

Date 1/20-1/23	Standards	Learning Target(s)	Activating Strategy	Agenda	Closing Strategy	Due Dates/ Assignments
Monday		<ul style="list-style-type: none"> NO SCHOOL 				
Tuesday	C. 1 E. 12 F. 4 H.1	<ul style="list-style-type: none"> Identify common Microsoft Office screen elements Enter and edit text Correct Errors Save, print, and close a file 	1. Words to know vocabulary	<p>2. The teacher will explain how to save, print, and close Microsoft Office files.</p> <p>3. The students will demonstrate understanding by completing the assignments.</p>	4. Level of understanding poll	
Wednesday	C. 1 E. 12 F. 4 H.1	<ul style="list-style-type: none"> Open an existing file Save a file with a new name View file properties Use the ribbon and access keys Select and format text 	1. Words to know vocabulary	<p>2. The teacher will explain how to work with existing files.</p> <p>3. The students will demonstrate understanding by completing the assignments.</p>	4. Level of understanding poll	
Thursday	C. 1 E.12 F. 4 H.1	<ul style="list-style-type: none"> Use the quick access toolbar, mini toolbar, shortcut menus, dialog box options, and task panes Format pages 	1. Words to know vocabulary	<p>2. The teacher will explain how to use the command options in Microsoft Office.</p> <p>3. The students will demonstrate understanding by defining the words to know .</p>	4. Level of understanding poll	
Friday	C. 1 E. 12 F. 4 H.1	<ul style="list-style-type: none"> Change the view Use window controls Zoom and scroll Use multiple windows and the Microsoft Office clipboard 	1. Words to Know Vocabulary	<p>2. The teacher will explain how to manage program windows.</p> <p>3. The students will demonstrate understanding by defining the words to</p>	4. Level of Understanding Poll	<p>None</p> <p>Have a great weekend!</p>

				know in lesson 5 and completing the assignments.		
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