

	MONDAY-3/09	TUESDAY-3/10	WEDNESDAY-3/11	THURSDAY-3/12	FRIDAY-3/13
MicroComputer Apps Pd 1	<p>Assignment due: Lesson 8 Fitness Center Memo.</p> <p>Today's Lesson: Insert, edit, view, and delete comments. Track changes. Review tracked changes.</p> <p>Questions: What is tracking changes? How do you track changes?</p>	<p>Assignment due: Lesson 8 Fitness Center Memo.</p> <p>Today's Lesson: Compare documents. Combine documents. Link an Excel documents to a Word document.</p> <p>Questions: How do you link an Excel document? How do you compare documents?</p>	<p>Assignment due: Lesson 8 Fitness Center Memo.</p> <p>Today's Lesson: Break a link. Create a chart in Word. Format Word chart. View and scroll through side-by-side documents. Insert a quick table.</p> <p>Questions: How do you format a Word Chart? How do you break ali</p>	<p>Assignment due: Lesson 4 Creating and Formatting Information Graphs in PowerPoint.</p> <p>Today's Lesson: Insert a SmartArt graphic. Insert images from a file into SmartArt graphic. Format a SmartArt Graphic. Convert text to a SmartArt Graphic.</p> <p>Questions: What is a SmartArt graphic? How do you convert text to a SmartArt graphic?</p>	<p>Assignment due: Lesson 4 Creating and Formatting Information Graphs in PowerPoint.</p> <p>Today's Lesson: Create a format a chart. Rotate a chart. Change the chart title and legend.</p> <p>Questions: What is a SmartArt graphic? How do you convert text to a SmartArt graphic?</p>
Prep Period Pd 2	<p>Assignment due:</p> <p>Today's Lesson:</p>	<p>Assignment due:</p> <p>Today's Lesson:</p>	<p>Assignment due:</p> <p>Today's Lesson:</p>	<p>Assignment due:</p> <p>Today's Lesson:</p>	<p>Assignment due:</p> <p>Today's Lesson:</p>
Biz Wiz PD 3	<p>NO CLASS GYM DAY</p>	<p>Assignment due: Lab 1-2 Spring Break Flyer.</p> <p>Today's Lesson: Enter text in a Word document. Check spelling as you type. Format paragraphs. Format text Undo or redo commands or services.</p>	<p>Assignment due: Lab 1-3 Antiques Galore.</p> <p>Today's Lesson: Create a flyer for Antiques Galore with the information give in the book.</p> <p>Questions: What is a flyer? How do you make a heading?</p>	<p>Assignment due: Design your own Flyer.</p> <p>Today's Lesson: Insert and delete words as instructed. Change theme colors and font colors. Insert picture and resize it. Save and print when finished.</p>	<p>Assignment due: Design your own Flyer.</p> <p>Today's Lesson: Insert and delete words as instructed. Change theme colors and font colors. Insert picture and resize it. Save and print when finished.</p>
Accounting Pd 4	<p>Assignment due: Problem 8-5.</p> <p>Today's Lesson: Do Problem 8-5. Prepare a six column worksheet.</p> <p>Questions: Does the totals in the trial balance equal? Does</p>	<p>Assignment due: Problem 8-6</p> <p>Today's Lesson: Do Problem 8-6 Prepare a six column worksheet.</p> <p>Questions: Does the totals in the trial balance equal? Does</p>	<p>Assignment due: Chapter 8 Self Test.</p> <p>Today's Lesson: Do Chapter 8 Self Test. Prepare a six column worksheet.</p> <p>Questions: Does the totals in the trial balance equal? How do you determine a net income or net loss?</p>	<p>Assignment due: Chapter 8 Test</p> <p>Today's Lesson: Test on Chapter 8.</p> <p>Questions: Does the totals in the trial balance equal?</p>	<p>Assignment due: Chapter 8 Test</p> <p>Today's Lesson: Test on Chapter 8.</p> <p>Questions: Does the totals in the trial balance equal?</p>

Computers 9 Pd	Assignment due: Today's Lesson: Questions: LUNCH A DUTY	Assignment due: Today's Lesson: Questions: LUNCH A DUTY	Assignment due: Today's Lesson: Questions: LUNCH A DUTY	Assignment due: Today's Lesson: Questions: LUNCH A DUTY	Assignment due: Today's Lesson: Questions: LUNCH A DUTY
Personal Money Mngt Pd 6	Assignment due: ZOGO Borrow 1-8 Today's Lesson: Learn ways to borrow money. Learn how interest adds onto borrowed money. Question: What are ways to borrow money? How do you calculate interest onto borrowing money?	Assignment due: ZOGO Borrow Modules 9-16. Learn ways to borrow money. Learn how interest adds onto borrowed money. Question: What are ways to borrow money? How do you calculate interest onto borrowing money?	Assignment due: ZOGO Borrow Modules 17-23. Learn ways to borrow money. Learn how interest adds onto borrowed money. Question: What are ways to borrow money? How do you calculate interest onto borrowing money?	Assignment due: GAP Credit Union Representative in to present. Today's Lesson: GAP Credit Union Representative in to present. Questions: What is a credit score? How do you maintain a good score?	Assignment due: ZOGO Finish Borrow Modules 1-23. Learn ways to borrow money. Learn how interest adds onto borrowed money. Question: What are ways to borrow money? How do you calculate interest onto borrowing money?
Business Management, Pd 7	Assignment due: Read Section 4.1. Section 4.1 Assessment Today's Lesson: Do Section 4.1 Assessment Questions: What is business ethics? What laws relate to business ethics?	Assignment due: Read Section 4.2. Section 4.2 Assessment. Today's Lesson: Do Section 4.2 Assessment. Questions: What is social responsibility? How can corporations show social responsibility?	Assignment due: Workbook pages 47-52. Today's Lesson: So Workbook pages 47-52. Questions: What is a social audit? What is intellectual property?	Assignment due: Chapter 4 Self Assessment. Today's Lesson: Do Chapter 4 Self Assessment Questions: What is philanthropy? What is trustee management?	Assignment due: Chapter 4 Test Today's Lesson: Test on Chapter 4. Questions: What is social responsibility? How can corporations show social responsibility?
Personal Money Mngt Pd 8	Assignment due: ZOGO Borrow 1-8 Today's Lesson: Learn ways to borrow money. Learn how interest adds onto borrowed money. Question: What are ways to borrow money? How do you calculate interest onto borrowing money?	Assignment due: ZOGO Borrow Modules 9-16. Learn ways to borrow money. Learn how interest adds onto borrowed money. Question: What are ways to borrow money? How do you calculate interest onto borrowing money?	Assignment due: ZOGO Borrow Modules 17-23. Learn ways to borrow money. Learn how interest adds onto borrowed money. Question: What are ways to borrow money? How do you calculate interest onto borrowing money?	Assignment due: GAP Credit Union Representative in to present. Today's Lesson: GAP Credit Union Representative in to present. Questions: What is a credit score? How do you maintain a good score?	Assignment due: ZOGO Finish Borrow Modules 1-23. Learn ways to borrow money. Learn how interest adds onto borrowed money. Question: What are ways to borrow money? How do you calculate interest onto borrowing money?