**Weekly Lesson:** Mattern **Class:** Creative Publications **Dates:** Week 7 February 24-28

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|  | Monday 2/24 | Tuesday 2/25 | Wednesday 2/26 | Thursday 2/27 | Friday 2/28 |
| **SKS:** | TSW develop typing skills by working on typingweb.com | TSW employ speaking and listening skills while presenting the group copyright project. | TSW understand excel by taking guided notes and creating a sorted activity. | TSW understand excel by taking guided notes and creating a sorted activity and budget. | TSW create an excel spreadsheet by inserting formulas into a budget. |
| **I do:** | Explain new classroom rules. Give directions for typing this week. | Give directions for presentations. | Excel lecture on the smartboard about a sorting. | Excel lecture on the smartboard about a family budget. | Give directions about Excel. |
| **We do:** | Look at typing statistics and look forward to the next few weeks. | Listen while others present. Present the project with your group. | Take notes on guided notes sheet. | Take notes on guided notes sheet. Read Excel lesson plan and ask/answer questions. | Ask questions regarding the Excel lesson. |
| **You do:** | Typing on typingweb.com all period. | Present with the group. | Take notes on guided notes sheet. Create the sorts activity. | Practice Excel skills by creating a budget and finishing sorts. | Practice Excel skills by creating a budget. |
| **Assessment:** | How have you improved on typing? How could you improve even more? | Presentations | Write 2 new things you learned about Excel. | Summarize how to add a formula into an Excel spreadsheet. | Rate your learning about Excel: I understand and don’t have any questions. I might have some questions. I still don’t understand at all. |

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