

Computer Applications

PRINTABLE INTERACTIVE NOTEBOOK

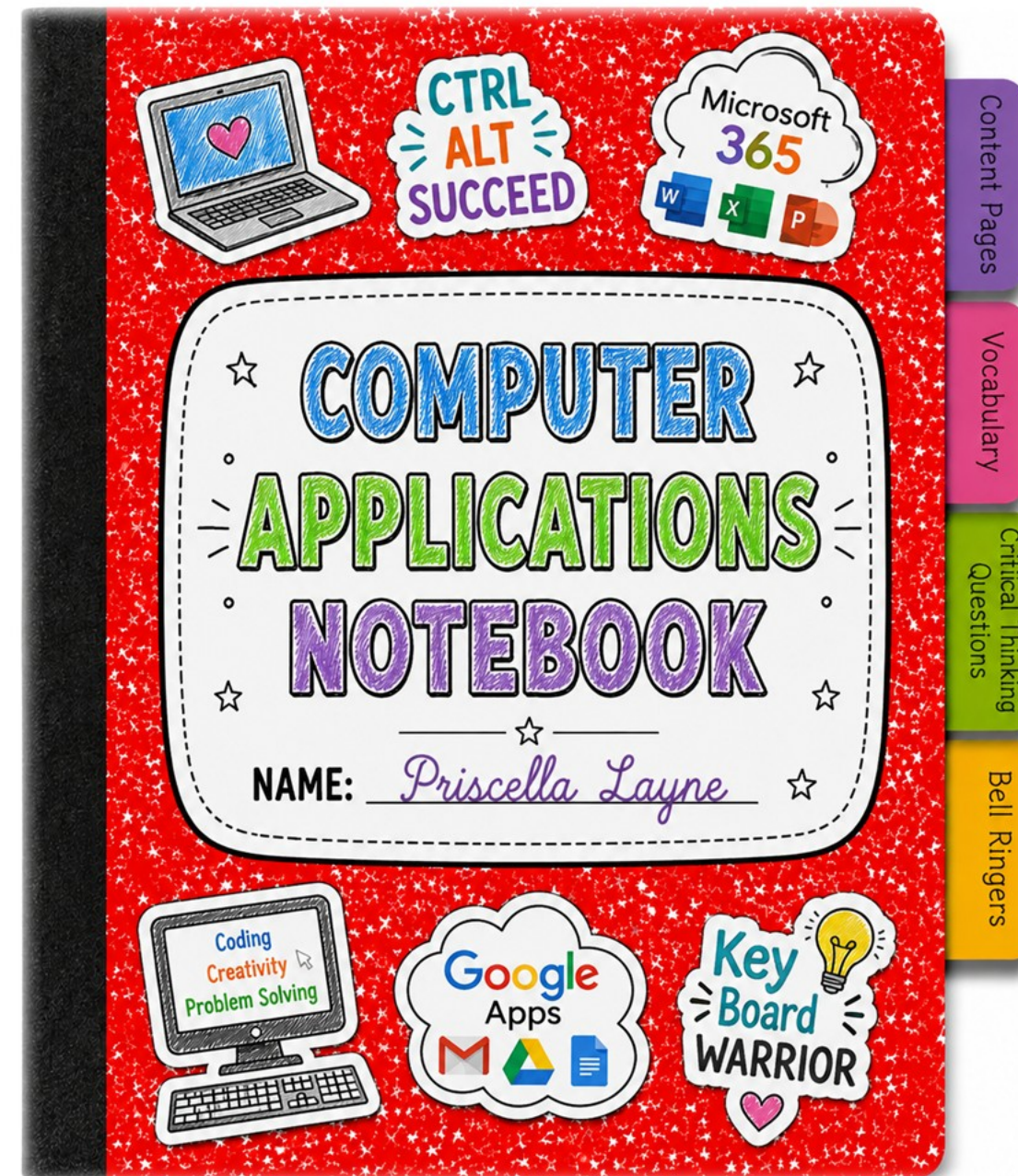
FUN Note-Taking!

**Great for
Device-Free Days!**

**Middle School /
High School**

**NO PREP!
SAVES YOU TIME!**

BUSINESS EDUCATION WITH *Denise Leigh*



PRINT



Includes a 38-Page Printable Notebook

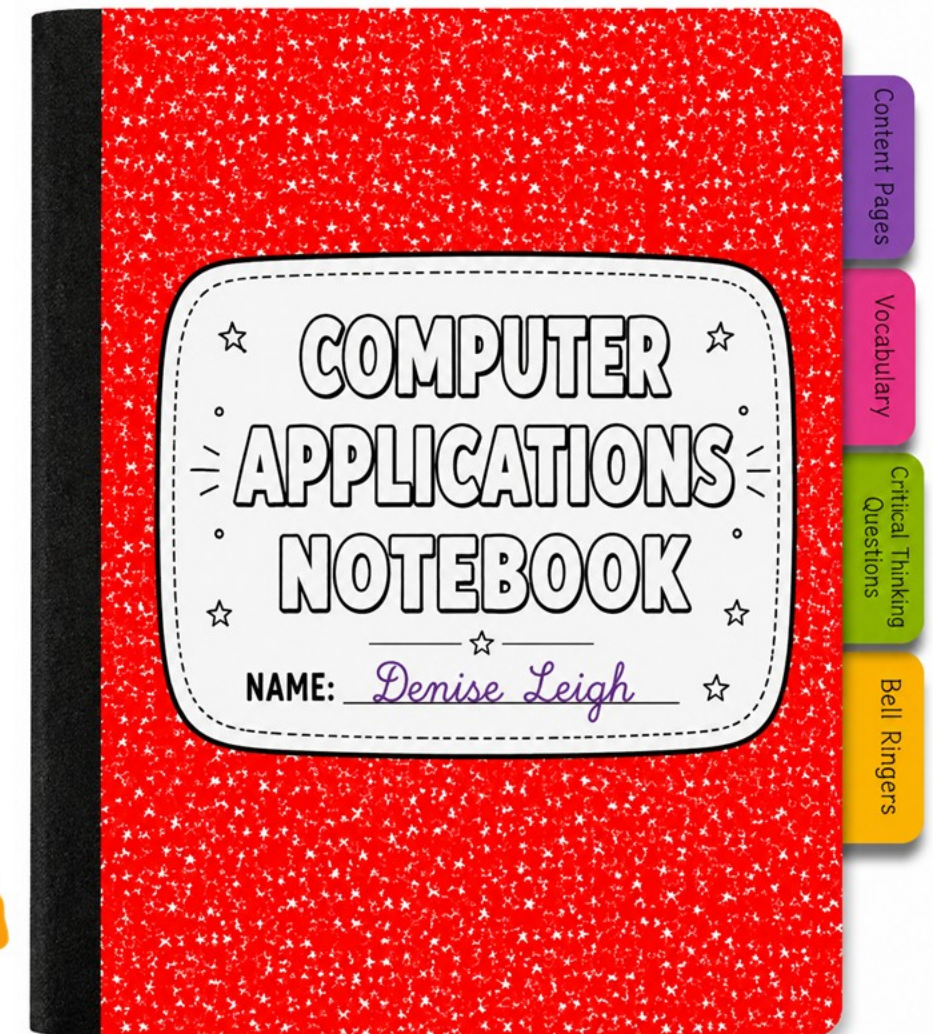
GREAT FOR:

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

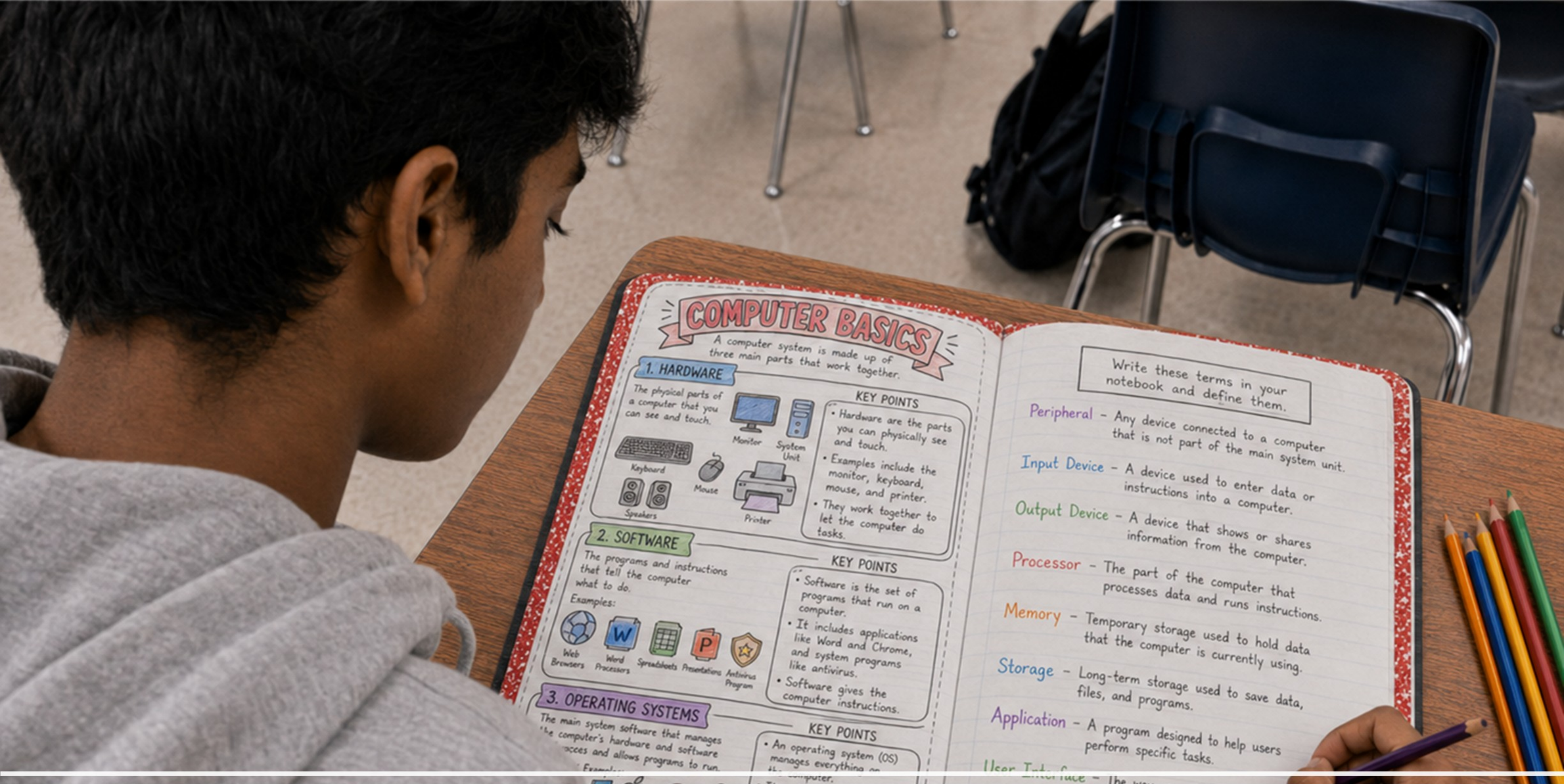
COMPOSITION NOTEBOOK NOT INCLUDED



Student Version



**Teacher Version w/
Answer Keys Included**



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

Includes
Teacher
Instructions
& Grading
Suggestions

Teacher Instructions

This interactive notebook is designed to help students organize course content while building understanding through writing and reflection.

Each lesson follows the same format:

1. **Content Page** – Students begin by adding the content page to their interactive notebook. I recommend projecting the **Teacher Version** so students can copy the completed notes onto their page. This keeps everyone on the same page and provides access to the notes throughout the course.
2. **Vocabulary** – After the content page has been turned out and the notebook has been opened, record the vocabulary terms. On the opposite notebook page, students should record the meaning and complete the definition or explanation.
- Critical Thinking Questions** – Each lesson includes several critical thinking questions that encourage students to apply what they have learned. These questions work well as independent practice, partner discussion starters, exit tickets, or homework. They are also an excellent option for days when you want to provide a meaningful, technology-free learning activity.

*The teacher's file deliberately does not include answer keys to the critical thinking questions as answers will vary and responses are subjective.

*The bell ringers/exit tickets will be best delivered if written on the board each day and answered by students directly in the notebook on plain notebook paper.

By following this consistent structure throughout the course, students will create a notebook that serves as both a **study guide** and a valuable reference for future lessons and assessments.

Grading Suggestions

I recommend grading your students' interactive notebooks throughout the course. This encourages students to stay caught up, take pride in their work, and put effort into each lesson.

Consider grading the following:

- **Notebook participation** – Students complete the required notebook activities.
- **Organization and neatness** – Pages are in order, easy to read, and well maintained.
- **Critical thinking questions** – These responses show that students understand and about the content.

A simple grading method is to assign a point for each critical thinking question. For all 5 points, students should write a thorough complete response that demonstrates they understand the content. Responses should go beyond a one-word or one-sentence answer and include enough detail to explain their thinking.

*I always gave notebook grades each grading period--not each week

DIGITAL FOOTPRINT

You do online leaves a trail.
That trail is called a digital footprint.

1. DIGITAL FOOTPRINT

2. ONLINE BEHAVIOR

3. PRIVACY

4. RESPONSIBLE TECHNOLOGY USE

Business Education with Denise Leigh ©

Great Pencil and Paper Note Taking Activities

Define these terms...

Digital Citizenship

Digital Reputation

Cybersecurity

Personal Information

Privacy Settings

Online Identity

Data Tracking

Cyberbullying

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Vocabulary Connection

COPYRIGHT & DIGITAL ETHICS

Be Respectful. Be Responsible. Give Credit.

Using digital content responsibly means respecting the rights of others and giving credit when it's due.

CRITICAL THINKING QUESTIONS

1 Why is it important to understand copyright and fair use when using information, images, or other content online?

2 What are the possible consequences of plagiarism for a student, professional, and society as a whole?

3 How can using Creative Commons licenses and giving proper citations help build trust and respect in the digital world?

I also included critical thinking questions.



Here is a list of bell ringer/exit ticket questions. If you choose to use these, have students answer them on the Bell Ringer pages provided in their file or directly in their notebooks.

1. Computer Basics

1. What is the difference between hardware and software?
2. Name three examples of computer hardware.
3. What does an operating system do?
4. Is a web browser hardware or software? Explain.
5. Why does a computer need both hardware and software?

2. Digital Footprint

1. What is a digital footprint?
2. Name one action that adds to your digital footprint.
3. How can something you post online create a negative digital footprint?
4. What should you consider before posting publicly online?
5. What is one way you can create a positive digital footprint?

3. Cybersecurity

1. What makes a password strong?
2. What is the benefit of multi-factor authentication (MFA)?
3. What is a common sign of a phishing message?
4. What should you do before clicking on a unfamiliar link?
5. What could happen if you click on a phishing link?

4. Copyright & Digital Ethics

1. What does copyright protect?
2. What is plagiarism?
3. Why should you cite information you find online?
4. What does a Creative Commons license tell you?
5. When might using someone else's work qualify as fair use?

5. File Maintenance

1. What is the purpose of a folder?
2. Why are descriptive file names helpful?
3. What does a file extension tell you?
4. What is the difference between uploading and downloading?
5. Create a good file name for a résumé you plan to submit to an employer

Computing & Storage

What does it mean to store a file in the cloud?
What is a cloud storage service?
What are the advantages of cloud storage?
How do cloud storage services make collaboration easier?
What is one advantage of storing files in Google Drive or OneDrive?

Google Workspace vs. Microsoft 365

Which Google application is similar to Microsoft Word?
Which Microsoft application is similar to Google Sheets?
What are the similarities between Google Drive and OneDrive?
What feature do Google Workspace and Microsoft 365 have in common?
Which cloud storage service would you choose for a group project, and why?

Excel Formulas & Functions

Which function would you use to add a range of numbers?
What is the difference between the AVERAGE and AVERAGEIF functions?
What is the difference between the MIN and MAX functions?
What function would you use to calculate a discount?
If an item costs \$100 and is 25% off, what is the discount?

Collaboration Tools

What are the advantages of sharing documents?
What are the differences between comment and suggestion modes?
How does version history help you track changes?
What are the benefits of co-editing documents?
When would you give someone "view only" access instead of editing access?

Computer Applications

What is generative AI?
What is a prompt?
What are some facts about information generated by AI?
What is an example of responsible AI use in school?
What is one ethical concern you should consider when using AI?

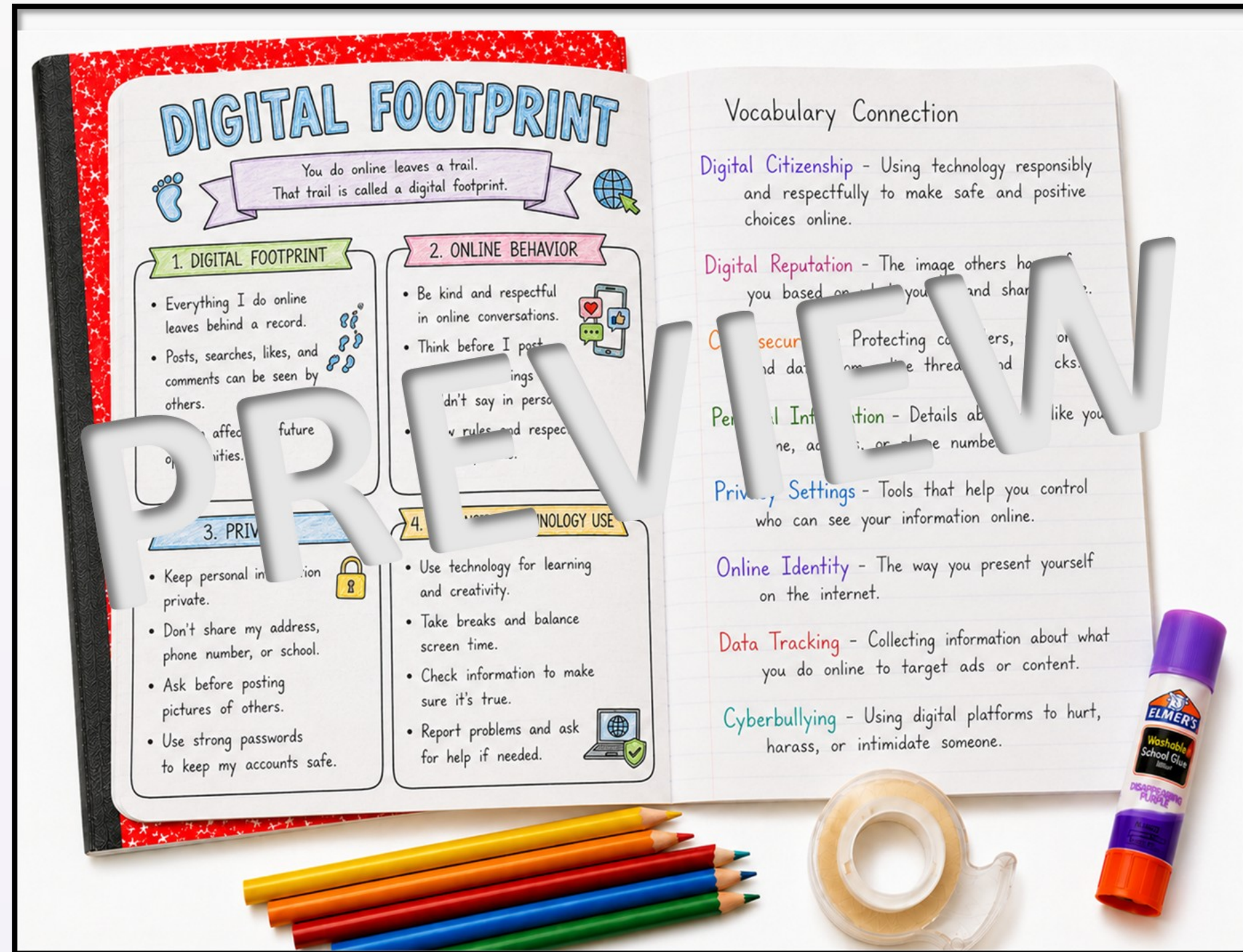
Research & Information Literacy

How do you determine if an online source is credible?
What is misinformation?
Should you check the author of a website?
How do specific keywords improve your search results?
What do you do if you find two websites that disagree? What should you do before deciding which information to use?

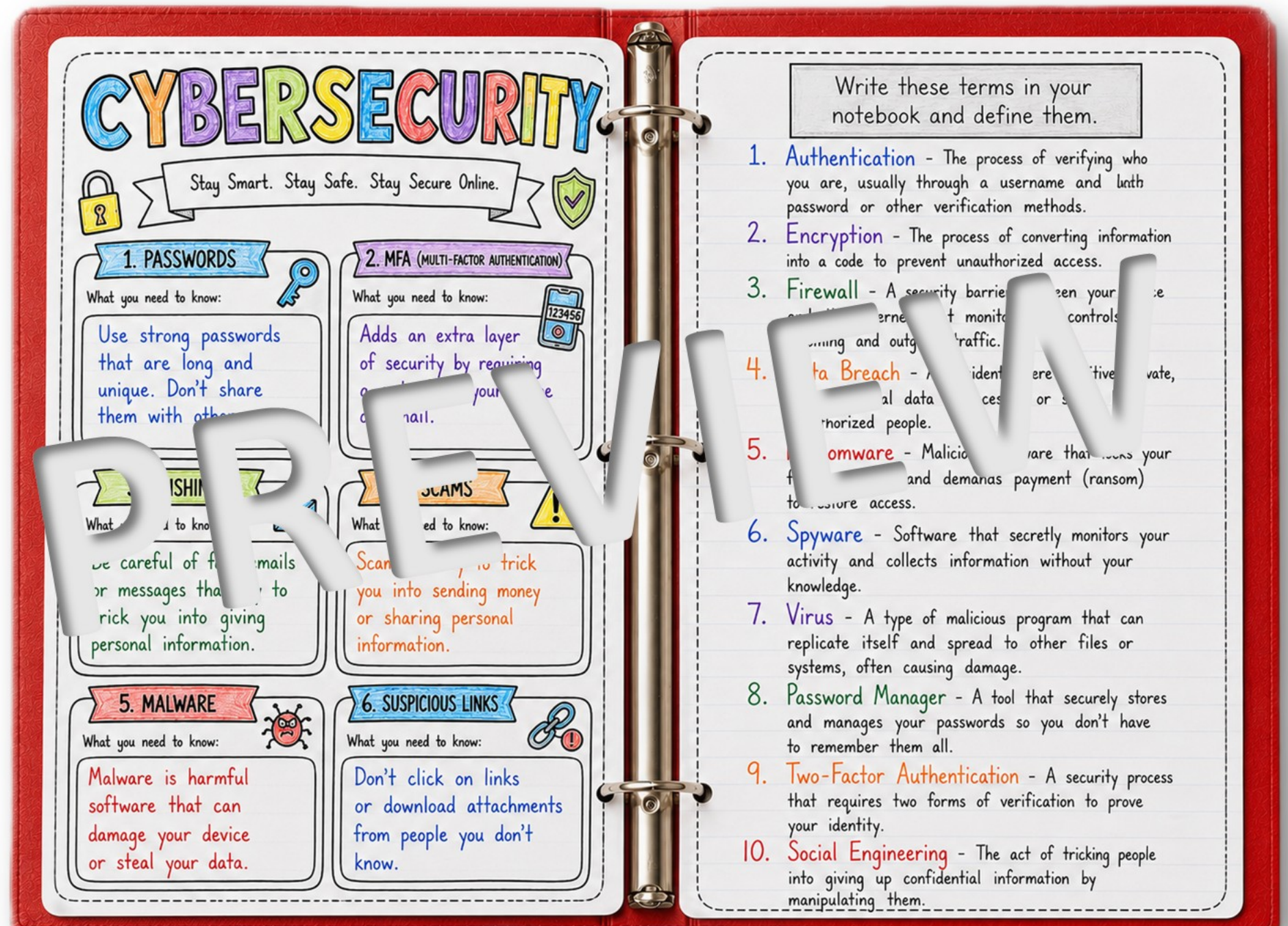
I also included bell ringers.

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

Students write
vocabulary words
directly on the
notebook pages.

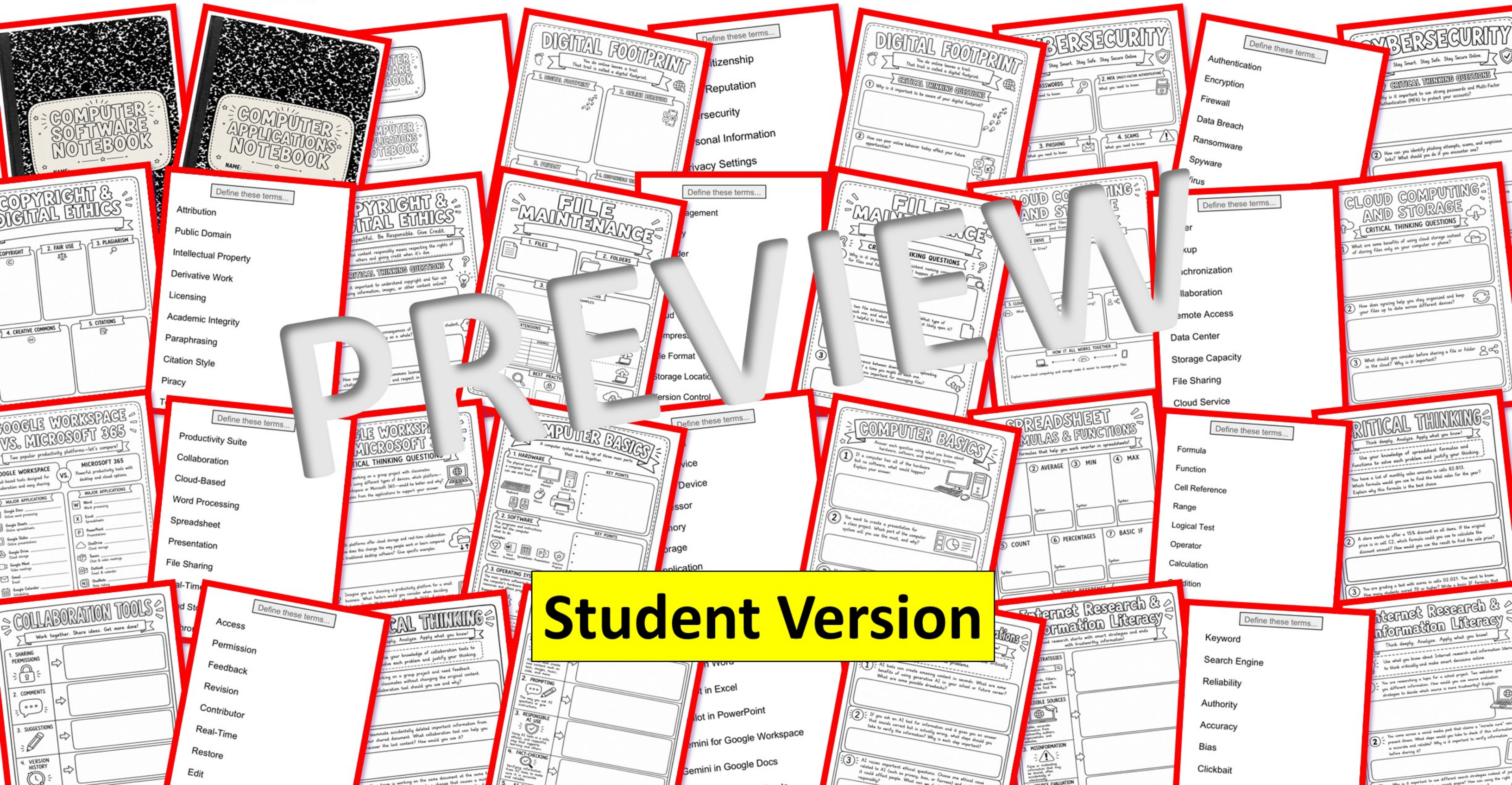


Some teachers told
me they prefer
FULL-SIZED SHEETS
for a 3-ring binder
so, I added that size
too!



Interactive Notebook Preview

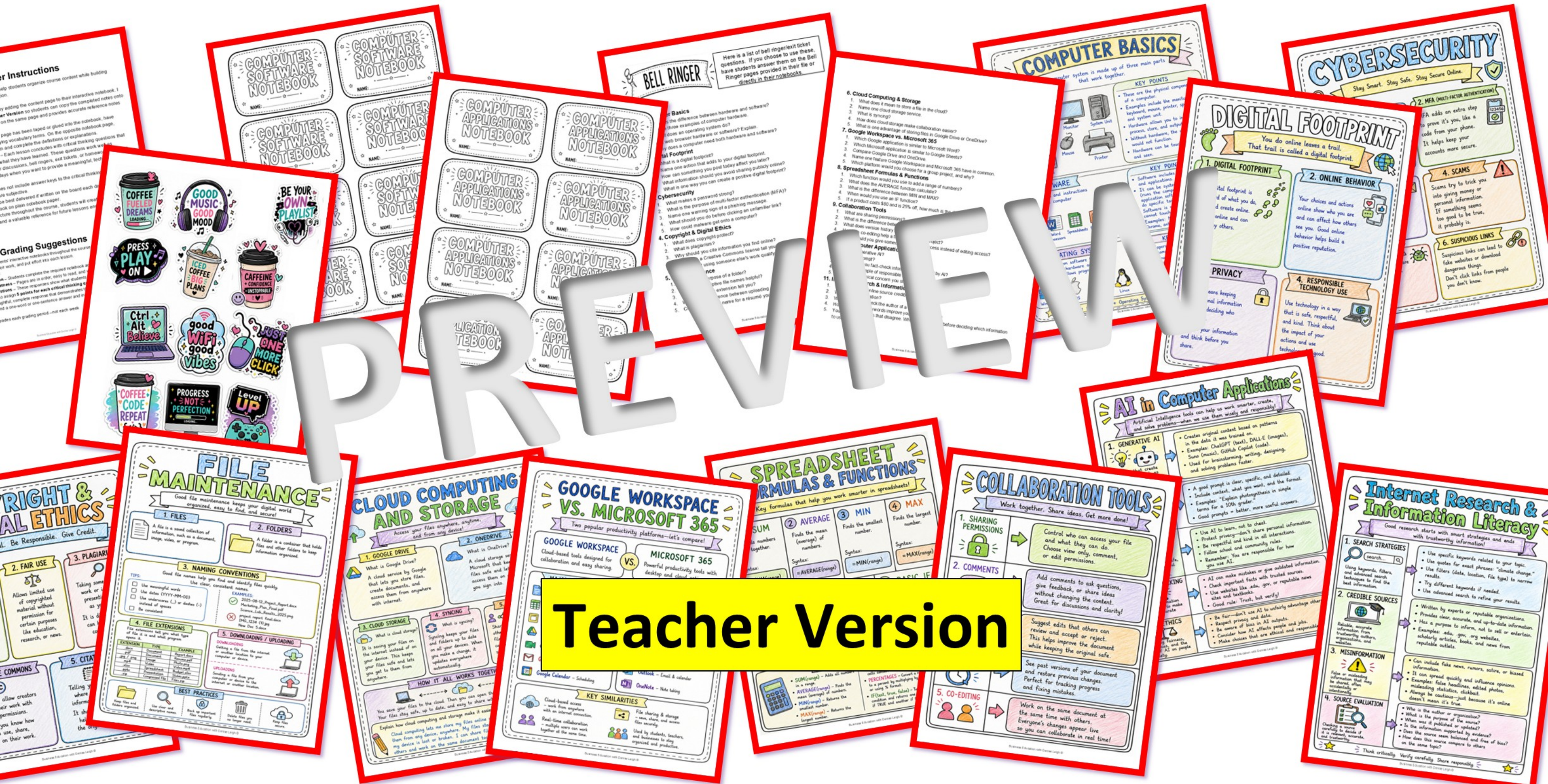
Great Supplement Materials for Computer Applications Class



Student Version

Interactive Notebook Preview

Great Supplement Materials for Computer Applications Class



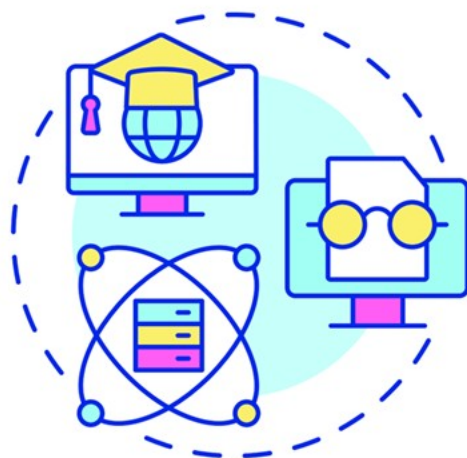
THIS INTERACTIVE NOTEBOOK GOES GREAT WITH MY
**COMPUTER LITERACY & TECHNOLOGY UNIT, MICROSOFT OFFICE BUNDLE, &
GOOGLE APPLICATIONS BUNDLE**

Computer Literacy & Technology Unit

Middle School & High School

Perfect for your
STEM, Technology, &
Computer classes

Google files
that easily convert to
Microsoft files



NO PREP!
SAVES YOU TIME! BUSINESS EDUCATION WITH *Denise Leigh*

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*

Computer Applications GOOGLE BUNDLE

MIDDLE SCHOOL OR HIGH SCHOOL

36+ Fun & Engaging
Google Applications
'Plug and Play'
Activities

Includes a
Lesson Library
to keep the teacher
organized



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.

