***Lesson Plans for the Week of: March 6-10, 2017 Teacher: J. McMullen Course: Word Processing Period: 1st***

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| ***Essential Components of each Lesson*** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| ***Competency #:******The Student Will:*** | 6612-79 – Determine when it is appropriate to use a database and identify the benefits derived.       -80 – Determine when it is appropriate to use a database and identify the benefits derived. -81 – Plan, design, and create a database file. -82 – Edit a database file. -83 – Sort, index, and filter databases. -84 – Create and run queries to access information. -85 – Generate reports and forms. -86 - Enhance reports, using formatting features and graphics. -87 - Integrate database information into word processing and spreadsheet applications by creating links.  |
| ***Resources:*** | -Microsoft Office 2013 - Benchmark Series |
| ***Lesson/Activity******Type of Presentation*** | Access-Creating Forms* Create a form using the Form button
* Change views in a form
* Print and navigate in a form
* Add records to and delete records from a form
* Create a form with a related table
* Customize a form
* Create a split form and multiple items form
* Crate a form using the Form Wizard
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Crate a form using the Form Wizard | Access-Creating Forms* Assess to understanding of Creating Forms to reinforce knowledge of Word Processing techniques/ concepts
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| ***Assessment:*** | -Read pages 183-218-Chapter 5 Exercises pages 188-217 | Chapter 5 Exercises pages 188-217 | Chapter 5 Concepts Check Online | Chapter 5 Assessments 1, 2, 3 pages 221-223 | -Chapter 5 Assessments 1, 2, 3 pages 221-223-Chapter 5 Quiz - Online |
| ***Extension/******Homework*** | N/A | N/A | N/A | N/A | N/A |