</p> <p>Have students complete the Label the Excel Window Activity. The Activity can be found beneath the Printable Resources heading on the lesson page or can be done interactively, if you have student licenses, by using the Activity beneath the Interactive Activities heading on the lesson page.</p> <p>Show or have students view the Microsoft® Excel 2016 Basics - Layout & Inside the Ribbon & Backstage View segment. This segment is 30 slides long. Students should complete their Student Notes for this segment.</p> <p>Have students complete the Ribbon Analysis Activity. The Activity can be found beneath the Printable Resources heading on the lesson page.</p> <p>LITERACY STRATEGY:</p>

Closing (We Check)

Describe the instructional process that will be used to close the lesson and check for student understanding .

**TKES : 1,2,3,
4,5,6,7,8**

SUMMARIZE/FORMATIVE ASSESSMENT:

Show or have students view the Microsoft® Excel 2016 Basics - Workbooks & Templates segment. Handout the Page Views Student Handout for students to use as a reference. This segment is 27 slides long. Students should complete their Student Notes for this segment.

Have students complete the Keyboard Shortcut Match-Up Activity. The Activity can be found beneath the Printable Resources heading on the lesson page or can be done interactively, if you have student licenses, by using the Activity beneath the Interactive Activities heading on the lesson page.

Administer the Assessment. The Assessment can be found beneath the Printable Resources heading on the lesson page or can be done interactively, if you have student licenses, by using the Assessment beneath the Interactive Activities heading on the lesson page. The Assessment will serve as a review of concepts covered in the unit. An Answer Key is provided for grading purposes.