**Lesson Plan – Computer Applications II**

**Teacher Name:** Katie Grice

**Date and time lesson will be taught:** February 23 – February 27, 2015 – 2nd, 6th, & 7th Hour

**Lesson Title:** Excel Lesson 11: Adding Pictures and Shapes to a Worksheet

**Name of Secondary CTE Course:** Computer Applications II

**Curriculum Framework:** Unit 3: Spreadsheet – Creating and Enhancing Charts and Graphs

**Standard(s):** 3.4 Explain enhancements to a chart

3.4.6 Add clip art, pictures, or graphics

**Objectives: The learners will be able to…**

* Apply pictures, shapes, clip art, and other graphics to an Excel worksheet by doing projects for companies that need to improve the visual quality of their spreadsheets.

**Content to be presented in lesson:**

* Inserting pictures
  + Insert illustrations
  + Modify clip art SmartArt
* Adding shapes
  + Position illustrations
  + Modify shapes
* Copying or moving a graphic
* Formatting graphics
  + Size illustrations
  + Rotate illustrations
* Adding graphic enhancements using picture tools
  + Change artistic effects on an image
  + Use picture color tools
  + Make corrections to an image
  + Modify screenshots

**Introduction to the Lesson/Hook:**

2/23/15

As the students are coming into the classroom I will remind them that they do not need their ipads and they should immediately log into GMetrix and begin working on their test review for Lessons 9 and 10

2/24/15

As the students are coming into the classroom I will remind them that they do not need their ipads and they should immediately log into GMetrix and begin working on their test for Lessons 9 and 10.

2/25/15

As the students are coming into the classroom I will remind them to get their ipads before they go to their seats. I will begin class by introducing Lesson 11: Adding Pictures and Shapes to a Worksheet. The students will work through the step-by-steps today.

2/26/15

As the students are coming into the classroom I will remind them to get their ipads before they go to their seats. They will work on the step-by-steps for Lesson 11 again today.

2/27/15

As the students are coming into the classroom I will remind them to get their ipads before they go to their seats. Today the students will complete projects 1-6 for Lesson 11.

**LECTURE/CLASS DISCUSSION**

2/24/15

Today we will begin Lesson 11: Adding Pictures and Shapes to a Worksheet. I am just going to review a couple of things with you before you begin working through the step-by-steps for this lesson. Lesson 11 is all about adding shapes and pictures to a worksheet. In the last lesson you all learned how to insert charts onto your worksheets. Adding pictures and graphics are very similar. When you were adding charts, you were using those to display your data. When adding pictures and graphics, it is solely for the purpose of enhancing the visual of the worksheet. In lesson 10 we went over how insert a picture from file so I won’t display that again. In the insert tab is where you will find the place where you can insert SmartArt, shapes, pictures, and clip art. After they are inserted to your worksheet, you can format these using the format tab for each graphic. I do not want to take up any more of your work time so begin working on Lesson 11 step-by-steps. When you are finished, upload files to Edmodo.

**Lesson Closure/Review of Content:**

2/23/15

Test review – no exit slip

2/24/15

Test – no exit slip

2/25/15

Exit slip: Which tab should you be using to place a picture, clip art, SmartArt, or shape onto your spreadsheet?

2/26/15

Exit slip: Why would it be helpful to use a SmartArt graphic on your spreadsheet?

2/27/15

Exit slip: How do you rotate a graphic?

**Evaluation/assessment of student learning:**

My assessment of student learning will be informal. As the students are working through the steps in the book I will walk around and observe their work. The students will receive exit slips every day that will allow them to tell about what they have learned, as well as how they will apply those things to their life. They could also be asked if there is anything they would like to know more about in the next class.

**Modifications:**

|  |  |  |
| --- | --- | --- |
| **2nd Hour** | | |
| Student 5 | IEP | Opportunity to rework failed assignments  Preferential seating  Encourage him to slow down |

Extended time on assignments cannot be accommodated in class. Students do not have homework in this class and all assignments must be completed in the classroom. If extra time is given in class, that student falls further behind. Students have many opportunities throughout the day when they can come to my classroom and work. They can come work before school, during advisory (Wednesday and Friday), during lunch, after school, and any time throughout the day when they have extra time in another class. My classroom is always open for students who are willing to give up some of their time to improve their grade.

Another way that I can accommodate students who need extended time is to reduce the assignment. This can help the student stay caught up with the class without having to come in on their own time. When projects 1-6, at the end of each lesson, are assigned students needing accommodations will be assigned 3-4 of the 6 projects. If the step-by-steps and projects are assigned, the student will be exempted the projects. Some students will be given a printout of the PowerPoint’s and worksheets that we work on in class so they can take them home and have extra time.

I could allow my higher-achieving students to work on the lesson review on GMetrix to better prepare them for the certification test. Throughout the class students will receive peer to peer help from students who are excelling in the class.

**References:**

Textbook: Microsoft Office Professional 2010

**Materials and equipment needed for lesson:**

* Microsoft Excel
* Projector and Screen
* Exit Slips-Tickets
* Bulletin board where students leave exit slips