

NEW

Microsoft Course FULL BUNDLE

**4 Printable
Student Packets**

**WORD
EXCEL**

POWERPOINT

BONUS:

**Seasonal Activities
MS Classroom Décor**

 Office 365



**NEW!
for '24-'25!**

BUSINESS EDUCATION WITH *Denise Leigh*

Designed for High Engagement And Certification Preparation

Each Job &
Exercise has

- ✓ Step-by-Step Instructions &
- ✓ Quick Visuals for Reference

Basic format of these activities

New skills introduced

Create a poster in tabloid size using a draw tool and a footer.

Change the size of a document
Use the draw tab
Format the background
Insert Word Art
Insert a Footer

Job #6

Ian is making some 11" x 17" posters at a local print shop. Create the artwork for the poster.

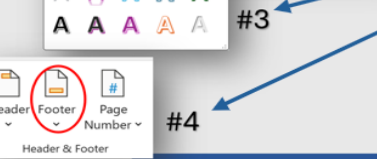
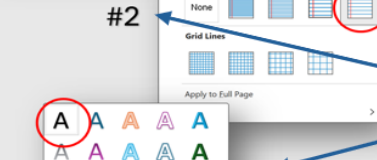
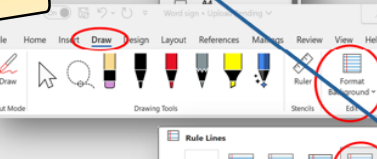
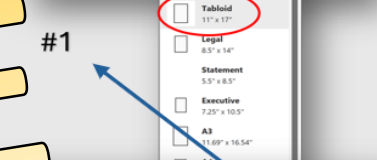
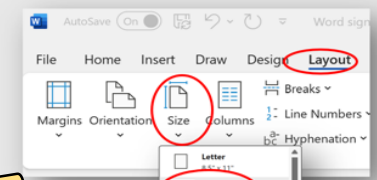
1. Open a Word Document and change the size to 11" x 17" Tabloid by going to the Layout tab and selecting 'size' and then 'Tabloid'.
2. Change the orientation of the poster from portrait to landscape by going to the Layout tab and selecting the orientation.
3. This is a poster for the day's activities in Saturday morning. Use the background and text provided. Use the draw tool to add a background image. Format the background and add a footer. Use the draw tool to add a footer. Enter the text below on the top line and select 'Word Art'. Enter the text below on the top line and select 'Word Art'. Enter the text below on the top line and select 'Word Art'. Enter the text below on the top line and select 'Word Art'.

On the top line → Saturday Morning Activities for 12 & under

Hola Hoop Jump Time
Tumbling Time
Crafts at the Arcade
\$1.00 Hot Dogs
\$1.00 Slushy
BOGO Arcade Games

4. Insert a Footer by going to the Insert tab and selecting 'Footer'. Choose the 'Blank' option. In the footer, type *Sky Vibe* (and insert the copyright symbol).

Quick Reference



Steps to reference for a quick visual.

Prompt number quick reference.

SAMPLE

Step by step instructions.

Great for Certification Prep

Great for Independent Learning

Great for Home Schooling

WHAT'S INCLUDED?:

**WORD, EXCEL, &
POWERPOINT COURSES**

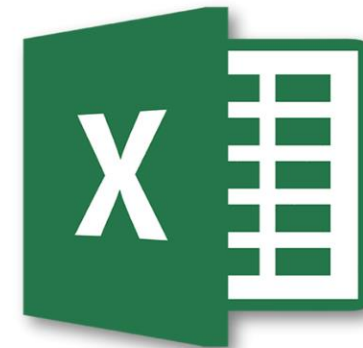
Microsoft Word



A comprehensive collection of lessons to prepare teens for a productive future in the workforce.

Business Education with Denise Leigh ©

Microsoft Excel



A comprehensive collection of lessons to prepare teens for a productive future in the workforce.

Microsoft PowerPoint



A comprehensive collection of lessons to prepare teens for a productive future in the workforce.

Business Education with Denise Leigh ©



BONUS:

**FUN & SEASONAL ACTIVITIES
MICROSOFT CLASSROOM DÉCOR**

Students Examples Included as Teacher's Keys

Job #7

Menu

Footlong Hotdog \$4.50
Nachos and Cheese \$3.50
Slice of Pizza \$2.50
Walking Taco \$4.50
Popcorn \$2.00
Ice Cream \$3.50
Soda Pop \$2.50
Water \$2.00

Job #8

THINKING OF HOSTING A PARTY AT SKY VIBE?

We are thrilled to have you host your party at Sky Vibe. There are 3 simple steps to book your party with us:

- Select your party date.
- Fill out the form below.
- Return your completed form and deposit to Sky Vibe.

| | |
|---|--|
| Name | |
| Email Address | |
| Phone Number | |
| Date of Party (We will let you know if the preferred date is available) | |
| Occasion | |
| Estimated number of guests expected | |

Exercise #2

Microsoft Word Exploratory Exercise #2

Type your name in a font and font color that represents your personality.

Go to the insert tab and select 'Icons'. Select 3 icons that represent your favorite food, favorite pastime or hobby, and current feeling. Drag them smaller to fit the row.

Go to the insert tab, select 'Pictures' and then 'Stock Images'. Select the 'Stickers' option. Insert stickers that represent those who you live with. Drag them to fit the row.

Go to the insert tab, select 'Pictures' and then 'Stock Images'. Select the 'Cartoon People' option. Select a face that represents you, a decoration, and a shape.

Go to the insert tab and select 'Date & Time' at the far right. Insert one of the options.

Go to the insert tab and select 'Equation' at the far right. Insert the 'Pythagorean Theorem'.

Go to the insert tab and select 'Symbols' at the far right. Select 'More Symbols'. Set the font type to 'Wingsdings'. Select 10 symbols of your choice.

Go to the draw tab and select a drawing tool and draw a heart. Click back on the arrow cursor under the design tools when done drawing.

Go to the home tab and type your last name using a Heading Style of your choosing.

Skills Applied
Change the orientation

Exercise #3

Making Lines and Borders

Job #9

Job #10

Employee Training

Anderson, Amber
Belcastro, Robyn
Carhill, Diane
Cobern, John
Gibbs, LoriLea
Juniper, Riley
Lumas, Jacob
Rogers, Taylor
Runkel, Ryan
Smith, Jet
Sustrick, Debra
Trimal, Trevor
Zelderburg, Jenna

7/26/2024

Training Needed

Concession Equipment
First Aid Basics
Troubleshooting for arcade
Workplace Expectations
Scheduling and calling-off procedures
Rules and procedures for the arcade and jump room


Exercise #1

Microsoft Word Function and Tool Table

| Home | Insert | Draw | Design | Layout | References | Mailing | Review | View | Help |
|--------------------|-------------------|--------------|-------------------|-------------------|-------------------|--------------------|----------------------|--------------|-----------------|
| Font Formatting | Color Page | Line | Themes | Margins | Table of Contents | Envelope | Editor | Read Mode | Context Support |
| Number | Page Break | Marker | Colors | Orientation | Text | Labels | Spelling and Grammar | Print Layout | Feedback |
| Bullets | Size | Highlighter | Forms | Size | Insert Footnote | Start Mail Merge | Thesaurus | Web Layout | Show Training |
| Alphabetical order | Pictures | Ruler | Paragraph Spacing | Columns | Search | Address Book | Word Count | Outline | What's New |
| Heading Styles | Shapes | Formal | Watermark | Page Break | Researcher | Grading Line | Read Aloud | Draw | |
| Find & Replace | Icons | Ink to shape | Page Color | Line numbers | Insert Citation | Insert Merge Field | Check Accessibility | Vertical | |
| Dictate | Header and Footer | Ink to math | Page Border | Paragraph Spacing | Manage Sources | Preview Results | Translate | Side to Side | |
| Add-ins | WordArt | Ink Replay | Effects | Wrap text | Bibliography | Final Recipient | Language | Ruler | |
| Text effect | Signature Line | | | Selection Pane | Insert Caption | Check for Errors | Track Changes | Gridlines | |
| Change Case | Table's View | | | High | Cross-Reference | Select Records | Block Authors | Zoom | |
| Increase font size | Equation | | | Arrange backward | Mail Entry | Update Layout | Hidden Editing | One Page | |
| Shikethrough | Symbol | | | Position | Mark Citation | Report | Align All | | |

Microsoft Word Student Examples For Teacher's Use.

If your students are using the free version of Microsoft, some tools and functions will not be available to them.



Students are given some choices in their creations; therefore, some colors, fonts, and styles will differ.

STUDENT CREATIONS ARE OFTEN BETTER WHEN SHOWN A GOOD EXAMPLE OF EXPECTATIONS FIRST. FEEL FREE TO SHOW THESE TO YOUR STUDENTS BEFORE EACH JOB.

A comprehensive collection of lessons to prepare teens for a productive future in the workforce.

Business Education with Denise Leigh ©

Job #1

Job #2

Ms. Jan Westford
280 Walnut Lane
Horseshoe, PA 15069
October 1, 2024

United Savings Bank
600 North Street
Horseshoe, PA 15069

To whom it may concern:

I am writing this letter to include all of the information needed to my company by business plan. Below you will find a list of things that must be in order to start my business. I have enclosed my business plan with this letter. Thank you for considering me for a business loan. I have faith and confidence that I will make this business venture work.

While waiting for my loan approval, I will be working on the following:

- Things to do before grand opening
- Get business insurance
- Meet with accountant
- Get tax forms
- Post job openings
- Apply for account with vendors

Here is a list of personal references that your bank requested.

| Name | Contact Info | Relationship |
|--------------|--------------|-----------------|
| Kelly Kapp | 412-878-9111 | Neighbor |
| Bob Williams | 412-268-4221 | Former Employer |
| Lisa Grace | 412-875-1241 | Classy |

Sincerely,
Ms. Jan Westford
enclosure

Skills Applied
Apply bullets
Insert a table
Format a table

Job #5

Attention Teacher:
If your school has an online Microsoft 365 version for students, some tabs may not show of their tool bar such as the 'Design' tab and the 'Draw' tab. These features are on the Microsoft Word download version.

Job #6

Saturday Morning Activities for 12 & Under!

Hola Hoop Jump Time
Tumbling Time
Crafts at the Arcade
\$1.00 Hot Dogs
\$1.00 Slushy
BOGO Arcade Games

Skills Applied
Use the Design tab
Apply a page border
Format page border
Change the orientation of a document

Skills Applied
Change the size of a document
Use the draw tab
Format the background
Insert Word Art
Insert a Footer

Job #5

Sunday - \$1.00 Hot Dog Day
Monday- Half Off Jumping
Tuesday- Glow Jumping 8-10 p.m.
Wednesday- \$10 Jumping for 5 & under
Thursday- BOGO Arcade Games
Friday - 4-6 p.m. \$10.00 Jumping
Saturday - Morning activities for 12 and under

Skills Applied
Use the Design tab
Apply a page border
Format page border
Change the orientation of a document

Skills Applied
Change the size of a document
Use the draw tab
Format the background
Insert Word Art
Insert a Footer

NOTE: If your students are using the free version of Microsoft WORD, some tools and functions will not be available to them.

Students Examples Included as Teacher's Keys

Job #8 Example



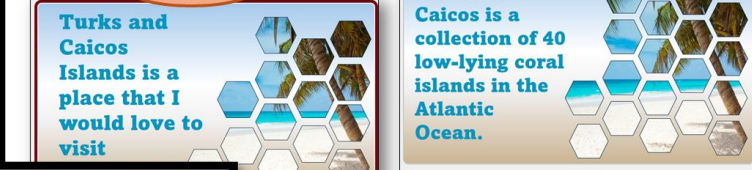
Job #8 Example



Job #9 Example



Job #10



Job #4 Examples

Skills Applied
 Insert WordArt
 Insert SmartArt
 Insert Picture
 Crop Images
 Insert Design Style
 Shape Format
 Apply Sound
 Insert Footer

Top Singers

TAYLOR SWIFT
 *TAYLOR SWIFT IS UNDOUBTABLY ONE OF THE MOST SUCCESSFUL FEMALE ARTISTS. SHE IS CURRENTLY ON A WORLD TOUR. SOME OF HER DISCOGRAPHY INCLUDES LOVE STORY, HAD ME AT WEDDING, AND ARTS+HANDS.

ARIANA GRANDE
 *ARIANA GRANDE IS A VERY SUCCESSFUL ARTIST. SHE RECENTLY CAME OUT WITH HER NEWEST ALBUM "ETERNAL SUNSHINE" AND IS HAD BEEN A WHILE OUT. SHE IS ALSO STARRING AS SIBBON IN THE MOVIE "WICKED" BASED OFF OF THE BROADWAY MUSICAL.

BEYONCÉ
 *BEYONCÉ WHO WENT SOLO AFTER BEING A PART OF "THE GIRL GROUP" DESTINY'S CHILD. IS ALSO CURRENTLY ON TOUR. SHE IS ALSO RELEASING HER ALBUM "COWBOY CARTER".

DRAKE
 *DRAKE IS A VERY SUCCESSFUL MALE SINGER WITH HIS DISCOGRAPHY INCLUDING SONGS LIKE HOTLINE BLING AND IN MY FEELINGS. HE IS CURRENTLY IN THE SPOTLIGHT FOR HIS VERY HITTING

ED SHEERAN
 *ED SHEERAN IS BEST KNOWN FOR HIS SONGS LIKE SHAPES OF YOU AND PERFECT. ED SHEERAN IS ALSO BEEN WORKING WITH OTHER BIG ARTISTS SUCH AS TAYLOR SWIFT, BE CRY

Job #5 Example

Skills Applied
 Change Slide Size
 Insert Picture
 Insert WordArt
 Remove Background
 Layer Items

Kaylee Dearing
 How she handles her quick rise to fame.

All the secrets!
 From her daily routine to her past, you'll get it all here.

Lights, Cameras, Action!
 Get all the details on upcoming films.

Job #6 Examples

Five Attractions in Ocean City New Jersey

Skills Applied
 Apply Designer Tool
 Adjust Fonts
 Apply an Animation

Pirate Voyages

Totally Tubular Water Sports

Playland's Castaway Cove

Ocean City Boardwalk

Medieval Fantasy Mini-Go

Job #7 Example

Kathy's Budget

| | |
|----------------|-----|
| Housing | 30% |
| Transportation | 20% |
| Food | 15% |
| Clothing | 10% |
| Misc. | 25% |

Skills Applied
 Insert WordArt
 Insert SmartArt
 Apply Animations
 Apply Transitions

Microsoft PowerPoint Student Examples For Teacher's Use.

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Job #1 Examples

PowerPoint Basics

Tips For Creating a PowerPoint

- Make slide backgrounds simple and free of clutter and distractions.
- Choose colors that complement each other and are not too bright.
- Choose a font that is easy to read.
- Make all font large enough to see it from far away.
- Don't add too much on each slide.
- Use no more than two different fonts throughout your presentation.
- Carry a common color scheme and theme throughout your slide file.

Inserting Pictures in PowerPoint

Use art to help convey your message. Use pictures and graphics to help tell your story. Don't overwhelm your audience by adding too many graphics to a slide.

Skills Applied
 Insert WordArt
 Format Font
 Text Fill
 Text Outline
 Add Slide Border
 Insert a Table
 Format a Table
 Format Font
 Apply Table Design

Most Common PowerPoint Mistakes

- Bad fonts
- Unnecessary Animations
- Too much text
- Busy Background
- Too much content on a slide

Job #2 Examples

Skills Applied
 Insert SmartArt
 Format SmartArt
 Insert Pictures
 Format Shape
 Change Outline Color
 Format Picture
 Use Corrections Tool

Book Of Me

My Time-Line

My Vision Board

Job #3 Examples

Social Media Use Among Teens

- Most teens use 3 or more social media platforms daily.
- 95% of teens have access to a smart phone.
- 40% of teens said that they have been bullied online.

Online Tips For Teens

- Don't talk to people that you don't know.
- Don't post your birthdate anywhere online.
- Set your social media profiles to private.
- Use an avatar as a profile picture if you are under 18
- Never share your passwords to your accounts

The 4 C's of Online Safety

NOTE: If your students are using the free version of Microsoft PowerPoint, some tools and functions will not be available to them.

7 Fun & Seasonal Microsoft Activities

- ✓ **2 EXCEL Jobs**
- ✓ **3 POWERPOINT Jobs**
- ✓ **2 WORD Jobs**

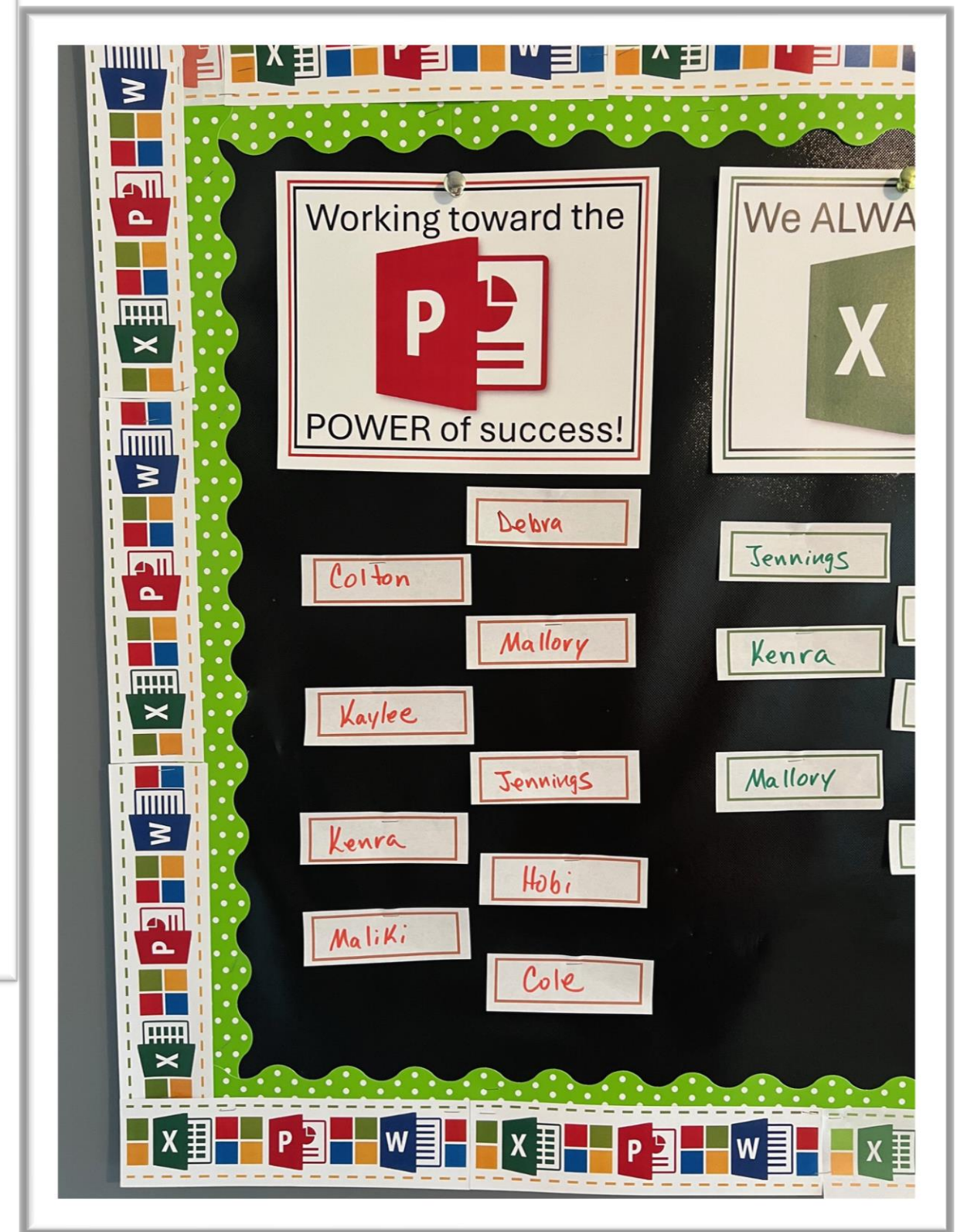


SEVEN JOBS INCLUDED:

- **Xmas Holiday Spending (Spreadsheet)**
- **Fall Festival Ticket Sales (Spreadsheet)**
- **Coffee Shop Drinks (Brochure)**
- **Fun Locker Art**
- **Easter Candy (Slideshow)**
- **Thank a First Responder (Formal Letter)**
- **Xmas Reindeer Sitting (Insert a Table)**



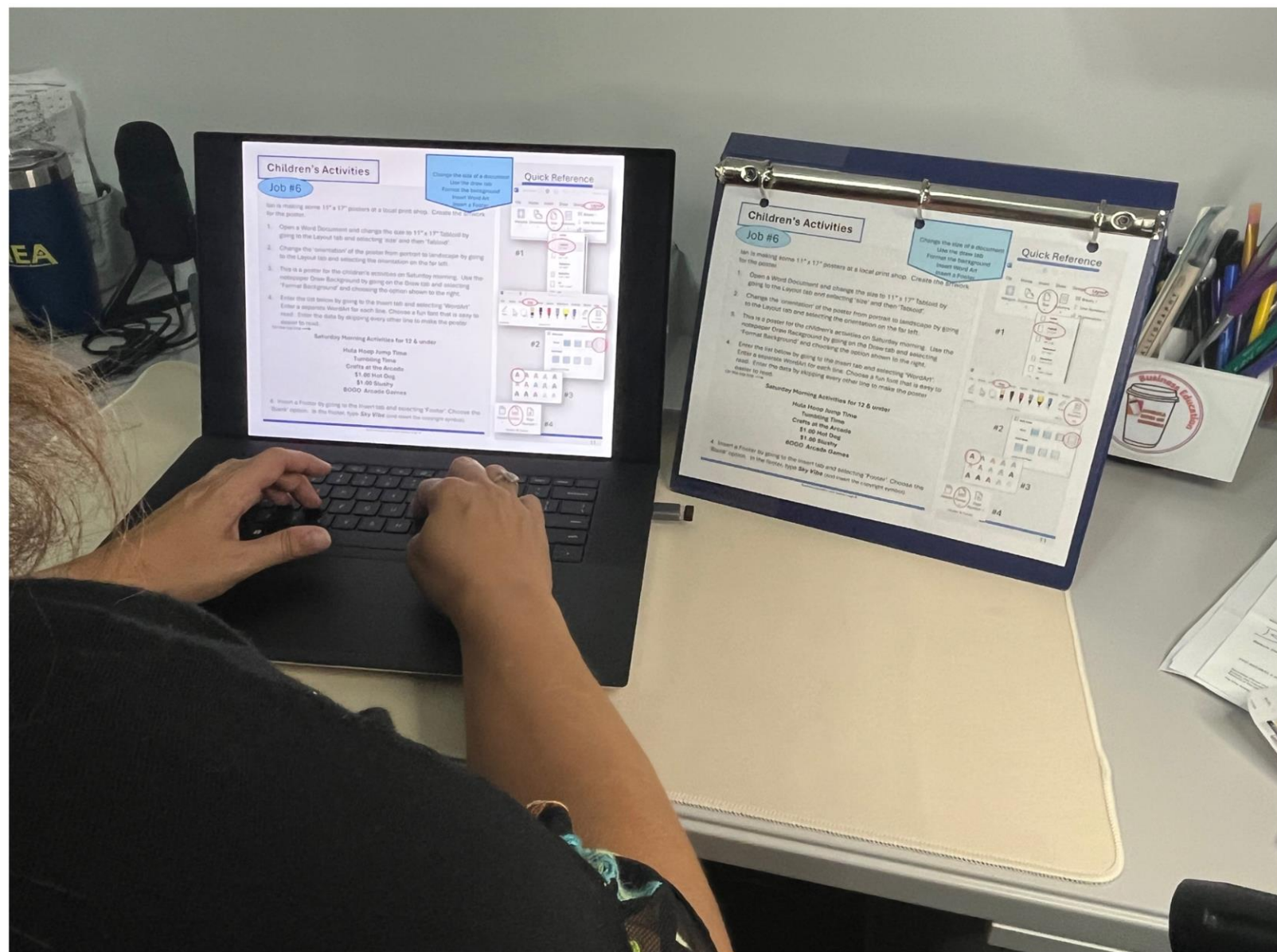
After Students Complete My Microsoft Courses, I Pin Their Names on this Bulletin Board!



As students complete my **WORD**, **EXCEL**, and **POWERPOINT** course activities, I pin their names under the proper software

THIS BUNDLE INCLUDES:

- ✓ MICROSOFT **WORD**, **EXCEL**, & **POWERPOINT** PACKETS
- ✓ MICROSOFT FUN & SEASONAL ACTIVITIES
- ✓ MICROSOFT CLASSROOM DÉCOR



EACH ALSO SOLD SEPARATELY -
WORD
EXCEL & POWERPOINT

Hi! My name is Denise Leigh. I have been teaching Business Education for over 25 years! I love collaborating with business educators all over the world. I am a 2022 Pennsylvania Teacher of the Year Finalist and relentless lifetime learner and lover of everything education. Engaging students and connecting them to their world is my jam! Thank you for exploring my resources and sharing my passion for BUSINESS EDUCATION!

Denise Leigh is an expert on student-led instruction. She was featured on CBS Pittsburgh for her City Collaborative™ Project-Based Business Education (PBL) Classroom.

