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| --- | --- | --- | --- | --- | --- |
| Class | Monday | Tuesday | Wednesday | Thursday | Friday |
| 7th Computer(4th period) | * Timings: 3-2-1
* Word Review
* Paragraph – probably first car and ideal first car, best vacation and dream vacation
* Bring in 4 pictures
 | * Reviews in formatting: alignment, spacing, control functions
* Pics on page – picture properties, adding captions, drawing tool options and shape options, and callouts
 | * Integration Assignment – assign topic, demo how technology has changed something over time
* 2 facts and a picture for 5 phases of progression
 | * Finish assignments – first 10 minutes – submit to hp-hnoem
* Organizing data in MS Word: numbered and bulleted lists
* Things to Do, goals, etc.
 | * Continue with organized lists, begin using bullets
* Assignment – lottery project (incorporating bullets, tabs, and picture properties)
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| 8th Computer(3rd period) | * Finish cover letter project
* Begin working on Word #2: Mail Merge
* Complete famous people “pre-worksheet” to get data for merge
 | * Continue working on Merge project #1
* Complete data sheet, type in access file
* Famous Person Letter
 | * Finish Merge process
* Begin Labels – set up template under mailings tab, labels
* Save initial copy
 | * Modify top left address, update sheet to reflect formatted changes
* Print labels
 | * Finish labels – each student gets 3
* **Ben Spies ASSEMBLY at 10:00am for 8th grade**
* Partner Class President Project, review mailings and merge process (if time)
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| Advisory (6th) | * SH
 | * SH/Reading
 | * SH
 | * SH/Reading
 | * Game Day
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| Web Apps(HS 7th Period) | * Finish final section of chapter 3 – create a 2 page webpage over software and hardware
 | * Continue working on 2 page project
* Discuss: font, backgrounds, tables, properties inspector, design vs. code view
 | * Mastery project: Re-create the banner ad on page 62
* Add some components together at the end when all are done
* QuickWrite over chapter 3
 | * Chapter 3: Pre-quiz
* Domain name extension activity (M:drive)
* Overview of Sections 3.1 (the Internet), 3.2 (The Web) and 3-3 (Web Site Dev Tools)
 | * Section 3.4: Social Ethical, and Legal Issues
* Assignment – everyone find out a story related to piracy or copyright (M:drive handout)
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| Tech Apps(HS 8th Period) | * Video 101 – assign topics and begin researching
* Develop a teaching tool to share content with class
 | * Continue working on Video 101 projects
* Last 15 minutes, show virtual tour projects
 | * Finish showing virtual tour projects
* Begin presenting Video 101 projects
 | * Finish video 101 presentations
* Worksheet with questions over topics
* Grade together in class
 | * Panorama Trial in serif software?
* OR
* Commercial – online evals
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