

Computer Applications FULL YEAR BUNDLE

MIDDLE SCHOOL OR HIGH SCHOOL



Google

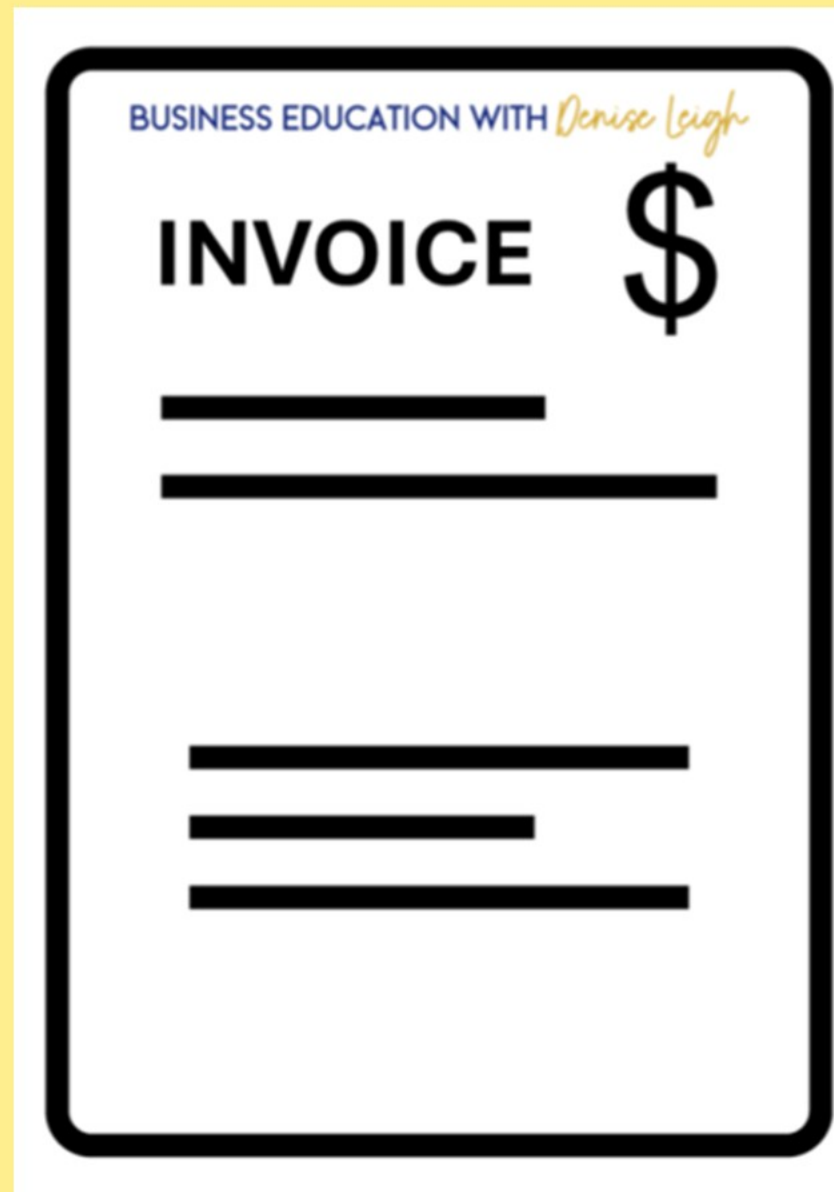


Microsoft

BUSINESS EDUCATION WITH *Denise Leigh*

I accept School District Purchase Orders

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Designed for High Engagement And Easy Implementation

**Microsoft Office
FULL COURSE BUNDLE**

**4 Printable
Student Packets**

**WORD
EXCEL
POWERPOINT**

**BONUS:
Seasonal Activities
MS Classroom Décor**

Office 365



BUSINESS EDUCATION WITH Denise Leigh

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 on the far left.
3. This is a poster for the children's activities on Saturday morning. Use notepaper Draw Background by going on the Design tab, selecting 'Format Background' and choosing the option 'Draw Background'.
4. Enter the text below in the poster. Enter the data by using the 'Draw Background' tool. Enter the data by using the 'Draw Background' tool. Enter the data by using the 'Draw Background' tool.

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

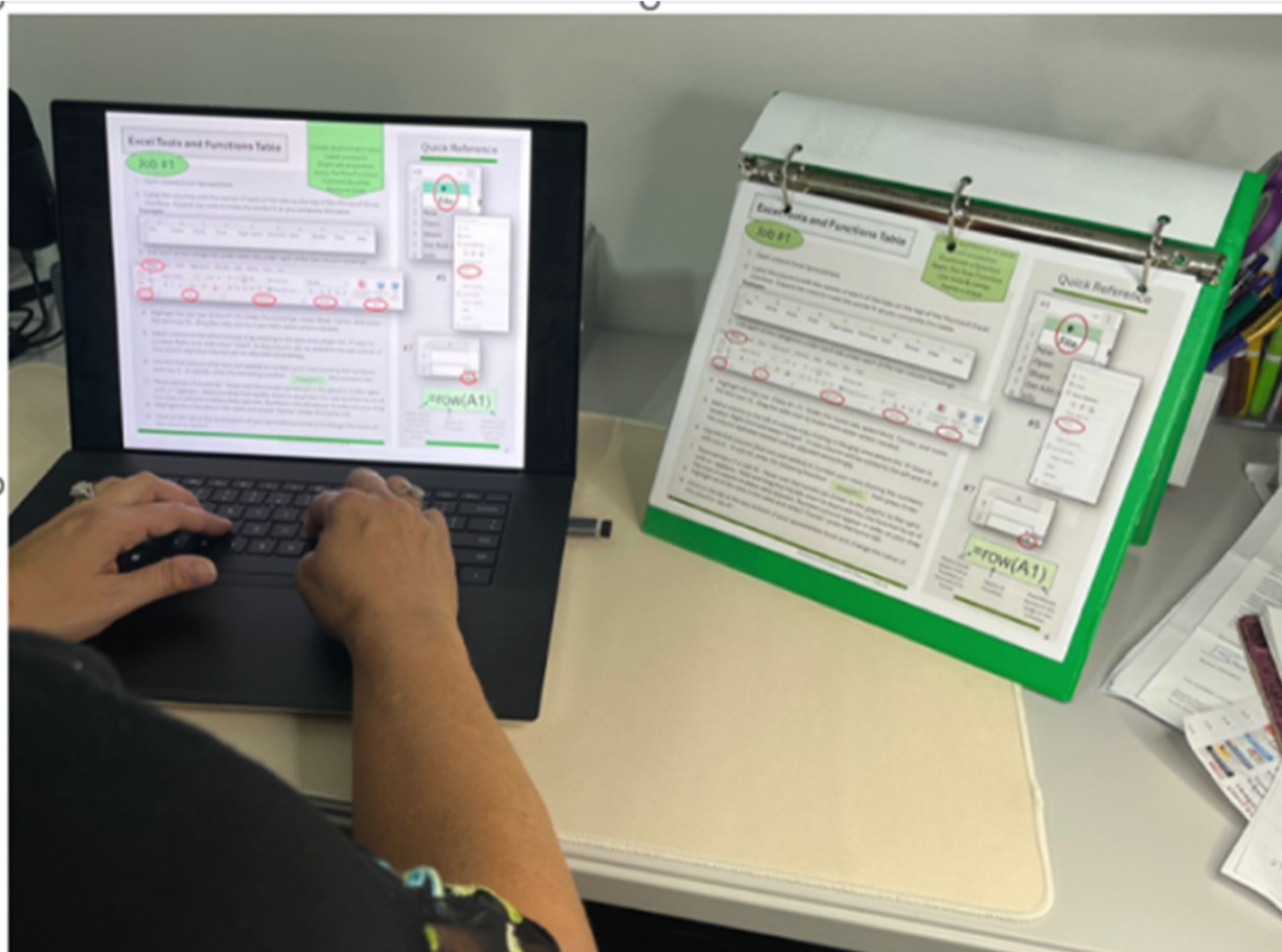


Steps to
reference
for a
quick
visual.

Prompt
number
quick
reference.

THIS BUNDLE INCLUDES:

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



WORD: 21-Page Printable Packet for Students

Employee Training

Job #10

continued

Insert a text box
Insert the date
Insert a footer

Quick Reference

Microsoft Word Table Components

Exercise #1

1. Open a blank Word Document.
2. Insert a 10 column, 14 row table by going to the Insert tab, select 'Table' and click on 'Insert Table'.
3. Make the column headings the titles for each of the tabs on the tool bar of the Microsoft Word interface starting with 'File' and ending with 'Help'.

Insert a table
Format a table
Tool and function discovery

Quick Reference

Microsoft Word Discovery Exercise

Exercise #2

1. Open a blank Microsoft Word Document.
2. Change the orientation of the page to landscape.—Go to the Layout tab, select 'Orientation', select 'Landscape'.
3. Create a 2 column 11 row table.—So to the Insert tab, select 'Table'.
4. Change the table format.—Select the entire table. Be sure not to highlight beyond the table. Right click, go to the 'Row' tab and check the 'Specify Height' box. Set the row height to 0.5".
5. Change the page size to tabloid.—Go to the Layout tab, select the 'Size' option and select 'Tabloid'.
6. Merge the first row and add the heading, 'Microsoft Word Discovery Exercise #2'. Bold and center the heading size 48.
7. Make the font in the rest of the table size 16.

Change the orientation
Insert a table
Format a table
Change the page size
Format font

Microsoft Word Discovery Exercise

Exercise #2

Continued

After the table is populated....

9. Insert a watermark.—Click on the design tab and select the 'Watermark' option. Select 'Custom Watermark' drop-down menu. Click the text watermark box. In the 'Text' window, type Discovery. Make the watermark light gray.
10. Find a word and replace it.—Go to the home tab and select 'Find'. A task pane will open on the left of our screen. Find a word and replace it. Now select 'Replace' just below the Find option. Type 'Select' to change all of the 'choose' appears. You will be prompted to change each of them at a time. Click on 'Replace' each time.
11. Change the row color to yellow.—Highlight the first row of the table and select 'Table Design'. Go to 'Shading' and select 'Yellow'.

Insert a picture
Insert a watermark
Apply a watermark
Insert a drawing
Insert a symbol
Add a page number
Insert a header

Making Lines in Microsoft Word

Exercise #3

Making lines in Microsoft Word

1. Open a blank Microsoft Word Document.
2. Change the orientation of the document landscape. --Go to the layout tab and select the 'Orientation' option and then 'landscape'.
3. Insert WordArt to create a heading to read 'Making Lines and Borders'. Use the WordArt formatting to make it really stand out.—Go to the insert tab and select WordArt and use the formatting tools in that section.

Change the orientation
Format font
Explore making lines
Change background color



Party Paper

Job #8

Sky Vibe is going to be hosting Birthday Parties. This has the potential for some extra revenue for Ian. Prepare a letter to those who wish to have their Birthday event hosted at the trampoline park.

1. Open a Word Document and start the letter by saying:

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:

2. Make the heading 'Thinking of hosting a party at Sky Vibe?' in size 28 font and select the 'Text Effects and Typography'. Under that text effects, select the 'Glow' option and stay with a blue theme. Choose one other text effect in that drop down to really make the heading stand out.
2. Go to the Design tab and add a thick page border in a blue color.

Insert Word Art
Apply text effects
Set Margins
Insert SmartArt
Format SmartArt

Quick Reference



Party Paper

Job #8

5. Insert a dotted line under the SmartArt image by going to the Insert tab and inserting a line shape. You must drag the line where you want it on the page. Make it go from one end of the page to the other.

6. Click on the line that you created and go to 'Shape Format', then 'Shape Outline' to make the line thicker.

7. Click on that line that you created again and go on the 'Dashes' option to make the line dashed.

8. Create the table below the dashed line and at the bottom of the page.

Name

Insert shapes
Format shapes
Insert a shape
Format a table
Insert a footer
Insert a symbol

Quick Reference



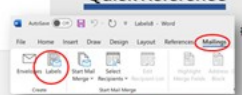
Ian's Labels

Job #9

Ian is starting some advertising through the mail. He is in need of mailing labels for the business.

1. Open a Word Document. Go to the Mailings tab and select 'Labels'.
2. Select the Avery Mailing Labels that are closest to the right.

Quick Reference



Liability Waiver

Job #4

There will need to be a legal liability waiver for all customers who are visiting the trampoline park to sign.

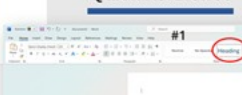
1. Open a blank Word document and use the 'Heading' option on the Home tab. The heading of this document is **Sky Vibe Liability Waiver**. Center the heading.

2. Type the following legal agreement below. Make the font 14 size and all caps. Bold the name of the business and make it size 16 font and NOT in all caps.

I AM VOLUNTARILY PARTICIPATING IN THE AFORESAIDED ACTIVITY. I AM NOT PARTICIPATING IN THE ACTIVITY ENTIRELY AT MY OWN RISK. I AM AWARE OF THE RISKS ASSOCIATED WITH PARTICIPATING IN THIS ACTIVITY. WHILE THE ACTIVITY IS NOT LIMITED TO PHYSICAL OR PSYCHOLOGICAL RISKS, IT IS NOT LIMITED TO PHYSICAL OR PSYCHOLOGICAL RISKS.

Use a heading style
Insert a signature line
Insert a symbol
Apply a watermark

Quick Reference



Activities Poster

Job #5

Ian is making some posters for the local print shop. He is in need of a poster for the children's activities on Saturday morning.

2. Change the orientation of the poster from portrait to landscape. Then go to the Layout tab and select 'Orientation' and then 'Landscape'.

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

Quick Reference



Children's Activities

Job #6

Ian is making some posters for the local print shop. He is in need of a poster for the children's activities on Saturday morning.

1. Open a Word Document. Go to the Layout tab and select 'Orientation' and then 'Landscape'.

2. Change the orientation of the poster from portrait to landscape. Then go to the Layout tab and select 'Orientation' and then 'Landscape'.

3. This is a poster for the children's activities on Saturday morning. Use the Design tab and select 'Page Borders' and then 'All'.

Quick Reference



Create a formal business letter:

Reference

This is a sample of a formal business letter in block format WITHOUT a letterhead. This letter has a return address instead.

Address & Sender
1000 Corporate Drive
Suite B
Morgantown, PA 15069
September 14, 20--

Mr. Ian Westford
280 Glenview Lane
Morgantown, PA 15069

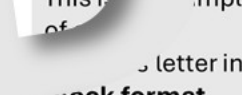
Dear Ian:

It was a pleasure to have you in for an interview this yesterday. I loved hearing about your previous experience and what you liked and disliked about those jobs.

I also loved that you have put in so much volunteer time at the local food bank. That shows your compassion for the community and your willingness to do what it takes to serve others.

Return address
Date
Letter
Salutation

Quick Reference



Business Letter:

Job #1

Open a new Word Document and respond to Ian Coffield's letter. Make the letter 1 inch at the bottom, left and right margins. Go to the Layout tab and select 'Margins' and then 'Normal'.

3. Use Ian's address as the return address.

4. Use the date September 17, 20--.

5. In the body of the letter say:

It was a pleasure to meet you as well. Thank you so much for the job offer. I am excited to be a part of the team.

Quick Reference



Microsoft Word



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

Basic format of these activities

New skills introduced

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 on the far left.

3. This is a poster for the children's activities on Saturday morning. Use the notepad 'Draw Background' by going to the Draw tab and selecting 'Format Background' and choosing the option shown to the right.

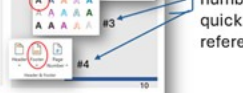
4. Enter the list below by going to the Insert tab and selecting 'WordArt'. Enter a separate WordArt for each line. Choose a fun font that is easy to read. Enter the data by skipping every other line to make the poster easier to read.

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

Hula 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.

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



Steps to reference for a quick visual.

Prompt number quick reference.

Table of Contents

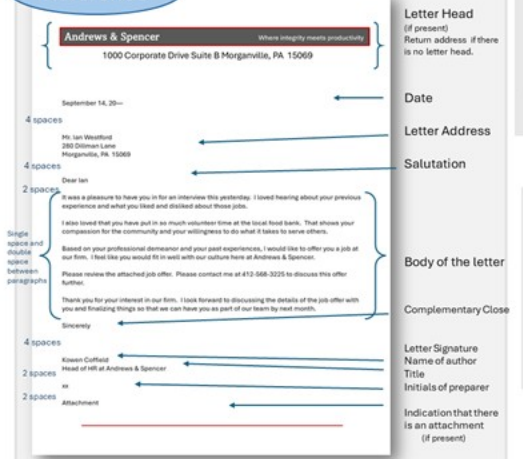
Jobs	Skills learned
Job #1- Formal Business Letter	Set up and format document pages
Job #2- Business Preparation Document	Apply bullets, Insert a table, Format a table
Job #3- Arcade Games	Insert a table, Apply borders & shading, Format table
Job #4- Liability Waiver	Use a heading style, Insert a signature line, Insert a symbol, Apply a watermark
Job #5- Activities Poster	Use the Design tab, Apply a page border, Format page border, Change the orientation of a document
Job #6- Children's Activities	Change the size of a document, Use the draw tab, Format the background, Insert Word Art, Insert a Footer
Job #7- Concession Stand	Use the design tab, Change the page color, Apply a page border with artwork
Job #8- Party Paper	Insert Word Art, Apply text effects, Set Margins, Insert SmartArt, Format SmartArt, Insert shapes
Job #9- Ian's Labels	Use mailings tab, Create labels, Format labels
Job #10- Employee Training	Sort alphabetically, Insert a text box, Insert a text box, Insert the date, & insert a footer

Exercises	Skills learned
Exercise #1 Word Table Components	Tools and functions discovery activity for exploration
Exercise #2 Discovery Exercise	Change the orientation, Insert a table, Format table, Change the page size, Format font
Exercise #3 Making Lines in Word	Change the orientation, Format font, Explore making lines, Change background color

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

Create a formal business letter:

Reference



This is an example of a formal business letter in block format WITH a letterhead.

Companies often use their own letterhead at the top of all correspondence to display their business brand and present professionally prepared communication.

EXCEL: 16-Page Printable Packet for Students

Payroll Register

Job #8

- Pension= 3% *Gross Pay.
 - Open a blank sheet tab and name it 'Job #8'.
 - Type the data to the right.
 - Apply the formula for Gross Pay in cell E3. Gross Pay=Hourly Wage*Hours Worked.
 - Federal Tax will be 15% * Gross Pay.
 - Social Security Tax is 6.2% * Gross Pay.
 - Medicare Tax= 1.4% * Gross Pay.
 - State Tax =4% * Gross Pay.
 - Pension=3%*Gross Pay.
- 10.Net Pay=Gross Pay-(the sum of all deductions)** In cell K4, type

Job Earnings

Job #5

You are asked by the Marketing Inc. Company to create a chart of total employee commission and company earnings. Each employee earns 30% commission on total sales.

1. Open a new sheet in MS Excel and name it Job #5.
2. Type the data exactly as shown below...Use what you have learned about formatting to duplicate the table below.
3. The employee commission is 30% of sales. Insert formula in cell D4.

$$=B4*C4$$
4. Replicate the formula to cell D11.
5. The company (Marketing Inc.) calculates their earning from subtracting the employee commission from the advertisement sales for each employee. Insert formula in cell E4.

$$=B4-D4$$
6. Replicate the formula to cell E11.
7. Using the SUM function, total columns D and E.

Hometown Theaters

Job #2

You are working for Hometown Theaters and have been asked to prepare displaying the number of tickets sold for each of the featured films for the

1. Open the Excel spreadsheet with Job #1. Add a sheet at the bottom and name it "Job #2".
2. Type out the data exactly as shown below on the new sheet...
3. Enter the formula in cell F2 to work out the **Total Viewers** for the week.
- =sum(B2:E2)**
- Replicate the formula **down** to cell F11.
4. Enter the formula in cell B13 to work out the **largest viewed** movie for each week.
- =max(B2:B11)**
- Replicate the formula **across** to cell F13.
- | | A |
|----|----------------------------|
| 1 | Featured Film |
| 2 | The Brown and the Beige |
| 3 | No Strings Attached |
| 4 | The Best Day Yet |
| 5 | Captain America |
| 6 | The Daily Grind |
| 7 | Bruce the Moose |
| 8 | How Things Go in the World |
| 9 | The Upside |
| 10 | It's All Good Now |
| 11 | Our Baby Boy Trey |
| 12 | Largest Viewed Figure |
| 13 | Smallest Viewed Figure |
| 14 | Replicating Figure |
| 15 | Average Viewing Figure |

Used Auto Mart

Job #9

- Open a new sheet and name it Job #9.
- Type the data as shown on the right.
- Calculate the adjusted price. To do so, take the base price, add the additional accessories and subtract the discounts.
$$=B4+C4-D4$$
- Calculate the sales tax. Sales tax is 6% in the state where Riley's Auto Mart is located. To do so, multiply the adjusted price by 6%.
$$=E4*6\%$$
- Calculate the final price. Add the adjusted price and sales tax.
- Calculate the monthly payment. (for the purpose of this exercise, we will calculate the payment without interest).
$$=F4/36$$

Accounts Payable

Job

1. Open a new sheet in Microsoft Excel and name it Job #6.
2. Claysville Paper Company needs a record of their Accounts Payable. Each account payable (customer who owes money to Claysville Paper Company) receives a different discount based on their sales agreement. Sales tax is 6%. Create the table below.

[Home](#)

lo

Now that you've formulated, formalized, and formatted your idea, it's time to get it ready for action.

7. Format all cells in the spreadsheet. Highlight data or "Number Format" in the task pane to 0.
8. Add a title row above the spreadsheet. Right click cell A1, right click on the spreadsheet, select "entire row" and click OK.
9. Highlight cells A1 through F1. Merge & center cells.
10. Evaluate the data in the spreadsheet and title in spreadsheet with an appropriate title in the new row. (row 1)
11. Make the title font size 18 and bold.
12. Click in the title cell, go to the home tab and from the paint can icon, select a light green fill for that cell.

Carol's Restaurant

Job # 10

Carol is analyzing how much of her total expenses are spent on meat & poultry. With the rising cost of food prices, she needs data to show to her advisors to get advice on cutting costs.

1. Open a new sheet in Excel and name it Job #10.
2. Type the data to the right and format the table as close as you can to the formatting shown.
3. Insert the appropriate function in cell F7. Use the AutoFill tool to extend the totals down the column.
4. Insert the appropriate function in cell B11. Use the AutoFill tool to extend the totals across the row.
5. To complete the final formula, the total for meat & poultry (C11) must be divided by the annual totals (F11). To

Accounts Payable

Job #6

[illegible]

Business

Job

The Chamber of Commerce of businesses in
categorized by types of b

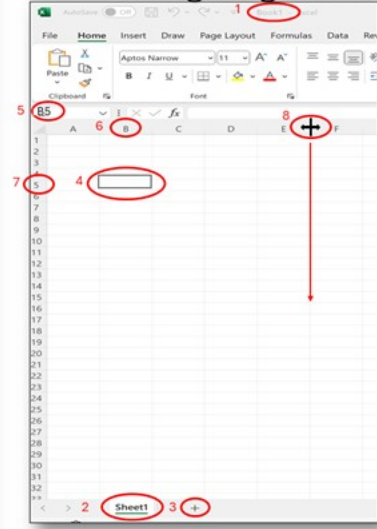
1. Add a sheet to your Excel workbook and name it Job #3.
2. Type the data exactly as shown. Make sure right-align the numbers.
 - Be sure to merge the cells from A1 through D1.
 - On the Home tab, go to *Format* and change the *Row Height* to 30 and the *Column Width* to 30.
 - Center all data.
 - Increase the font size of the title to size 26 and the subtitle to size 20. Bold the title and subtitle.
3. Add light gray shading to alternating rows by selecting the palette under the Home tab. Highlight the first row and each alternate row after to apply the shading.
4. Display the gridlines by checking the box under the view tab.

Microsoft Excel



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

Navigating the Excel Interface



1. Each new page in Excel is called a 'Book'.
2. Each tab in the book is called a 'Sheet'.
3. To add a new sheet, click on the + sign. Name the sheet by deleting the word 'sheet' and customizing.
4. Each block on the grid is called a 'Cell'.
5. Cell addresses are named according to the columns and the rows.
6. Columns are identified by the alphabet.
7. Rows are identified by numbers.
8. When you hover your cursor between two columns or two rows, you get a cross in which you can drag the column or row to expand.

Table of Contents

Jobs	Skills Learned & Applied
Job #1- Excel Tools and Functions Table	Create and format a table, insert a column, duplicate a function, apply the row function, use bold & center, name a sheet
Job #2-Hometown Theaters	Add a new sheet, use the sum function, use max, min, & average function, replicate formula
Job #3-Business Types	Merge cells, adjust row height, adjust column width, format font, add shading, display gridlines
Job #4-Terrytown Travel	Apply formula, use SUM function, format numbers, apply thousands separators, format as currency conditional formatting
Job #5-Job Earnings	Apply formula, wrap text, use SUM function, replicate formula, insert a chart
Job #6-Accounts Payable	Merge Cells, wrap Text, insert Row, apply formula, use SUM Function, set print area, wrap text
Job #7-Sales Report	Apply formula, use Max, Min, Average & SUM Functions, format data, alphabetize data, insert chart
Job #8-Payroll	Apply formulas, apply Functions, apply advanced formulas, use AutoFill Feature
Job #9-Used Auto Mart	Apply functions and formulas, use the NOW function, format Cells for Currency
Job #10-Carol's Restaurant	Format cells, apply formulas & functions, format table with shading
Template Discovery	Discover various types of templates within Excel, Manipulate data, fonts, colors, and cells.

Excel Tools and Functions Table

Job #1

1. Open a blank Excel Spreadsheet.
2. Label the columns with the names of each of the tabs on the top of the Microsoft Excel interface. Use the **bold & center** Name a sheet.
3. List each of the categories under each tab under each of the tab column headings.
4. Highlight the top row. (Cells A1-J1). Under the home tab, select Bold, Center, and make the font size 15. Drag the cells over to make them wider where needed.
5. Add a column to the left of column A by clicking in the gray area where the 'A' label is located. Right click and select 'Insert'. A new column will be added to the left and all of the column alphabet labels will be adjusted accordingly.
6. Use the first column (that was just added) to number your rows starting the numbers with row 2. In cell A2, enter the following function: **=ROW(A1)** then press Enter.
7. There will be a 1 in cell A2. Hover over the handle (as shown in the graphic to the right) until a + appears. Hold and drag that handle down to duplicate the row function to all of the rows in column A where data appears. Numbers should appear in order as your drag.
8. Highlight all of the data in the table and select 'Center' under the home tab.
9. Click on the tab at the very bottom of your spreadsheet book and change the name of this sheet to 'Row #1'.

Quick Reference

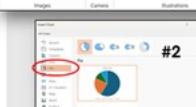
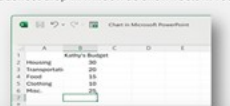
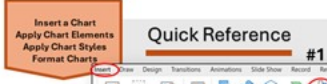


POWERPOINT: 20-Page Printable Packet for Students

Kathy's Budget

Job #7

- Open a new PowerPoint. Go to the Insert tab and select 'Chart'.
- Choose the 'Pie' option as shown to the right. Click OK.
- Populate the Excel Spreadsheet drop-in window as shown below. You can drag the window to open more.



Quick Reference

#1

#2

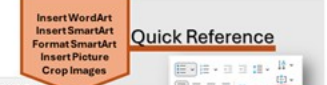
Top Singers

Job #4

Continued

Page 1- Applying & Formatting SmartArt

- Open a new PowerPoint and delete any text boxes.
- Type the information to the right. The heading should be done in WordArt and the bulleted list should be typed by inserting a text box.
- Select the text box and go to the SmartArt icon under the Paragraph category. Select the drop-down menu 'More SmartArt Graphics'.
- Choose 'Picture' and then select the 'Title Picture Lineup' graphic. Click OK.
- Select the 'Change Colors' option and select a color scheme of your liking. This will be the color scheme for your PowerPoint presentation.
- Click on the picture placeholder. Select 'Online Pictures'.



Quick Reference

#1

#2

#3

#4

The Book of Me-Continued

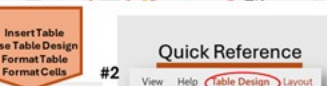
Job #2

continued

Page 3-My favorites

- Create a slide of your favorites. Do this by inserting a 2 column 7 row table and highlighting the row, right click, and select 'Merge Cells'. In that first row, type the title, "My Favorites". The table should read as such:

First Column		Second Column
My favorite Candy	(insert answer)	
My favorite Song	(insert answer)	
My favorite Color	(insert answer)	



Quick Reference

#1

#2

Learning about PowerPoint Presentations

Job #1

continued

Slide 3-Add Glow and Bullets

- Move on to the third slide in the deck and make the background the same color as slide 1.
- Insert WordArt that says, "Tips for Creating a PowerPoint". Make the font large enough that it reaches from one end of the slide to the other with about a one-inch margin on each side of the slide.
- Highlight the WordArt and select the Shape Format tab. Select 'Text Effects' and choose 'Glow'. Select 'More Glow Colors' and choose orange to glow behind the WordArt.
- Insert a text box and type the PowerPoint tips below. List them by using the bullet tool on the Home tab. Choose any bullet option. Make the font big enough to fill the page.



Quick Reference

#1

#2

#3

3D Model Creations

Job #8

- Open a blank Microsoft PowerPoint and add 7 blank slides.
- On the first (title) slide type "Exploring 3D Models". The font should be large enough to fill the slide. Add a border to the slide.
- Add a footer to the slide that reads "3D Model Exploratory".
- On the second slide insert at least 15 of the 3D Models from the stock images to create a room scene. Do this by going to the insert tab and selecting '3D Models'; under the Illustrations section. Select 'Stock 3D Models'. Items can be moved and rotated by moving the center rotating circle. Items can be layered by a right click on the object.



Quick Reference

#1

#2

#3

#4

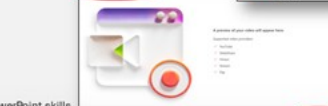
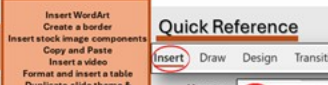
'How to' Presentation

Job #9

Create a 'How to' presentation on one of the following topics:

- How to make a taco.
- How to change a tire.
- How to tie a tie.
- How to make slime.
- How to make a paper airplane.
- How to make a Minecraft House.
- How to make a sandwich.

- Open new PowerPoint file and add 4 blank slides.
- Complete a slide file with the contents of the table below. Be sure to include the tools and functions listed to show your PowerPoint skills.



Quick Reference

#1

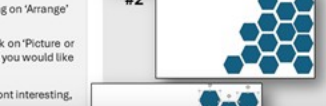
#2

#3

Dream Destination

Job #10

- Open a blank PowerPoint Slide file.
- Insert a hexagon shape and duplicate it as shown to the right by copy and paste. You can arrange them anyway that you would like on your slide.
- Highlight all of them at the same time and group them together by clicking on 'Arrange' under the home tab. Then select 'Group' on the drop-down menu.
- Select your grouped image and right click and select 'Format Shape'. Click on 'Picture or texture fill' and choose a stock picture or an online picture of a place that you would like to visit someday. Dream big! Click 'Insert'.
- Insert a textbox and make a statement about the destination. Make the font interesting, but easy to read and large enough to fill the rest of the slide.



Quick Reference

#1

#2

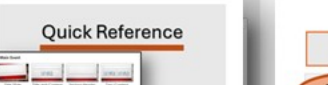
Top Singers-Continued

Job #4

Concluded

Pages 2-5

- Add 5 slides by going to the Home tab and clicking on 'New Slide' 5 times OR by simply clicking on slide #1 in the left-hand pane and hitting the enter key.
- Create a slide for each of the top singers. Include the following on each slide:
 - A photo of them-apply a picture style from the picture format tab for each picture.
 - The singer's name-do this by using WordArt and applying at least 3 text effects.
 - A brief biography (no more than 4 sentences) for each singer-this is to be done using a text box. Choose an easy-to-read font.
- Add a transition of your choosing to this slide show and apply it to all slides.
- Add the sound 'Applause' to the first slide.
- Slides are to transition 'On Mouse Click'.



Quick Reference

#1

#2

#3

Magazine Cover

Job #5

PowerPoint is often used by content creators as a graphic design program because of its extensive tools and design elements. This job is a great example of using PowerPoint as a graphic design platform.

- Open a new blank PowerPoint file and change the page size to 8.5 X 11. To change the slide size, go to the design tab and select 'Slide Size' at the far right. Change the size to the specifications, click OK and select 'Maximize'.
- Insert a picture of your own or one from online. Stretch that picture across the entire slide from one corner to the other. Crop any unnecessary background. Remove the background if you wish. Instructions to do so are found below. You want to have a very large focal point on your cover such as a person, pet, or object.
- Insert WordArt to represent the magazine title. You want this to be VERY large and take up the entire space at the top of your magazine cover. Use the text effects to make the title stand out. To layer items, click 'Bring to Front' or 'Send to Back'.
- Insert a picture of your own or one from online. Stretch that picture across the entire slide from one corner to the other. Crop any unnecessary background. Remove the background if you wish. Instructions to do so are found below. You want to have a very large focal point on your cover such as a person, pet, or object.
- Insert WordArt to represent the magazine title. You want this to be VERY large and take up the entire space at the top of your magazine cover. Use the text effects to make the title stand out. To layer items, click 'Bring to Front' or 'Send to Back'.



Quick Reference

#1

#2

#3

Beach Attractions

Job #6

- Open a blank PowerPoint Slide deck.
- Select a beach that you have visited or would love to visit.
- Research online to find 5 cool attractions.
- Create a 6-slide presentation with a title slide and 5 attraction slides. Each of the 5 attractions should have a title, a photo, and a description. Use the text effects to make the title stand out. To layer items, click 'Bring to Front' or 'Send to Back'.
- Insert a picture of your own or one from online. Stretch that picture across the entire slide from one corner to the other. Crop any unnecessary background. Remove the background if you wish. Instructions to do so are found below. You want to have a very large focal point on your cover such as a person, pet, or object.



Quick Reference

#1

#2

#3

#4

#5

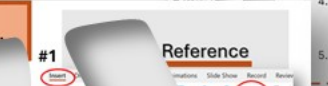
The Book of Me-Continued

Job #2

continued

Page 4-Comp

- Insert WordArt to say "My Favorites". Use the 'Format Painter' to duplicate the formatting on the WordArt on slide 3 by highlighting the WordArt on slide 3 and selecting the 'Format Painter' tool under the Home tab on the far left. Click on slide 4 and click on the WordArt to activate the 'Format Painter' to duplicate the orange glow and the font size of the WordArt to insure consistency in your slide deck.
- Insert a text box and type:



Quick Reference

#1

#2

#3

#4

#5

Learning about PowerPoint Presentations

Job #1

continued

Slide 5-Format Shapes

- Move on to the fifth slide in your slide deck. Change the color of the slide background to the same light gray of the others and insert the same border.
- Add the title, 'Most Common PowerPoint Mistakes'. Use the 'Format Painter' to format the title to match the other titles in the slide deck. If the font is too large after applying the Format Painter, decrease the size of the font.
- Insert a rectangle shape and change the fill to orange and the outline to black. Once you have one rectangle formatted, copy and paste that



Quick Reference

#1

#2

#3

The Book of Me

Job #2

continued

Slide 1-Create your book cover

- Setting up your book format—Change the size of your slide to 8.5 X 11. Go to the Design tab and select 'Slide Size' at the far right of the tool bar. Select 'Custom Slide Size' and change the Width and Height as shown on the right. Click 'OK' and select 'Maximize'.
- Create a border to frame the page. Do this by inserting a large shape selecting 'no fill' and choose a thick line and line color of your choosing. Page borders should be pulled in from the very edge.
- Insert a photo of your choice for your cover and make it large. Select a 'Picture Style' under the 'Picture Format' tab.



Quick Reference

#1

#2

#3

#4

#5

Microsoft PowerPoint

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



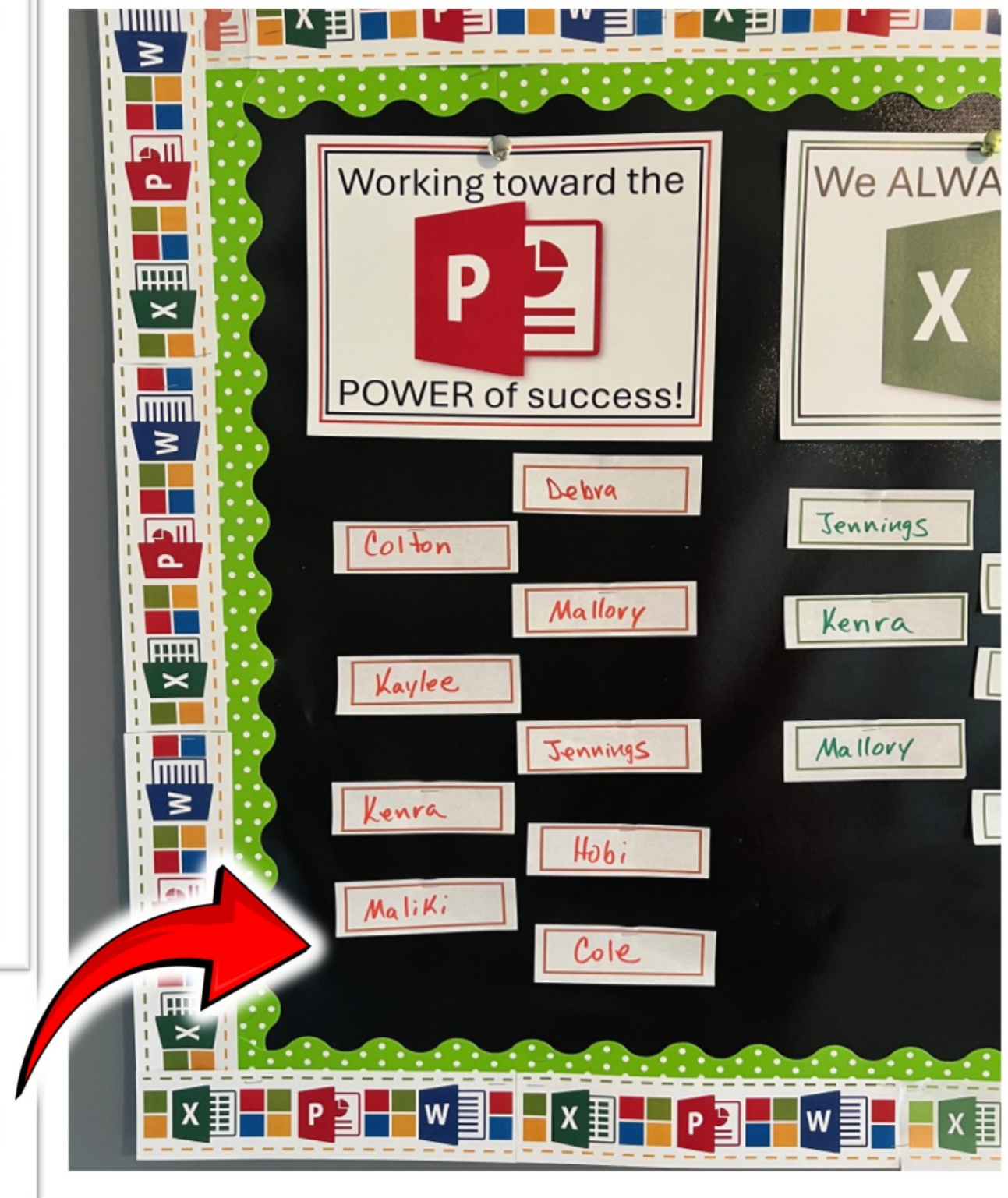
Jobs	Skills learned
Job #1 - Learning About PowerPoint	Insert WordArt, Format Font, Text Fill, Text Outline, Add Slide Border
Job #2 - The Book of Me	Change Slide Size, Insert Footer, Use Gradient Fill, Format Background
Job #3 - Teen Safety Online	Insert WordArt, Insert SmartArt, Apply Animations, Apply Transitions
Job #4 - Top Singers	Insert WordArt, Insert SmartArt, Format SmartArt, Insert Picture, Crop Images
Job #5 - Magazine Cover	Change Slide Size, Insert Picture, Insert WordArt, Remove Background, Layer Items
Job #6 - Beach Attractions	Apply Designer Tool, Adjust Fonts, Apply an Animation, Apply a Transition, Add Advance Slide Timer
Job #7 - Kathy's Budget	Insert a Chart, Apply Chart Elements, Apply Chart Styles, Format Charts
Job #8 - 3D Model Creations	Insert 3D Models, send items back, bring items forward, format objects, add a slide file footer
Job #9 - 'How to' Presentation	Insert WordArt, create a border, insert stock image components, copy and paste, insert a video, format and insert a table, duplicate slide theme & background.
Job #10 - Dream Destination	Group objects, fill object with picture, duplicate object, duplicate slide, add transition, use eyedropper tool.

Business Education with Denise Leigh ©

A **READY-MADE, PRINT & HANG** Microsoft Office-Themed Bulletin Board included!



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



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)



36+ 'PLUG AND PLAY'

Google APPLICATIONS LESSONS



GOOGLE INTRODUCTION

GOOGLE DOCS

GOOGLE SLIDES

GOOGLE SHEETS

GOOGLE FORMS

GOOGLE TRAVEL

GOOGLE KEEP

GOOGLE EARTH

GOOGLE CALENDAR

GOOGLE CONTACTS

GOOGLE APP PROJECTS

GOOGLE SIMULATIONS

GOOGLE SITES

My Google Applications Bundle Includes an **EASY-TO-NAVIGATE LESSON LIBRARY** MAKES THE LESSONS EASY-TO-FIND ON YOUR GOOGLE DRIVE

BUSINESS EDUCATION WITH <i>Denise Leigh</i>	
Google Lesson Library PACING AND TIME SUGGESTIONS HIGHLIGHTED IN YELLOW	
Google Introductory Lessons	
Google Company Timeline	No teacher's key is provided because the answers will vary. 45 minutes
Google Apps Discovery Activity	Have students complete this quick activity on their own. After they are done, ask for volunteers to share one by one and discuss each purpose of the apps. Students may need to use the Web to search for responses. 30 minutes
Google Slides	
About Me Google Slide Presentation Student Example 1 Student Example 2	This is a pre-assessment to see what students know about Google Slides. Tell them to pay special attention to the notes in yellow in the margins of the file. 90 minutes
Google Travel Portfolio File Student Example 1 Student Example 2	This slide activity took my students about three (3) 42 minute class periods to complete.
Dream Bedroom	This is a student favorite!!! Google Slide activity. 45 minutes
Hot Cocoa Stand OR Lemonade Stand	FUN activity on formatting. Perfect for Homecoming week or before winter break! 45 minutes
Google Docs	
Google Docs Exploration Teacher's Key/Student Example	Students should be able to complete this on their own. 45 minutes
Google Doc Scavenger Hunt Teacher's Key/Student Example	GREAT intro. Students should be able to do this on their own. I allow students to help each other if needed. 45 minutes
Dream Dog Tools and functions visual Student Example Student Example	Google Docs independent activity. Show the student example so that students get motivated to do their best. 45 minutes
How to Activity Student Example Student Example	Google Docs independent activity. 30 minutes
Small Business Love Letter	Perfect for Valentine's Day or really anytime of the year! 35 minutes
Camping Google Doc	Google Docs independent activity. 45 minutes
Haunted House Google Discovery	The kids love this Halloween activity for Google Docs.

**PACING
&
TIME
SUGGESTIONS
ARE
HIGHLIGHTED
IN
YELLOW**

Halloween Data Activity	Student challenge—modify this Excel activity to Google Sheets 42 min
St. Patrick's Day Data Activity	Student challenge—modify this Excel activity to Google Sheets 42 min
Google Forms	
Google Forms	Students create a survey. 50 minutes Teacher Instructions are here .
Google Earth	
Google Earth Google Earth Search File I'm Feeling Lucky - Roll the Dice! Google Earth Scavenger Hunt	I'm feeling lucky —print a copy of this activity for each of your students. They complete it by hand. 42 min Google Earth Scavenger Hunt —The teacher reads each of the items for students to find in Google Earth. Students race to be the first one to find each item. (I would give candy or a sticker to the first one to find each)
Google Productivity and Simulations	
Google Keep	There are two activities in this file. One is a discovery activity and one in which the students create lists and tasks in Google Keep. 90 min
Google Productivity	This is a simulation that includes Google Calendar, Google Sheets templates, Google Contacts, Google Docs, and Google Docs. five to six 45 minute class periods.
Google Productivity-Friendsgiving Planning	This is a SEASONAL Thanksgiving simulation that includes Google Calendar, Google Slides, Google Keeps, and Google Docs. 90 minutes
Google Sites	
Google Sites	Google Sites Project. This will act as a 'personal portfolio' when done. Print out an instructional packet for each student to reference. Five (5) 45 minute class periods .
Google Productivity-Friendsgiving Planning Time Capsule Project	This is a SEASONAL Thanksgiving simulation that includes Google Calendar, Google Slides, Google Keeps, and Google Docs. 90 minutes Print out pictures 4-8 for the students. (there are packets in the small file cabinet already printed out. Be sure to read slide 3. Five (5) 45 minute class periods .
Thanksgiving Wreath	Perfect to do the month of November! Students love to see these printed out and hung in the classroom! 25 min
Food Truck Project	A great end of the semester or final/capstone project. It will take about five 45 minute class periods.
My Year in Review	Great to do at the end of the calendar year (right before holiday break) or at the end of the school year...or BOTH if teaching a semester class. 40 minutes



**DESIGNED BY A GOOGLE CERTIFIED EDUCATOR
WITH 28 YEARS OF CLASSROOM EXPERIENCE**



**THE INDIVIDUAL RESOURCES IN THE GOOGLE
BUNDLE HAVE OVER **250+** POSITIVE REVIEWS!**



The Computer Literacy / Information Technology Unit includes a **LESSON LIBRARY** to keep you organized.



Student Copy	Teacher's Key	Expected Time/ Pacing
Email Etiquette	Answers will vary	45 min
Digital Citizenship	Teacher's Key	45 min
Computer Hardware and Software	Teacher's Key	45 min
Information Processing Cycle	Teacher's Key	30 min
Information Technology Career Cluster	Answers will vary	40 min
Types of Technology	Teacher's Key	30 min
Gallery Walk Images- Print this out for students Student Hand-out	Teacher's Key	30 min
Computer Programming Languages	Teacher's Key	40 min
Technology Careers Research	Teacher's Key	90 min
Google Search Digital Activity	Teacher's Key	30 min
Cybersecurity Digital Literacy	Teacher's Key	40 min
Qualities of a Great Promotional Website	Teacher's Key	30 min
Artificial Intelligence	Teacher's Key	60 min
Write a Letter to a Hero	N/A	30 min

Student Copies

Teacher's Keys

**Expected Time /
Pacing**

**Computer
Literacy
&
Information
Technology**

Google Docs and Google Slides format or
EASILY CONVERTS to Microsoft Word and PowerPoint

13 Computer Literacy / Info Tech Lessons Included

Email Etiquette & Email Writing

Middle School or High School

A Digital Activity for any Technology or Computer class

A Google Slides file that easily converts to Microsoft PowerPoint



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Computer Hardware vs. Software

Computers and Technology Lesson

An Attractive, Introductory, and Interactive Activity

Designed for any Grade Level

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Cybersecurity

AN INTRODUCTORY LESSON

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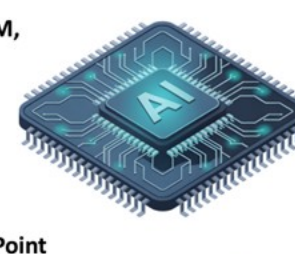
Artificial Intelligence (A.I.)

AN INTRO LESSON & ACTIVITY

A Digital Discovery Activity for any STEM, Technology or Computer class

Middle School or High School

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Qualities of a Great Website

A DISCOVERY LESSON

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Google Search

A DIGITAL DISCOVERY LESSON

A Digital Discovery Activity for any Technology or Computer class

A Google Slides file



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Programming Languages

A DISCOVERY LESSON

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Types of Technology

A DISCOVERY LESSON

A Digital Discovery WebQuest for any Technology or Business class

A Google Docs file that easily converts to Microsoft Word



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The Information Processing Cycle

AN INTRODUCTORY LESSON

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Technology Careers

A DISCOVERY LESSON

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Digital Citizenship & Online Safety Activity

Important Lessons for ANY HIGH SCHOOL or MIDDLE SCHOOL STUDENT!

An Engaging, Easy-to-Use, Fillable Google Doc.

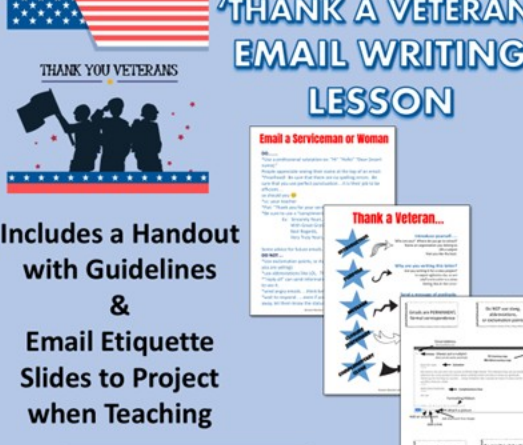


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VETERANS' DAY

THANK A VETERAN' EMAIL WRITING LESSON

Includes a Handout with Guidelines & Email Etiquette Slides to Project when Teaching



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Information Technology Career Cluster

Career Research Digital Activity

What is Information Technology (IT)?

Explores the 4 Career Pathways in IT

Explores IT on the Occupational Outlook Handbook webpage to discover about this career cluster.



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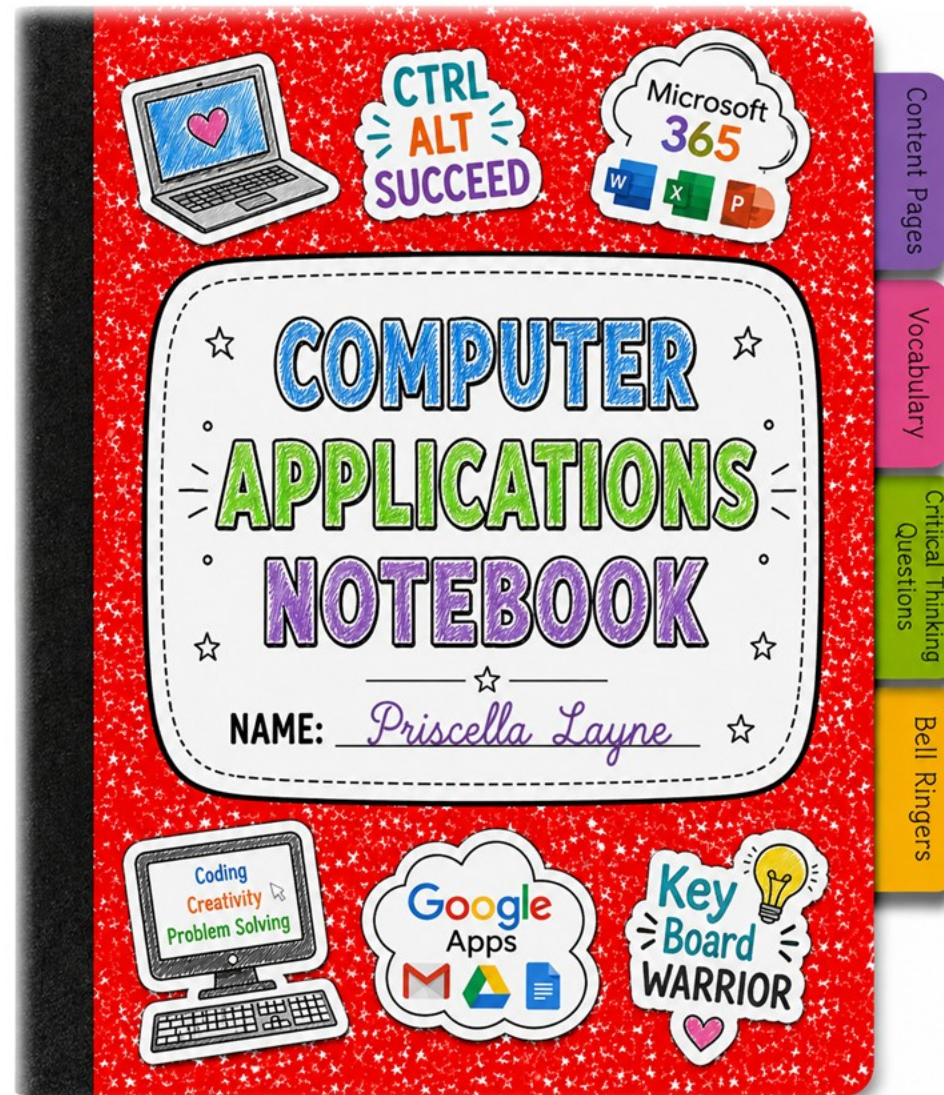
I always tie my lessons to Careers

A 38-Pg Printable Interactive Notebook Included

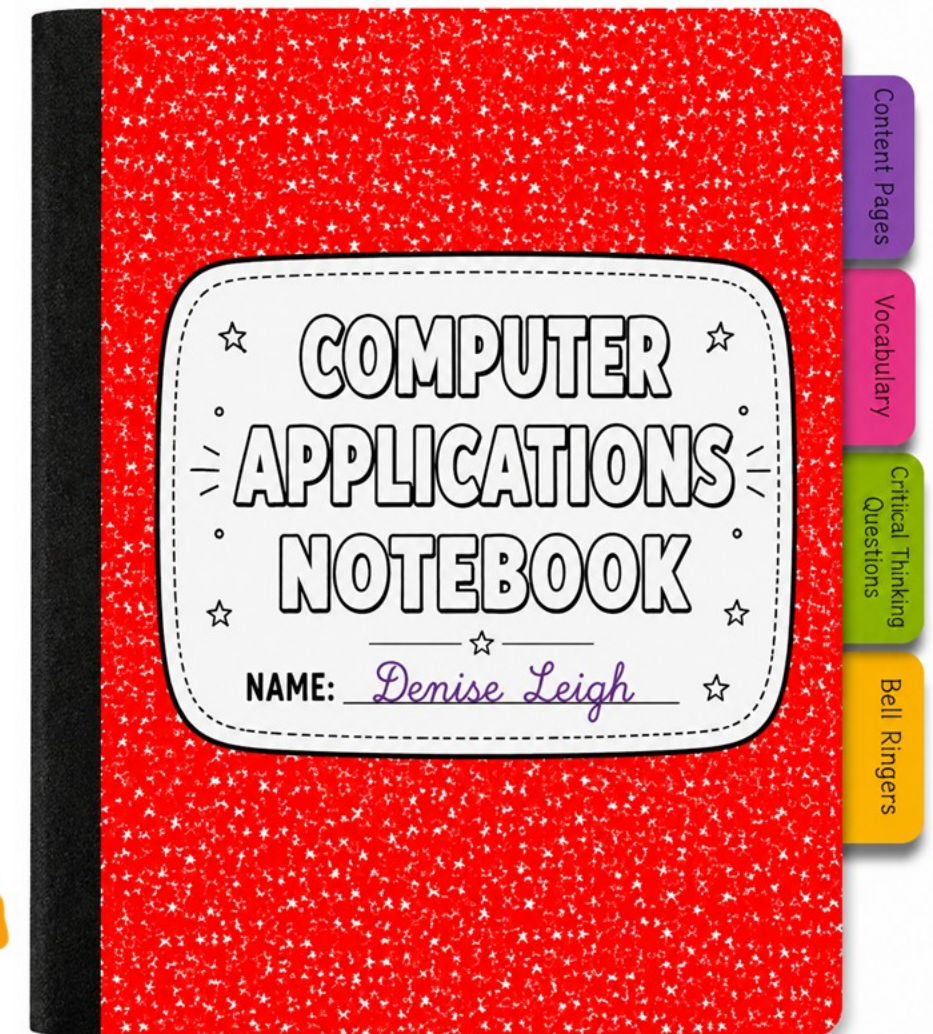
GREAT FOR:

- ✓ Independent Work
- ✓ Bell Ringers
- ✓ Exit Tickets
- ✓ Homework
- ✓ Formative Assessments
- ✓ Tech-Free Learning Activities

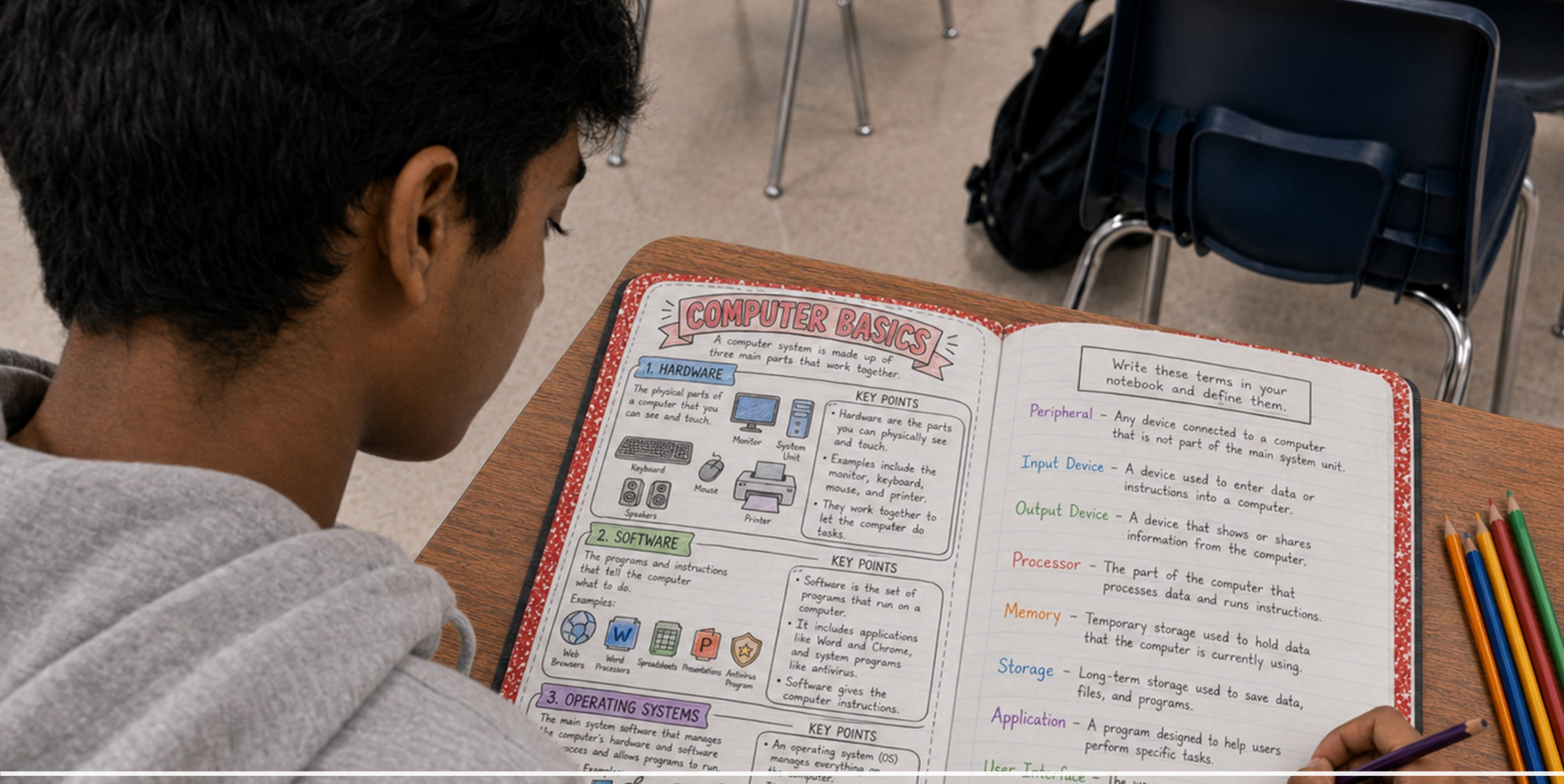
COMPOSITION NOTEBOOK NOT INCLUDED



Student Version



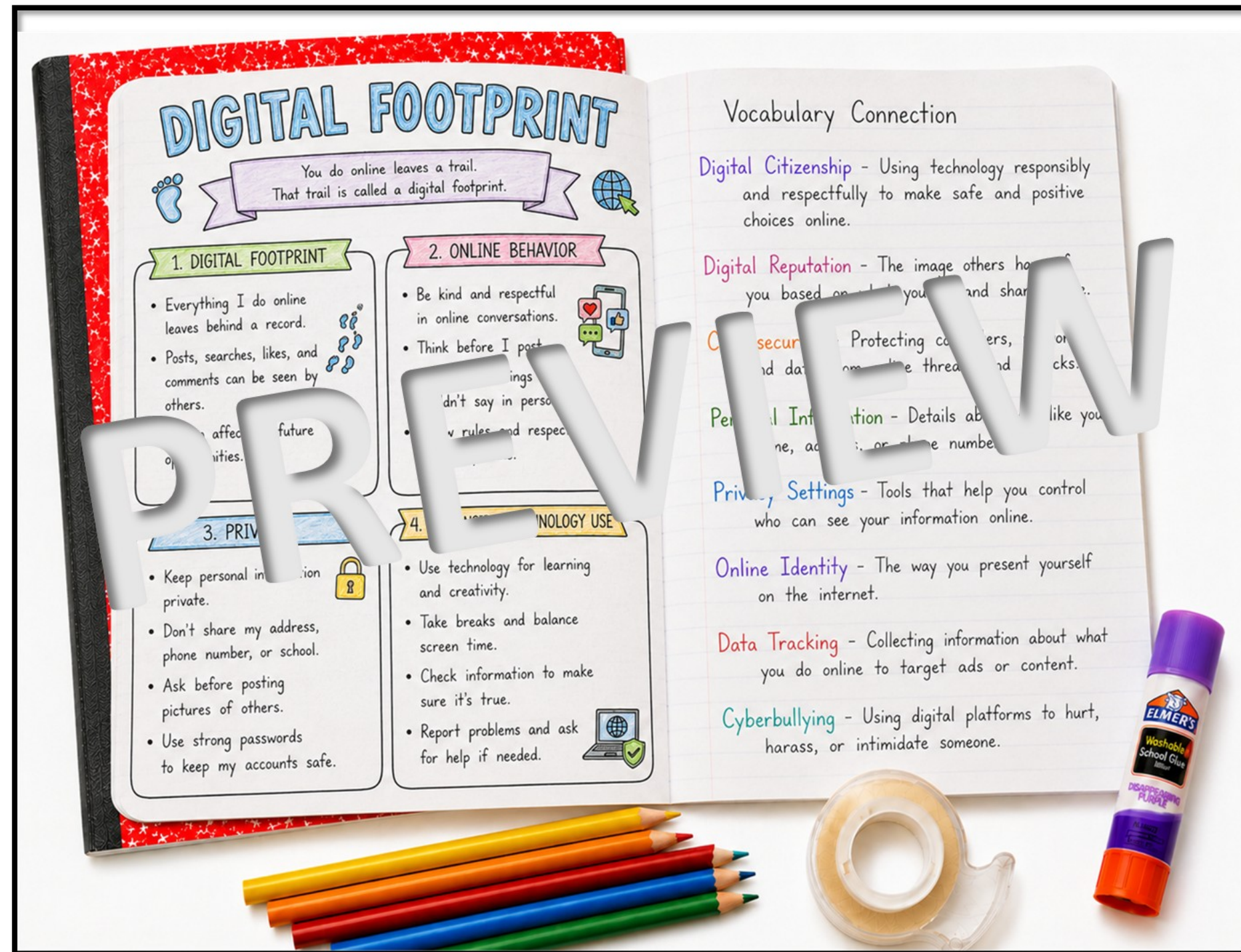
**Teacher Version w/
Answer Keys Included**



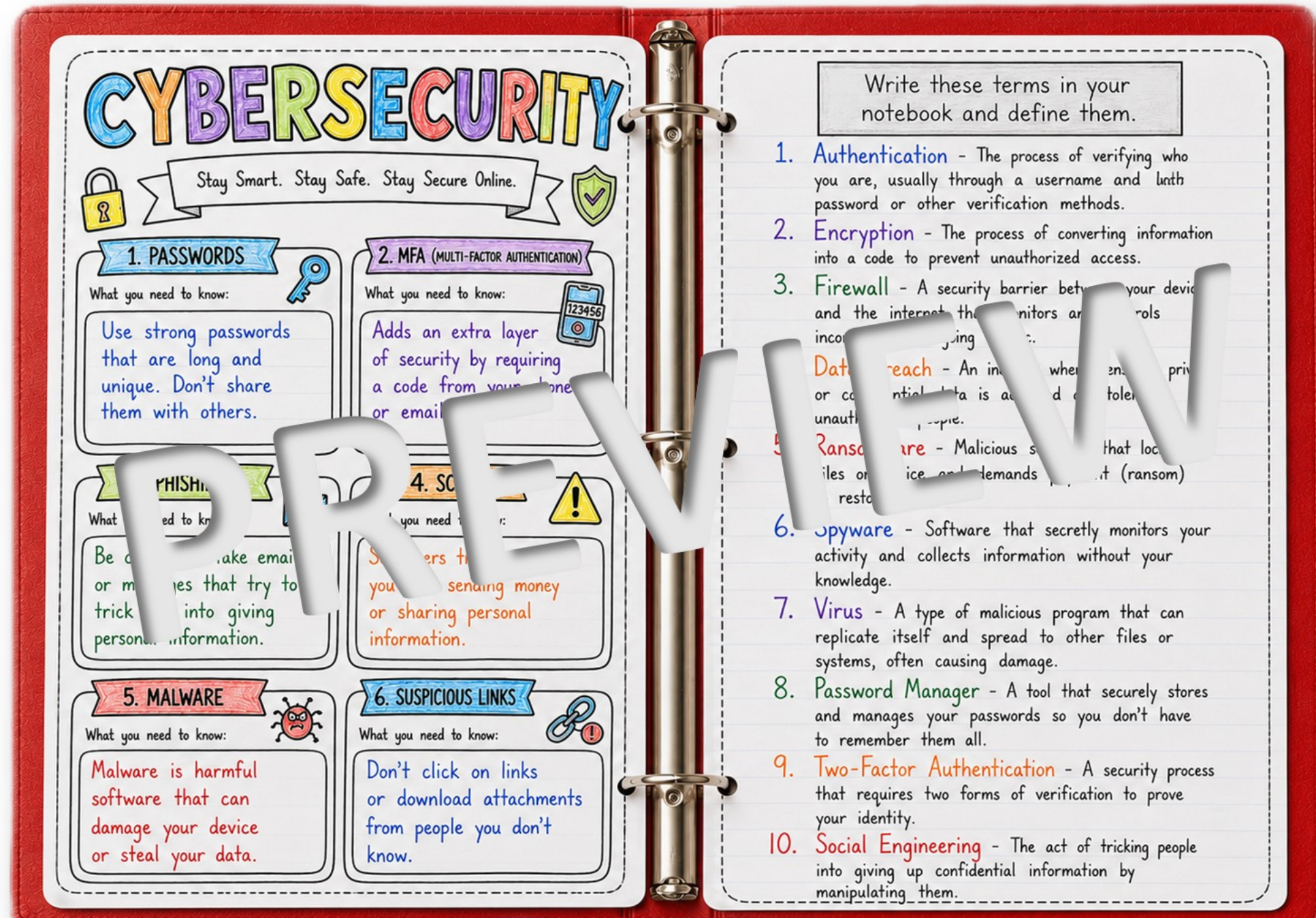
SCIENTIFIC FACT: The more ways students interact with content, the stronger their understanding and retention.

Use
tape or glue sticks
to attach the pages
to the notebook.

Students write
vocabulary words
directly on the
notebook pages.

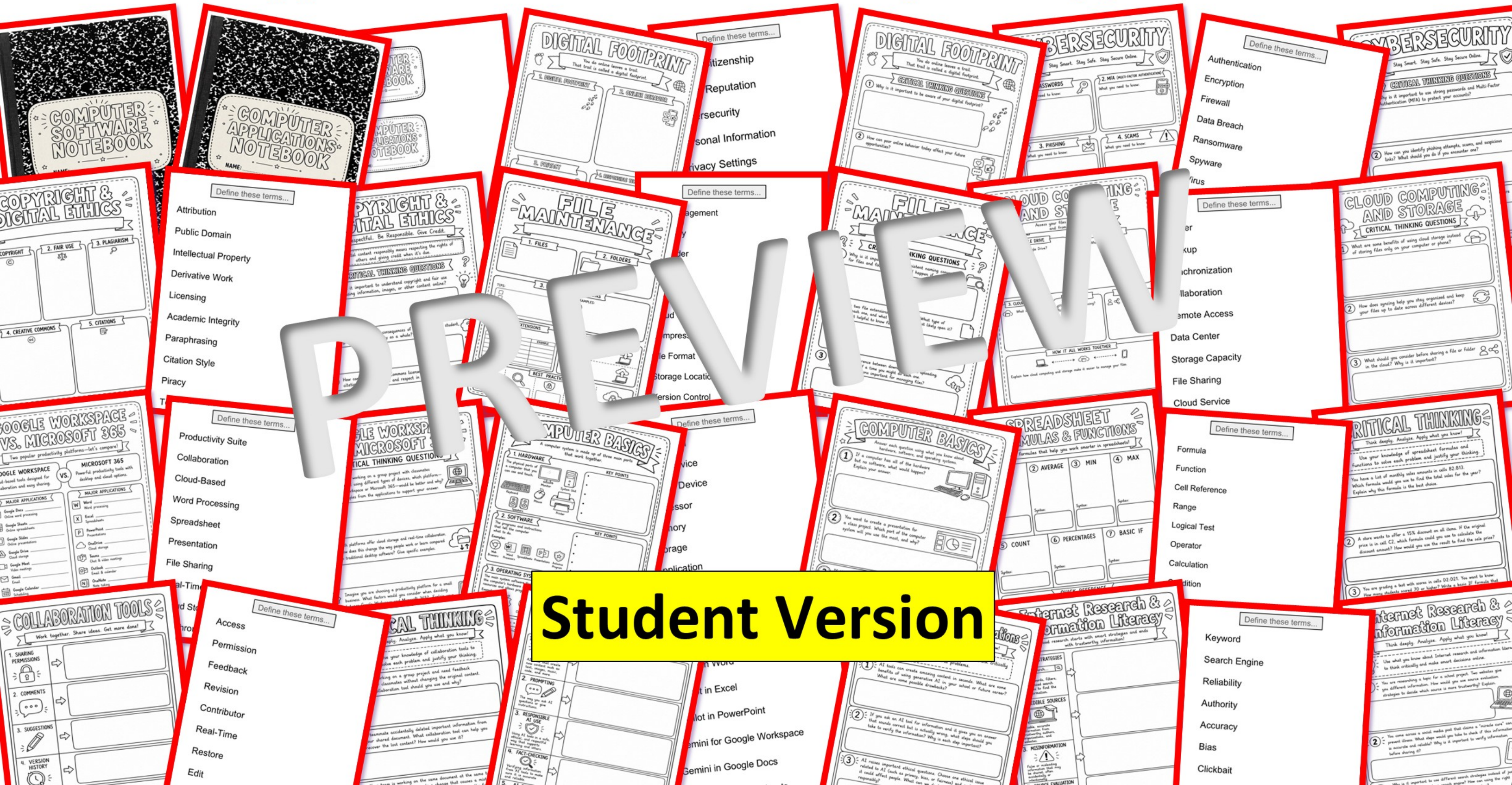


Some teachers told
me they prefer
FULL-SIZED SHEETS
for a 3-ring binder
so, I added that size
too!



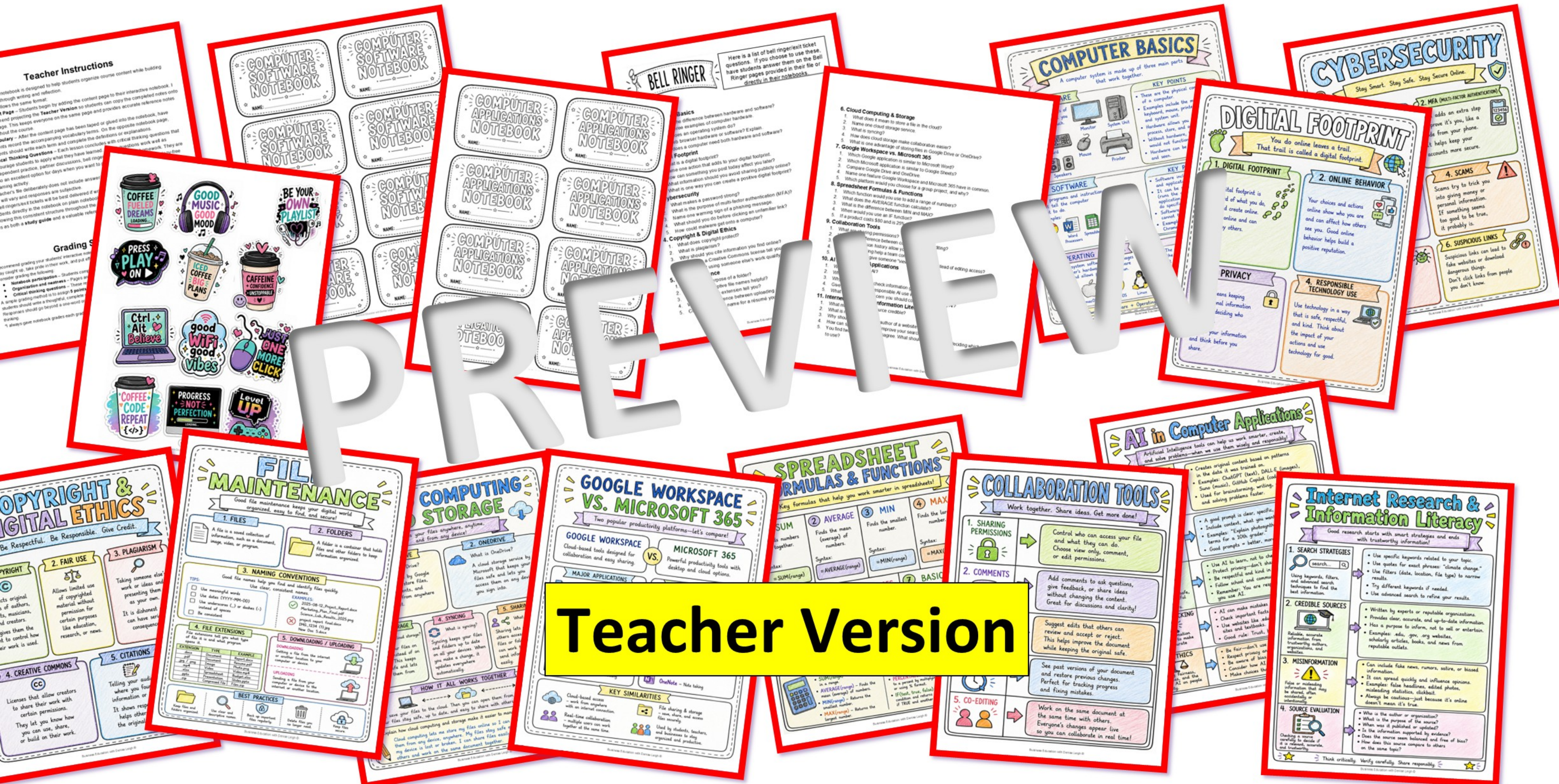
Interactive Notebook Preview

Great Supplement Materials for Computer Applications Class



Interactive Notebook Preview

Great Supplement Materials for Computer Applications Class



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WORD
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BONUS:
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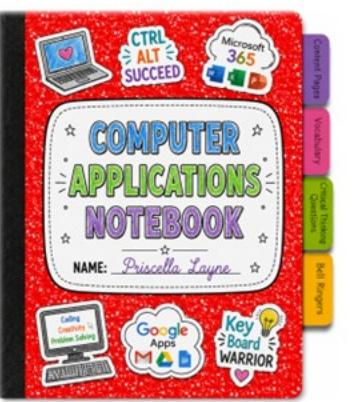
Includes a Lesson Library to keep the teacher organized



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Computer Applications INTERACTIVE NOTEBOOK

FUN Note-Taking!
Great for Device-Free Days!
Middle School / High School



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BUSINESS EDUCATION WITH *Denise Leigh*

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.

