

	MONDAY-5/18	TUESDAY-5/19	WEDNESDAY-5/20	THURSDAY-5/21	FRIDAY-5/22
MicroComputer Apps Pd 1	<p><b>Assignment due:</b> Module 2 Olivia's Art Supply.</p> <p><b>Today's Lesson:</b> Use Flash Fill. Enter formulas using the keyboard. Enter formulas using Point mode. Apply the MAX, MIN, and AVER functions.</p> <p><b>Questions:</b> What is Flash Fill? How do you enter a formula?</p>	<p><b>Assignment due:</b> Module 2 Olivia's Art Supply.</p> <p><b>Today's Lesson:</b> Use Flash Fill. Enter formulas using the keyboard. Enter formulas using Point mode. Apply the MAX, MIN, and AVER functions.</p> <p><b>Questions:</b> What is Flash Fill? How do you enter a formula?</p>	<p><b>Assignment due:</b> Apply 2-1 Proximity Bus</p> <p><b>Today's Lesson:</b> Apply a date format to a cell or range. Add conditional formatting to cells.</p> <p><b>Questions:</b> How do you apply a date format to a cell or range? How do you add conditional formatting to cells?</p>	<p><b>Assignment due:</b> Extend 2-1 Jonee's Animal Supply.</p> <p><b>Today's Lesson:</b> Change column width and row height. Check the spelling on a worksheet.</p> <p><b>Questions:</b> How do you change column width and row height? How do you spell check a worksheet?</p>	<p><b>Assignment due:</b> Do incomplete assignments.</p> <p><b>Today's Lesson:</b> Do incomplete assignments</p> <p><b>Questions:</b></p>
Prep Period Pd 2	<p><b>Assignment due:</b></p> <p><b>Today's Lesson:</b></p>	<p><b>Assignment due:</b></p> <p><b>Today's Lesson:</b></p>	<p><b>Assignment due:</b></p> <p><b>Today's Lesson:</b></p>	<p><b>Assignment due:</b></p> <p><b>Today's Lesson:</b></p>	<p><b>Assignment due:</b></p> <p><b>Today's Lesson:</b></p>
Biz Wiz PD 3	<p><b>Assignment due:</b> Lesson 1 Publisher: 5k Walk/Run Flyer</p> <p><b>Today's Lesson:</b> Choose Publisher template options. Select objects and zoom. Replace Publisher placeholder and default text. Delete objects.</p> <p><b>Questions:</b> What is Microsoft Publisher? How do you create a flyer?</p>	<p><b>Assignment due:</b> Lesson 1 Publisher: 5k Walk/Run Flyer</p> <p><b>Today's Lesson:</b> Check spelling as you type. Format text and autofit. Use graphics. Insert a photo. Move, align and resize objects. Print flyer.</p> <p><b>Questions:</b> How do you insert a picture in Publisher? How do you format text?</p>	<p style="text-align: center;"><b>NO CLASS GYM DAY</b></p>	<p><b>Assignment due:</b> Apply 1-1 Sale Flyer.</p> <p><b>Today's Lesson:</b> Make changes to the House for Sale flyer as instructed. Insert images as shown in the instructions.</p> <p><b>Questions:</b> How do you use bestfit in Publisher? How do you delete text boxes not being used?</p>	<p><b>Assignment due:</b> Do Extend 1-1 Decorative Rectangle.</p> <p><b>Today's Lesson:</b> Create the Register to Vote Flyer with the content on the Lessons drive.</p> <p><b>Questions:</b> How do you draw textbox in Publisher? How do you overlap pictures?</p>
Accounting Pd 4	<p><b>Assignment due:</b> Problem 12-7</p> <p><b>Today's Lesson:</b> Do Problem 12-7. Know the two main functions of a payroll system. Know the different methods of computing gross pay.</p> <p><b>Questions:</b> What is gross pay? How do you calculate gross pay?</p>	<p><b>Assignment due:</b> Problem 12-8</p> <p><b>Today's Lesson:</b> Do Problem 12-8 Know the deductions required by law. Know the deductions an employee can choose.</p> <p><b>Questions:</b> What is a deduction? What is deducted from our paychecks?</p>	<p><b>Assignment due:</b> Problem 12-9</p> <p><b>Today's Lesson:</b> Do Problem 12-9. Know what a payroll register is and how to prepare one. Know how employees receive their pay.</p> <p><b>Questions:</b> What is a payroll register? What is net pay?</p>	<p><b>Assignment due:</b> Chapter 12 Review.</p> <p><b>Today's Lesson:</b> Do Chapter 9 Review. Do any incomplete assignments. Prepare for Final Exam.</p> <p><b>Questions:</b> What is a deduction? What is deducted from our paychecks?</p>	<p><b>Assignment due:</b> Prepare for Final Exam</p> <p><b>Today's Lesson:</b> Do any incomplete assignments. Prepare for Final Exam.</p> <p><b>Questions:</b> What is a deduction? What is deducted from our paychecks?</p>

Computers 9 PD 5	<p><b>Assignment due:</b> Lesson 4 Recycling PowerPoint.</p> <p><b>Today's Lesson:</b> Insert a SmartArt graphic. Insert images from a file into a SmartArt graphic. Convert text to a SmartArt graphic. Rotate a Chart.</p> <p><b>Questions:</b> How do you insert SmartArt? How do you insert images into SmartArt?</p>	<p><b>Assignment due:</b> Lesson 4 Recycling PowerPoint.</p> <p><b>Today's Lesson:</b> Separate a pie chart slice. Create and format a table. Insert a symbol in a table.</p> <p><b>Questions:</b> How do separate a pie chart slide? How do you create a table?</p>	<p><b>Assignment due:</b> Do Apply 4-1 Camping PowerPoint</p> <p><b>Today's Lesson:</b> Make changes to the PowerPoint as instructed. Convert the list into SmartArt.</p> <p><b>Questions:</b> How do you insert SmartArt? How do you insert images into SmartArt</p>	<p><b>Assignment due:</b> Extend 4-1 Fishing.</p> <p><b>Today's Lesson:</b> Make changes to the PowerPoint as instructed. Convert the list into SmartArt.</p> <p><b>Questions:</b> How do you insert SmartArt? How do you insert images into SmartArt</p>	<p><b>Assignment due:</b> Lab 3-2 Yellowstone Park.</p> <p><b>Today's Lesson:</b> Finish incomplete assignments</p> <p><b>Questions:</b> How do you insert an audio clip? How do you insert a video clip?</p> <p><b>1 HR EARLY DISMISSAL</b></p>
Personal Money Mngt PD 6	<p><b>Assignment due:</b> ZOGO Set Smart Financial Goals- Modules 1-7.</p> <p><b>Today's Lesson:</b> Learn measurable goals that will allow individuals to track their progress. learn how to gauge your financial health using your net work Learn how to open a bank account in the US.</p> <p><b>Question:</b> What are financial goals? How can you plan to keep your finance goals?</p>	<p><b>Assignment due:</b> ZOGO Set Smart Financial Goals- Modules 1-7.</p> <p><b>Today's Lesson:</b> Learn measurable goals that will allow individuals to track their progress. learn how to gauge your financial health using your net work Learn how to open a bank account in the US.</p> <p><b>Question:</b> What are financial goals? How can you plan to keep your finance goals?</p>	<p><b>Assignment due:</b> ZOGO Set Smart Financial Goals- Modules 1-7.</p> <p><b>Today's Lesson:</b> Learn measurable goals that will allow individuals to track their progress. learn how to gauge your financial health using your net work Learn how to open a bank account in the US.</p> <p><b>Question:</b> What are financial goals? How can you plan to keep your finance goals?</p>	<p><b>Assignment due:</b> Do any incomplete assignments.</p> <p><b>Today's Lesson:</b> Do any incomplete assignments.</p> <p><b>Question:</b> What are financial goals? How can you plan to keep your finance goals?</p>	<p><b>Assignment due:</b> Prepare for Final Exam.</p> <p><b>Today's Lesson:</b> Prepare for Final Exam. Do any incomplete assignments.</p> <p><b>Question:</b> What are financial goals? How can you plan to keep your finance goals?</p>
Business Management,	<p><b>Assignment due:</b> Read Chapter 12.</p> <p><b>Today's Lesson:</b> Do Workbook Pages 177-179.</p> <p><b>Questions:</b> What is a job rotation? What is span of management?</p>	<p><b>Assignment due:</b> Workbook Pages 177-180.</p> <p><b>Today's Lesson:</b> Do Workbook Pages 177-180.</p> <p><b>Questions:</b> What is Unity of command? What job scope?</p>	<p><b>Assignment due:</b> Do Chapter 12 Self Assessment</p> <p><b>Today's Lesson:</b> Do Chapter 12 Self Assessment</p> <p><b>Questions:</b> What is Unity of command? What job scope?</p>	<p><b>Assignment due:</b> Prepare for Final Exam</p> <p><b>Today's Lesson:</b> Finish incomplete assignments</p> <p><b>Questions:</b></p>	<p><b>Assignment due:</b> Prepare for Final Exam</p> <p><b>Today's Lesson:</b> Finish incomplete assignments</p> <p><b>Questions:</b></p>
Personal Money Mngt Pd 8	<p><b>Assignment due:</b> ZOGO Set Smart Financial Goals- Modules 1-7.</p> <p><b>Today's Lesson:</b> Learn measurable goals that will allow individuals to track their progress. learn how to gauge your financial health using your net work Learn how to open a bank account in the US.</p>	<p><b>Assignment due:</b> ZOGO Set Smart Financial Goals- Modules 1-7.</p> <p><b>Today's Lesson:</b> Learn measurable goals that will allow individuals to track their progress. learn how to gauge your financial health using your net work Learn how to open a bank account in the US.</p>	<p><b>Assignment due:</b> ZOGO Set Smart Financial Goals- Modules 1-7.</p> <p><b>Today's Lesson:</b> Learn measurable goals that will allow individuals to track their progress. learn how to gauge your financial health using your net work Learn how to open a bank account in the US.</p>	<p><b>Assignment due:</b> Do any incomplete assignments.</p> <p><b>Today's Lesson:</b> Do any incomplete assignments.</p> <p><b>Question:</b> What are financial goals? How can you plan to keep your finance goals?</p>	<p><b>Assignment due:</b> Prepare for Final Exam.</p> <p><b>Today's Lesson:</b> Prepare for Final Exam. Do any incomplete assignments.</p> <p><b>Question:</b> What are financial goals? How can you plan to keep your finance goals?</p>

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