

<p>Subject Area:</p> <p>Computer Science</p>
<p>Title:</p> <p>Using Microsoft Office Suite for Everyday Situations</p>
<p>Teacher:</p>
<p>School:</p> <p>Northeast Texas Community College</p>
<p>Lesson Objective(s) & Career Cluster:</p> <p>The student will design and enter data for a project, related to home business or hobby, that one of the application components of Microsoft Office Suite can be used to organize or present information.</p> <p>The student will use PowerPoint to present information to class.</p>
<p>Activity:</p> <p>The students will view samples of documents in Word, Excel, Access, Outlook, and PowerPoint to gain understanding of the capabilities and general uses of each application program. The student will select the situation as the problem area which needs a solution. The student will design the template for the file using a component of Microsoft Office. The student will enter valid data and prepare a PowerPoint presentation to present to class members.</p>
<p>Evaluation:</p> <p>A rubric with indicators of design, data entry, and presentation will form the basis for evaluation.</p>
<p>Extension/Modification and/or Instructional Methodology:</p> <p>Students could complete a critique of each other's oral presentation with suggestion of design changes to improve efficiency.</p>
<p>SCAN Skills:</p> <ul style="list-style-type: none"> • Acquires and Evaluates Information • Organizes and Maintains Information • Interprets and Communicates Information • Uses Computers to Process Information; Employs computers to acquire, organize, analyze, and communicate information • Teaches others (by serving as peer tutors)

- Reading – locates and interprets written information to perform tasks
- Writing – communicates thoughts ideas, information, and messages in writing
- Listening – to critically evaluate, to appreciate, and to support the speaker as others make presentations
- Speaking – organizes ideas and communicate oral messages appropriate to situation by making oral presentation
- Creative Thinking
- Decision Making by personal decisions about content and formatting
- Responsibility – working independently to reach goal within proper time frame
- Self-management – assesses own knowledge, skills, and abilities accurately

Cooperative Learning Ideas, TAAS, TEKS Competencies:

Students could seek peer reviews of work in progress.

Team Project, Guest Speaker, or Field Trip:

Optional guest speaker who has successfully used a component of Microsoft Office to organize or present data for a small business.

Optional field trip to small business that uses Microsoft Office in a productive manner.

Resources:

Computer loaded with Microsoft Office Suite, printer, paper, and projector.