

La Porte High School Outreach Learning - BIM
March 30 – April 3, 2020

***Business Information Management* Week of March 30-April 3**

Teacher/Team: If there are any questions, please feel free to email me at: Link to TEAMS Folder Previous Lessons:	Erin Wells wellse@lpisd.org 3rd Period Teams – Headquarters for all assignments, meetings, and announcements. 8th Period Teams – Headquarters for all assignments, meetings, and announcements. Week of 3/25-3/27 we created a newsletter to demonstrate our Word skills while also catching Ms. Wells up with our Spring Break and time off.
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Objectives

Objective / I Can:

- We will prepare for our Excel Certification test by practicing skills that had the lowest pass rate on our practice tests, starting with practicing configuring worksheets and workbooks for distribution and managing data cells and ranges.

Activities

Student Activities:

Go to [Teams Folder](#). Look for the assignment:

1. Instructions on Teams Assignment – **Excel At Home Practice 1:** In Microsoft Excel complete the instructions for:
 1. Print Areas (5 minutes)
 2. Save Formats (10 minutes)
 3. Printing, Scaling, Print Titles (15 minutes)
 4. Hidden Properties and Accessibility (10 minutes)
2. Review At Home Practice 1 (test) at [Gmetrix.net](https://www.gmetrix.net)
3. Instructions on Teams Assignment – **Excel At Home Practice 2:** In Microsoft Excel complete the instructions for:
 1. Data Replacement (5 minutes)
 2. Cut, Copy, and Paste (10 minutes)
 3. AutoFill and Cell Management (15 minutes)
 4. Cell Merging, Alignment, Indentation (10 minutes)
 5. Text Wrap, Number Formats, Copy Formats (15 minutes)
 6. Formatting Cells and Cell Styles (15 minutes)
4. Review At Home Practice 2 (test) at [Gmetrix.net](https://www.gmetrix.net)
5. Play <https://www.nitrotype.com/> with us! See our Team code on the Teams Assignment. This is for fun!

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Academic/Instructional Support

Schedule:

Suggested Class Time: 3rd Period 9:10-9:40, 8th Period 11:30-12

Office Hours:

Teacher Support – TEAMS, 8am-12pm

Email wellse@lpisd.org

To Be Graded

Assignment for students to submit to TEAMS Folder:

One and two will be averaged for one grade, and 3 and 4 will be averaged for one grade.

1. Excel At Home Practice 1 Files – 4 combined files
2. Score from Review At Home Practice 1 (test) at [Gmetrix.net](https://www.gmetrix.net)
3. Excel At Home Practice 2 Files – 6 combined files
4. Score from Review At Home Practice 2 (test) at [Gmetrix.net](https://www.gmetrix.net)

When is it due?

Monday, April 6, 2020, 8:00am

What assignments will the student submit?

1. Excel At Home Practice 1 Files – 4 combined files
2. Score from Review At Home Practice 1 (test) at [Gmetrix.net](https://www.gmetrix.net)
3. Excel At Home Practice 2 Files – 6 combined files
4. Score from Review At Home Practice 2 (test) at [Gmetrix.net](https://www.gmetrix.net)

How will it be submitted?

All assignments will be posted on Teams, and when finished will be turned in by a Turn In button on Teams. I will go to gmetrix.net for the review scores.