

Tech Skills - Skinny Lesson Plans

Day 1-2	August 17-18	Course Outline, L1-3; Header; Normal/Print Layout; Create Folders; font color; paragraph symbols; zoom; Type to Learn
Day 3-4	August 21-22	
Day 5-6	August 23-24	WU L4; L 5-8; font, size, backgrounds; Course Outline; Textboxes; Print Preview
Day 7-8	August 25-28	
Day 9-10	August 29-30	WU L8; L9-13; WortArt; Toolbars; Page Borders; Home/End; Delete/Backspace; Insert/Num Lock; Font - H ₂ O; $x^2+y^2=c^2$); MPPRO – set up accounts, drill practice
Day 11-12	August 31-Sept.1	
Day 13-14	September 5-6	WU L12; L14-18; Vertical/Horizontal Alignment; Review Toolbars; Bullets/Numbering; Alphabet; page breaks; cut/copy/paste; Change Case, PP#1
Day 15-16	September 7-8	
Day 17-18	September 11-12	TW19E; Alphabet Practice Quiz; PP#2; Columns
Day 19-20	September 13-14	
Day 21-22	September 15-18	Alphabet Quiz on paper ; PP#3 ; Alphabet Quiz Typing ; TW20D
Day 23-24	September 19-20	
Day 25-26	September 21-22	Ref Journal; Toolbar Prac Quiz; PP#4; Proof Symbols; Shortcuts; TW25D; 10-Key
Day 27-28	September 25-26	
Day 29-30	September 27-28	Intro Review, 10-key and calc lesson; Practice Proof. symbols & shortcuts; TW28D
Day 31-32	Sept 29-Oct 2	
Day 33-34	October 3-4	Intro Test; Margins; Ruler; Introduce Tabs; Tab #1
Day 35-36	October 5-6	
Day 37-38	October 9-10	Tab #2; Tab #3; TW29E; Newsletter WS; Review Proof symbols & shortcuts
Day 39-40	October 11-12	
Day 41-42	October 13-16	Tab Quiz; Tables – Worksheet; Begin Assignment: Create table; TW31C
Day 43-44	October 17-18	
Day 45-46	October 19-20	TW137C; Word Unit Test; Class Schedule Assignment
Day 47-48	October 23-24	
Day 49-50	October 25-26	Excel PP; Worksheet 1; begin Wendell's; TW148C
Day 51-52	October 27-30	
Day 53-54	Oct 31-Nov 1	Complete Wendell's W.; Freddy's Florists; begin Pet Sales
Day 55-56	November 2-6	
Day 57-58	November 7-8	Pet Sales and Fruit Sales, Billy's and Hawk
Day 59-60	November 9-13	
Day 61-62	November 14-15	Excel – Objective Test, Nelson's and Softball Stats
Day 63-64	November 16-17	
Day 65-66	November 20-21	Excel – creative project Unit test
Day 67-68	November 22-27	
Days 69-70	November 28-29	Excel - Review Nelson's and Softball – make corrections; Complete creative projects; if time, begin PBL notes
Days 71-72	Nov 30-Dec 1	
Days 73-74	December 4-5	Personal Business Letters - PowerPoint for notes; example on p. 13; PBL1 p. 14; format PBL 1 and 2; Introduce
Days 75-76	December 6-7	
Days 77-78	December 8-11	Format PBL 3; Type PBL 2 page 14; Practice Envelope; Sign, fold, put letters in envelope; Letter to Friend; Print Envelope – sign, fold letter
Days 79-80	December 12-13	
Days 81-82	December 14-15	Letter Test; PP on Access; Ankeny Schools
Day 83	December 18-19	
Days 84-86	December 20-22	Access – complete Ankeny Schools, Colleges, Lawn Care
		Access – blue sheet and merge letter?
		Access – second merge and extra assignment
		Access – objective test
		PP on MLA; Report 1 p. 145-6; page numbers; hanging indents; title page

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		Numbered Items; Report 2 w/ title page; Report 3 p. 152-3 w/ title page
		Finish correcting Reports 2 and 3; Report Quiz; Begin Research
		Research Careers; Clip Art
		Research Careers
		Complete Research; PP on Publisher Design; Pizza Flyer
		Publisher – complete Pizza flyer; Lesson 2 – Pizza Invite, start self brochure
		Finish self brochure; business card, review design principles
		Publisher Quiz – objective; FrontPage – begin assignment 1
		FrontPage – complete assignment 1; correct; begin Assignment 2
		FrontPage – quiz; assignment 2
		PowerPoint – PPT presentation; Lesson 1 together; begin Self Presentation
		PowerPoint Basic Guidelines; PowerPt – complete Self Pres.; begin presentations
		PPT – Complete Self Presentations; Begin How To
		Finish How To; Start PowerPoint Review
		Finish & Share Reviews, Review for final; B day present How To
		Present How To
		Finals