***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 | 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 | Access-Creating Forms   * Assess to understanding of Creating Forms to reinforce knowledge of Word Processing techniques/ concepts | Access-Creating Forms   * Assess understanding of Creating Forms to reinforce knowledge of Word Processing techniques/ concepts | Access-Creating Forms   * Assess understanding of Creating Forms to reinforce knowledge of Word Processing techniques/ concepts |
| ***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 |