**Name:** Alexa Kupillas

**Date and time that the lesson will be taught:** Week of April 7th

**Lesson Title:** Advanced Lesson 10, 11, and 14

**Name of Class:** Computer Applications III

**Curriculum Framework Unit and Item:**

Unit 2: Advanced Word Processing

2.2 Review Basic Word processing concepts

**Objectives:**

Upon completion of this lesson students will be able to:

* Rearrange the rows and columns in a table
* Sort table data
* Adjust column and row spacing, modify table styles and split a table
* Draw a table and split table cells
* Embed worksheet data into, or link worksheet data to a word document

**Learning activities:**

Do Project 11-1 starting on page WD Adv 84.

* + Open Employee and save as*Employee Data 1*.
	+ Preview pages WD Adv 54-82 if you have forgotten how to do some of these concepts.
	+ See page WD Adv 63 on how to do a caption.
	+ Print

Do Project 14-1 starting on page WD Adv 199.

* + Preview pages WD Adv 162 to 196 if you have forgotten how to do some of these concepts.
	+ See pages WD Adv 175-177 on how to do bookmarks.
	+ Open Lease and save as*Final Lease.*

**Evaluation/assessment of student learning:** I will assess the students learning by evaluating their quality of work on their step by steps. The students were able to meet the lessons objective by accurate completion of Project 11-1 and 14-1.

**References:**

CAweb2010.sdale.org

Textbook

**Materials and equipment needed for lesson:**

Microsoft Word 2010

Computer Access

Textbook

Caweb