



Computer Applications FULL YEAR BUNDLE

MIDDLE SCHOOL OR HIGH SCHOOL



Google



Microsoft

BUSINESS EDUCATION WITH *Denise Leigh*

Are you a Pennsylvania Nonpublic or Private School?

If purchasing through the PA NPIS System, please **order this version** as it only includes the **Student Version**. Teacher's Keys will be provided upon request at no additional charge.

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& Private Schools**



Denise Leigh's
Business Education Curriculum
can be purchased using
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BUSINESS EDUCATION WITH *Denise Leigh*

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**



Microsoft

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 and selecting 'Format Background' and choose 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



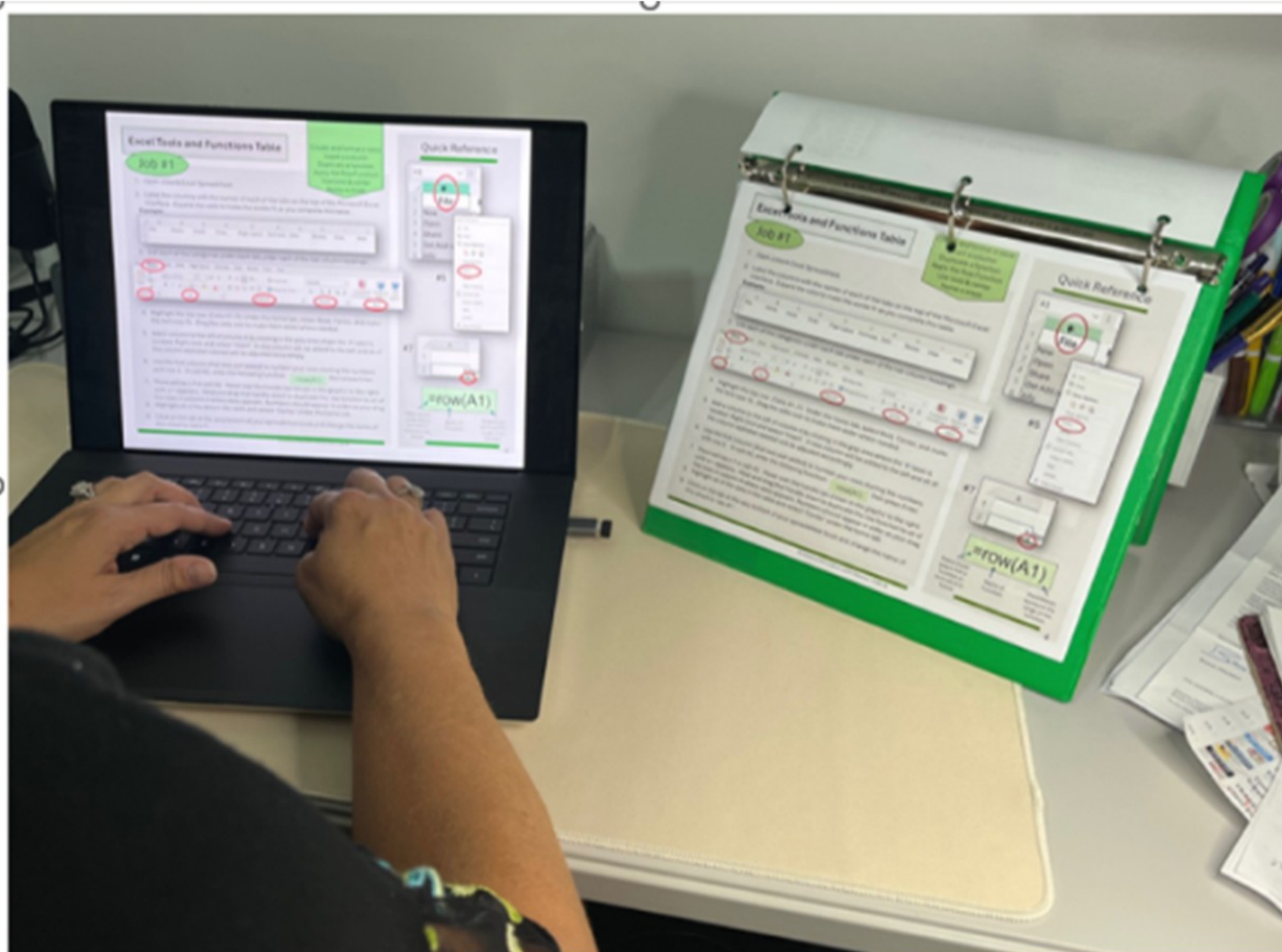
Steps to
reference
for a
quick
visual.

Prompt
number
quick
reference.

SAMPLE

THIS BUNDLE INCLUDES:

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



WORD: 21-Page Printable Packet for Students

The collage displays various Microsoft Word documents and screenshots, each with specific tasks and instructions. The documents include:

- Employee Training (Job #10):** Tasks include choosing the 'Austin Sidebar' option and inserting text into the sidebar textbox, and typing the following in the Austin Sidebar Textbox.
- Microsoft Word Table Components (Exercise #1):** Tasks include opening a blank Word Document, inserting a 10 column, 14 row table, and making the column headings the titles for each of the tabs on the tool bar.
- Microsoft Word Discovery Exercise (Exercise #2):** Tasks include opening a blank Microsoft Word Document, changing the orientation of the page to landscape, creating a 2 column 11 row table, changing the table format, changing the page size to tabloid, merging the first row and adding the heading, and making the font in the rest of the table size 16.
- Making Lines in Microsoft Word (Exercise #3):** Tasks include opening a blank Microsoft Word Document, changing the orientation of the document landscape, and inserting WordArt to create a heading to read 'Making Lines and Borders'.
- Party Paper (Job #8):** Tasks include opening a Word Document and starting the letter by saying 'We are thrilled to have you host your party at Sky Vibe. There are 3 simple steps to book your party with us:', making the heading 'Thinking of hosting a party at Sky Vibe?' in size 28 font, and adding a thick page border in a blue color.
- Ian's Labels (Job #9):** Tasks include opening a Word Document, going to the Mailings tab and selecting 'Labels', and selecting the Avery Mailing Labels that are 4x6 inches.
- Liability Waiver (Job #4):** Tasks include opening a blank Word document and using the heading option on the Home tab, and typing the following legal agreement below.
- Activities Poster (Job #5):** Tasks include changing the orientation of the poster to landscape, and changing the page color to yellow.
- Business Preparation Document (Job #2):** Tasks include preparing a letter to the bank to accompany his business plan, and using the design tab to apply borders and shading to the letter.
- Arcade Games (Job #3):** Tasks include inserting a table with 10 columns and 1 row, and making the table look like a menu.

Each document has specific tasks and instructions, often accompanied by screenshots of the Word interface with red circles highlighting key features or steps. A large, stylized '2' is overlaid on the center of the collage.

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.

- 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".
- Change the orientation of the poster from portrait to landscape by going to the Layout tab and selecting the orientation on the far left.
- This is a poster for the children's activities on Saturday morning. Use the notepaper Draw Background by going on the Draw tab and selecting "Format Background" and choosing the option shown to the right.
- 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
Turning Time
Crafts at the Arcade
\$1.00 Hot Dogs
\$1.00 Slushy
BOOO 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

#1: Layout tab, Size group, Tabloid
 #2: Layout tab, Orientation group, Landscape
 #3: Draw tab, Background group, Format Background
 #4: Insert tab, Footer group, 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

Create a formal business letter:

Reference

1. Letter Head (if present)
 Return address if there is no letter head.

2. Date

3. Letter Address

4. Salutation

5. Body of the letter

6. Complementary Close

7. Letter Signature
 Name of author
 Title
 Initials of preparer

8. Indication that there is an attachment (if present)

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**= 15% * Gross Pay.
- Social Security Tax**= 6.2% * Gross Pay.
- Medicare Tax**= 1.4% * Gross Pay.
- State Tax**= 4% * Gross Pay.
- Pension**= 3% *Gross Pay.
- Net Pay**=Gross Pay-(the sum of all deductions) In cell K4, type

Apply Formulas
Apply Functions
Apply advanced formulas
Use AutoFill Feature



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.

- Open a new sheet in MS Excel and name it Job #5.
- Type the data exactly as shown below. Use what you have learned about formatting to duplicate the table below.
- The employee commission is 30% of sales. Insert formula in cell D4. **=B4*C4**
- Replicate the formula to cell D11.
- 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**
- Replicate the formula to cell E11.
- Using the SUM function, total columns D and E.

Quick Reference



Advertising Commission and Earnings for Year Ended 202X

Employee	Advertisement Sales	Commission Rate	Total Employee Commission	Earnings on Sales for Marketing Inc.
1. Robert Daniels	250,000	30%		
2. Danitra	180,000	30%		
3. Mac	120,000	30%		

Hometown Theaters

Job #2

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

- Open the Excel spreadsheet with Job #1. Add a sheet at the bottom and name it Job #2.
- Type out the data exactly as shown below on the new sheet.
- 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.
- 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	B	C	D	E	F
1	Featured Film	Week 2 Viewers	Week 3 Viewers	Week 4 Viewers	Total Viewers	
2	The Brave and the Beautiful	122	121	131		
3	No Strings Attached	182	199	169		
4	The Best Day Yet	201	261	160		
5	Captain Amazing	167	169	172		
6	The Daily Bride	140	144	160		
7	Bruce the Moose	201	232	202		
8	How Things Go in the City	101	123	122		
9	The Upside	199	169	192		
10	It's All Good Now	122	163	119		
11	Our Baby Boy Toy	203	222	236		
12	Largest Viewing Figures					
13	Smallest Viewing Figures					
14	Average Viewing Figures					

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**

Apply functions and formulas
Use the NOW function
Format Cells for Currency

	A	B	C	D	E	F	G	H
1								
2								
3	Vehicle	Base Price	Additional Accessories	Discounts	Adjusted Price	Sales Tax	Final Price	36-Month Payment
4	2020 Hyundai Tucson	15,950.00	450	0				
5	2019 GMC Terrain	18,450.00	200	0				
6	2019 BMW X4	17,950.00	180	0				
7	2016 Mazda CX-5	18,550.00	0	200				
8	2022 Chevrolet Malibu	19,950.00	75	100				
9	2018 Subaru Forester	19,995	480	100				
10	2019 Honda CR-V	19,950.00	270	0				
11	2018 Nissan Rogue	14,250.00	300	250				
12	Average							
13	Highest							
14	Lowest							
15								
16	Date							
17	Time							

Quick Reference

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.

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

Format cells
Apply formulas & functions
Format table with shading

Quick Reference

	A	B	C	D	E	F
1						
2						
3						
4						
5						
6						
7	1st Quarter	Produce	Poultry	Meat	Paper Products	Beverages
8	2nd Quarter	569	1,090.00	202	570	
9	3rd Quarter	899	1,670.00	278	522	
10	4th Quarter	468	1,288.00	199	579	
11	Annual Totals	469	1,400.00	233	510	
12						
13						

Discovering Microsoft Excel Templates

Template Prompts

Microsoft Excel has so many templates that are formatted and ready to make a document easy and save time. To access, open Excel and instead of clicking on 'Blank document', choose 'More templates'.

Search within the templates in the search bar to find a template to make a document easy! Notice the categories.

Template Prompt #1--Create a **Vehicle Loan Payment Calculator** for a car loan with the following data: \$38,300 purchase price, \$2,000 down payment, \$12,000 trade-in value, 6.20% interest rate, and 60 months to pay.

Template Discovery FUN!

Sales Report

Job #4

Open a new sheet and name it Job #4. Type the data to the right for the report (to the right) for the company's employee's sales commission. The 15% commission is the proper formula to use. Replicate the formula in cell G4 down to cell G11. Replicate the formula in cell G12 across to cell G19. Replicate the formula in cell G20 across to cell G27. Replicate the formula in cell G28 across to cell G35. Replicate the formula in cell G36 across to cell G43. Replicate the formula in cell G44 across to cell G51. Replicate the formula in cell G52 across to cell G59. Replicate the formula in cell G60 across to cell G67. Replicate the formula in cell G68 across to cell G75. Replicate the formula in cell G76 across to cell G83. Replicate the formula in cell G84 across to cell G91. Replicate the formula in cell G92 across to cell G99. Replicate the formula in cell G100 across to cell G107. Replicate the formula in cell G108 across to cell G115. 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Replicate the formula in cell G796 across to cell G803. Replicate the formula in cell G804 across to cell G811. Replicate the formula in cell G812 across to cell G819. Replicate the formula in cell G820 across to cell G827. Replicate the formula in cell G828 across to cell G835. Replicate the formula in cell G836 across to cell G843. Replicate the formula in cell G844 across to cell G851. Replicate the formula in cell G852 across to cell G859. Replicate the formula in cell G860 across to cell G867. Replicate the formula in cell G868 across to cell G875. Replicate the formula in cell G876 across to cell G883. Replicate the formula in cell G884 across to cell G891. Replicate the formula in cell G892 across to cell G899. Replicate the formula in cell G900 across to cell G907. Replicate the formula in cell G908 across to cell G915. Replicate the formula in cell G916 across to cell G923. Replicate the formula in cell G924 across to cell G931. 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POWERPOINT: 20-Page Printable Packet for Students

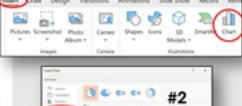
Kathy's Budget

Job #7

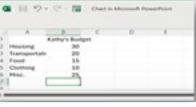
- Open a new PowerPoint. Go to the Insert tab and select 'Chart'.
- Choose the 'Pie' option as shown to the right. Click OK.
- Populate the Excel Spreadsheet drop-in window as shown below. You can drag the window to open more.

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

#2



#3



The Book of Me-Continued

Job #2

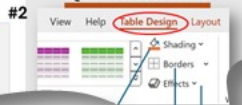
continued

- 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	My Favorite Song
My Favorite Color	My Favorite Animal

Quick Reference

#2



#3



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

#3



#4



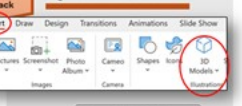
3D Model Creations

Job #8

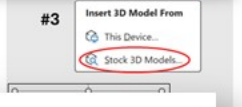
- Open a blank Microsoft PowerPoint and add 7 blank slides.
- On the first (title) slide type "Exploring 3D Models". The font should be large enough to fill the slide. Add a border to the slide.
- Add a footer to the slide that reads "3D Model Exploratory".
- On the second slide insert at least 15 of 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

#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

#3



#4



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

#2



#3



Top Singers-Continued

Job #4

Concluded

Pages 2-5

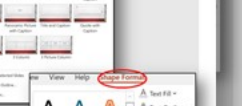
- Add 5 slides by going to the Home tab and clicking on 'New Slide' 5 times OR by simply clicking on slide #1 in the left-hand pane and hitting the enter key.
- Create a slide for each of the top singers. Include the following on each slide:
 - A photo of them-apply a picture style from the picture format 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

#3



#4



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 'Format Painter' tool to copy the formatting from the WordArt on slide 3 and apply it to the WordArt on this slide. 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 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

#3



#4



Beach Attractions

Job #6

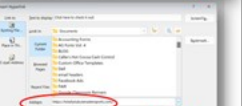
- Open a blank PowerPoint Slide deck.
- Select a beach that you have visited or would love to visit.
- Research online to find 5 cool attractions.
- Create a 6-slide presentation with a title slide and 5 content slides. Each of the 5 attractions should have a title, a photo, and a brief description. Insert a hyperlink to a website, insert light that text. Go to the Insert tab, click on 'Hyperlink', and select 'Web Address'. In a new browser window, go to the website, copy the URL, and paste it into the 'Web Address' field. Click OK.
- 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

#4



#5



The Book of Me

Job #2

continued

- 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

#2



#3



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' tool 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

#3



#4



The Book of Me

Job #2

continued

You will create a 5 page book about yourself. If this was to be printed on a standard printer, the paper size would need to be 8 1/2 X 11 inches. Creating a book is easy in PowerPoint as each slide acts as a page in the book.

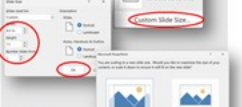
- Setting up your book format**—Change the size of your slide to 8.5 X 11. Go to the Design tab and select 'Slide Size' at the far right of the tool bar. Select 'Custom Slide Size' and change the Width and Height as shown on the right. Click 'OK' and select 'Maximize'.
- Page 1: Creating your book cover**
 - 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' task pane.

Quick Reference

#1



#2



Learning about PowerPoint Presentations

Job #1

continued

Slide 2-Insert table

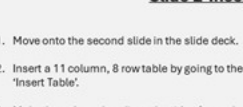
- Move onto the second slide in the slide deck.
- Insert a 11 column, 8 row table by going to the Insert tab, select 'Table' and click on 'Insert Table'.
- Make the column headings the titles for each of the tabs on the tool bar of the PowerPoint interface starting with 'File' and ending with 'View'.
- Select the table (from a corner) and expand it to fill your slide. While the table is still selected, choose a 'Table Design' from the drop-down menu. Select one that is not dark and easy to read with an orange design.
- Highlight the whole table and click on the Layout tab. Make the table height and width as shown to the right. Make the font size 12 for the whole table.
- Fill the rows of your table with tools and functions that are found when you click on each of the tabs. There may be more tools and functions than rows.

Quick Reference

#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 ©

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

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GOOGLE EARTH

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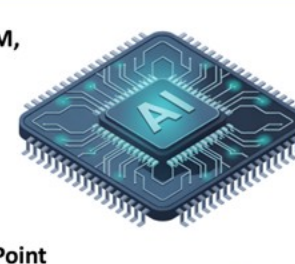
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Qualities of a Great Website

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Types of Technology

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A Digital Discovery WebQuest for any Technology or Business class

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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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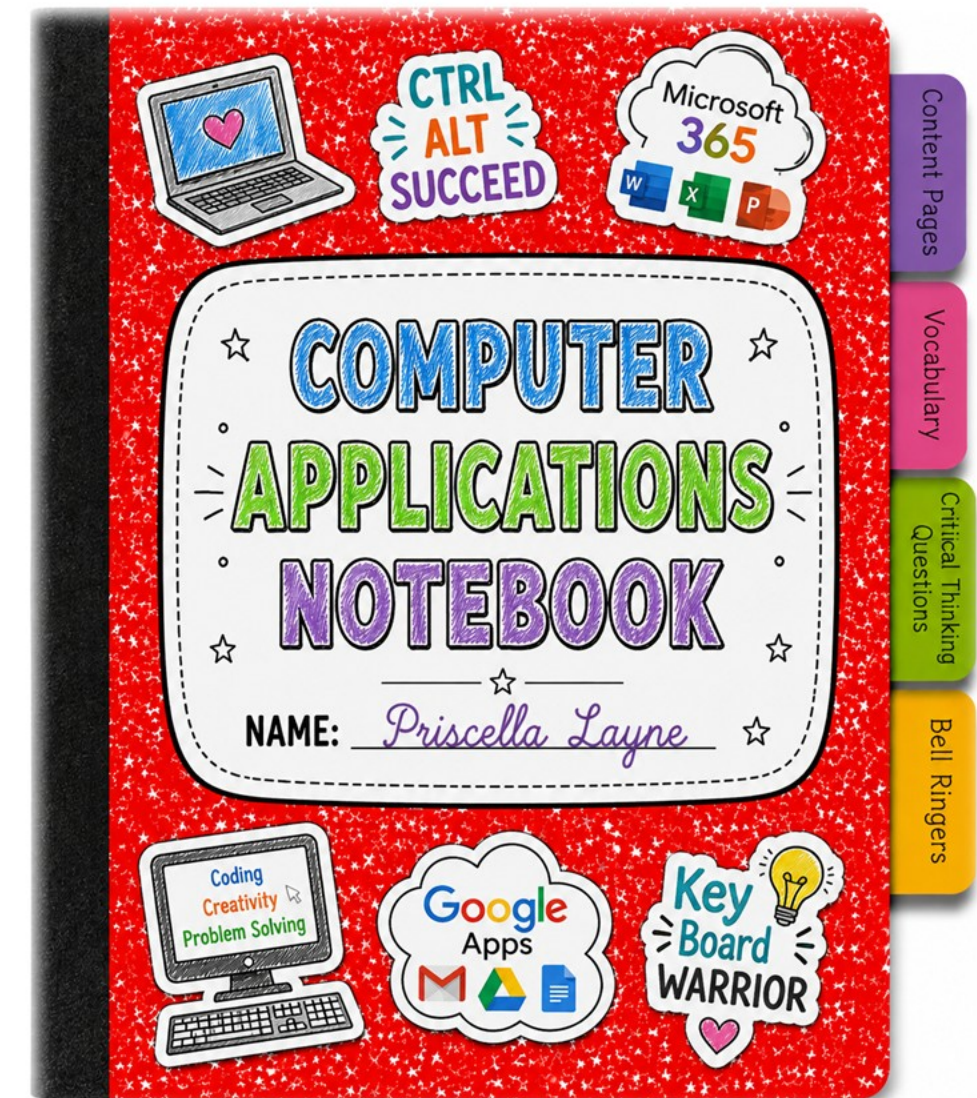
I always tie my lessons to Careers

A 38-Pg Printable Interactive Notebook Included

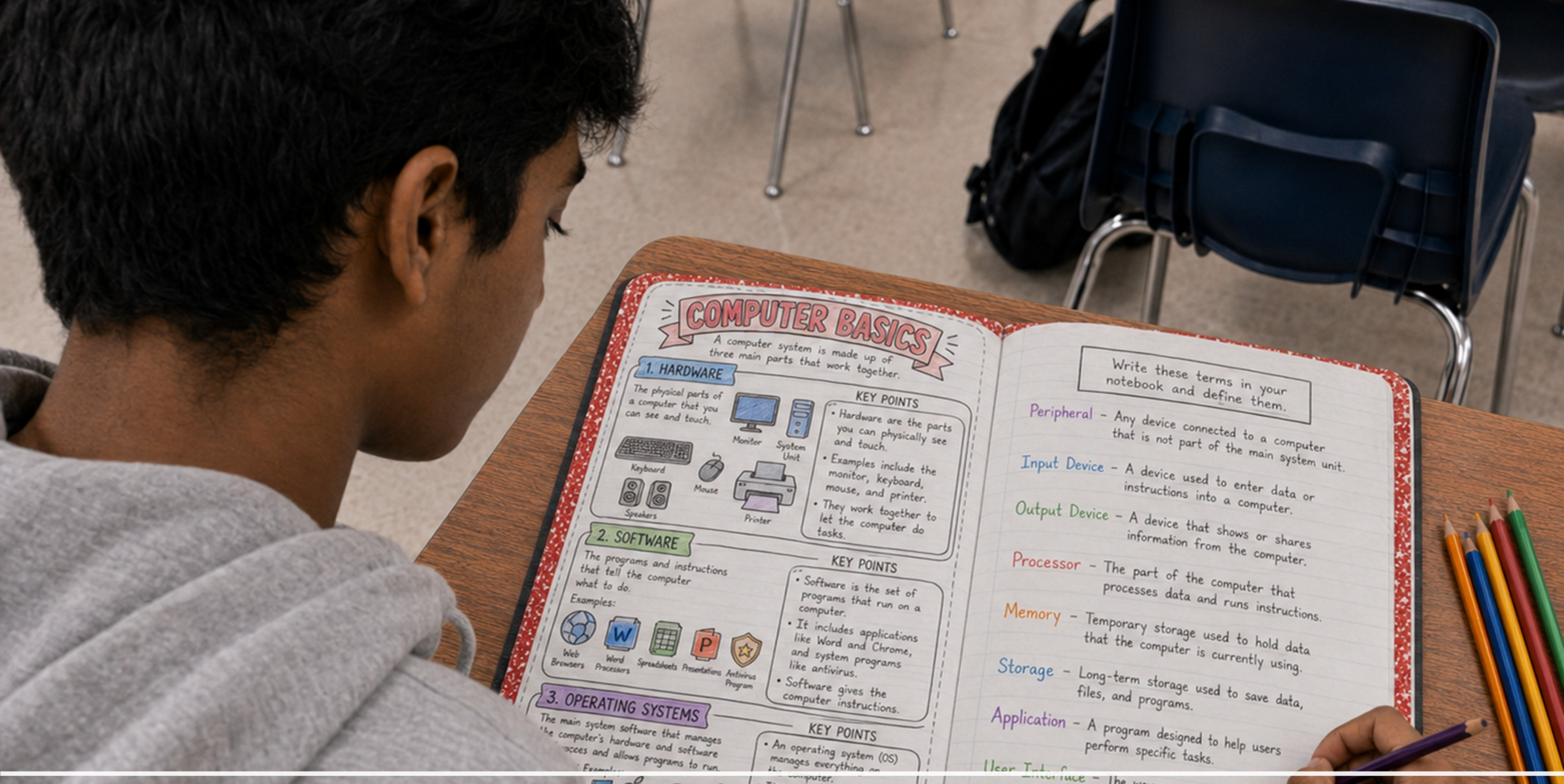
GREAT FOR:

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

COMPOSITION NOTEBOOK NOT INCLUDED



Student Version

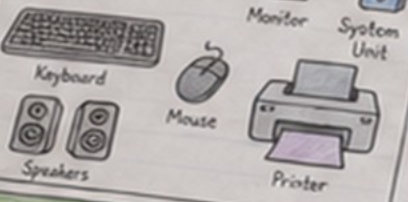


COMPUTER BASICS

A computer system is made up of three main parts that work together.

1. HARDWARE

The physical parts of a computer that you can see and touch.



KEY POINTS

- Hardware are the parts you can physically see and touch.
- Examples include the monitor, keyboard, mouse, and printer.
- They work together to let the computer do tasks.

2. SOFTWARE

The programs and instructions that tell the computer what to do.

Examples:



KEY POINTS

- Software is the set of programs that run on a computer.
- It includes applications like Word and Chrome, and system programs like antivirus.
- Software gives the computer instructions.

3. OPERATING SYSTEMS

The main system software that manages the computer's hardware and software and allows programs to run.

KEY POINTS

- An operating system (OS) manages everything on the computer.

Write these terms in your notebook and define them.

Peripheral - Any device connected to a computer that is not part of the main system unit.

Input Device - A device used to enter data or instructions into a computer.

Output Device - A device that shows or shares information from the computer.

Processor - The part of the computer that processes data and runs instructions.

Memory - Temporary storage used to hold data that the computer is currently using.

Storage - Long-term storage used to save data, files, and programs.

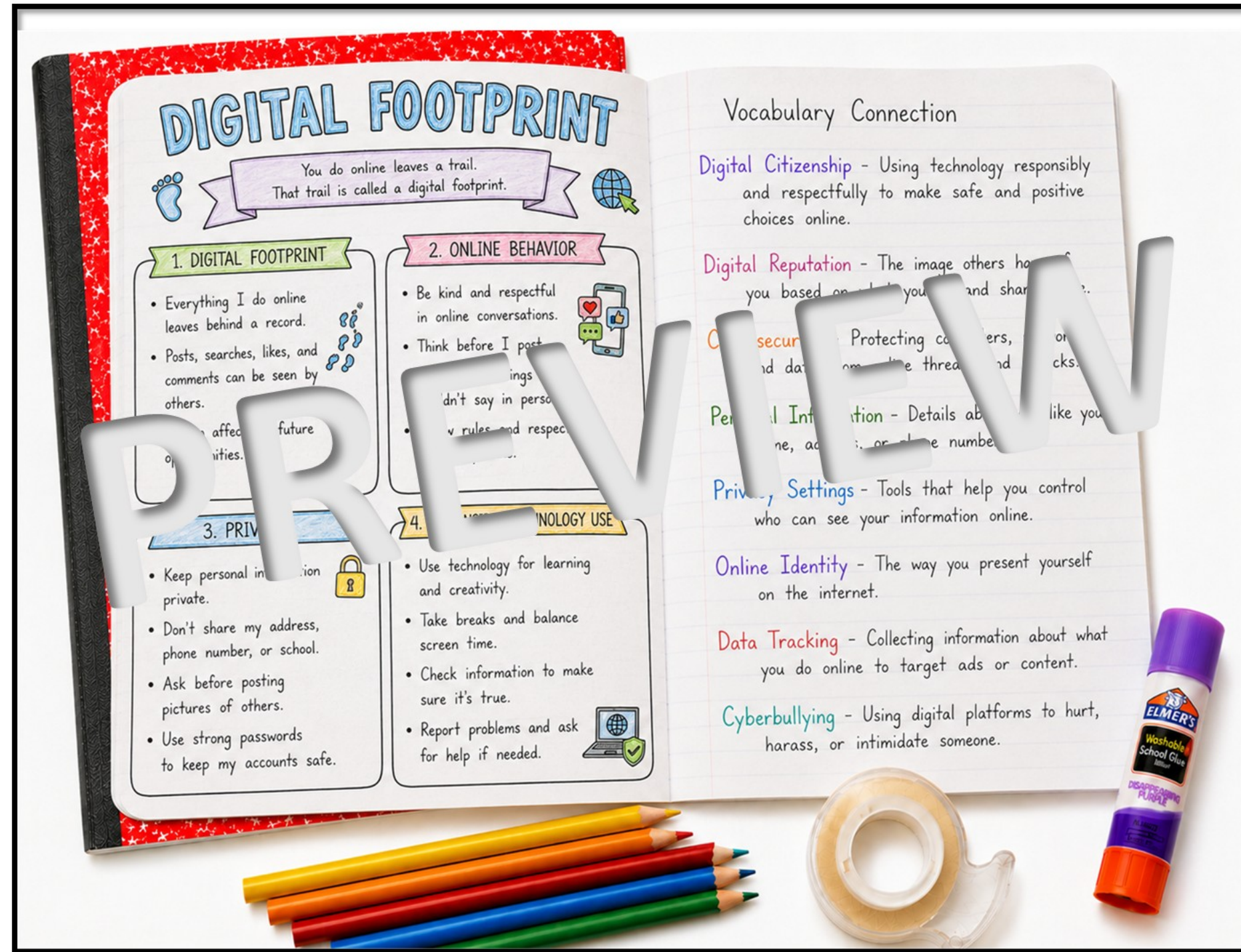
Application - A program designed to help users perform specific tasks.

User Interface - The way users interact with the computer.

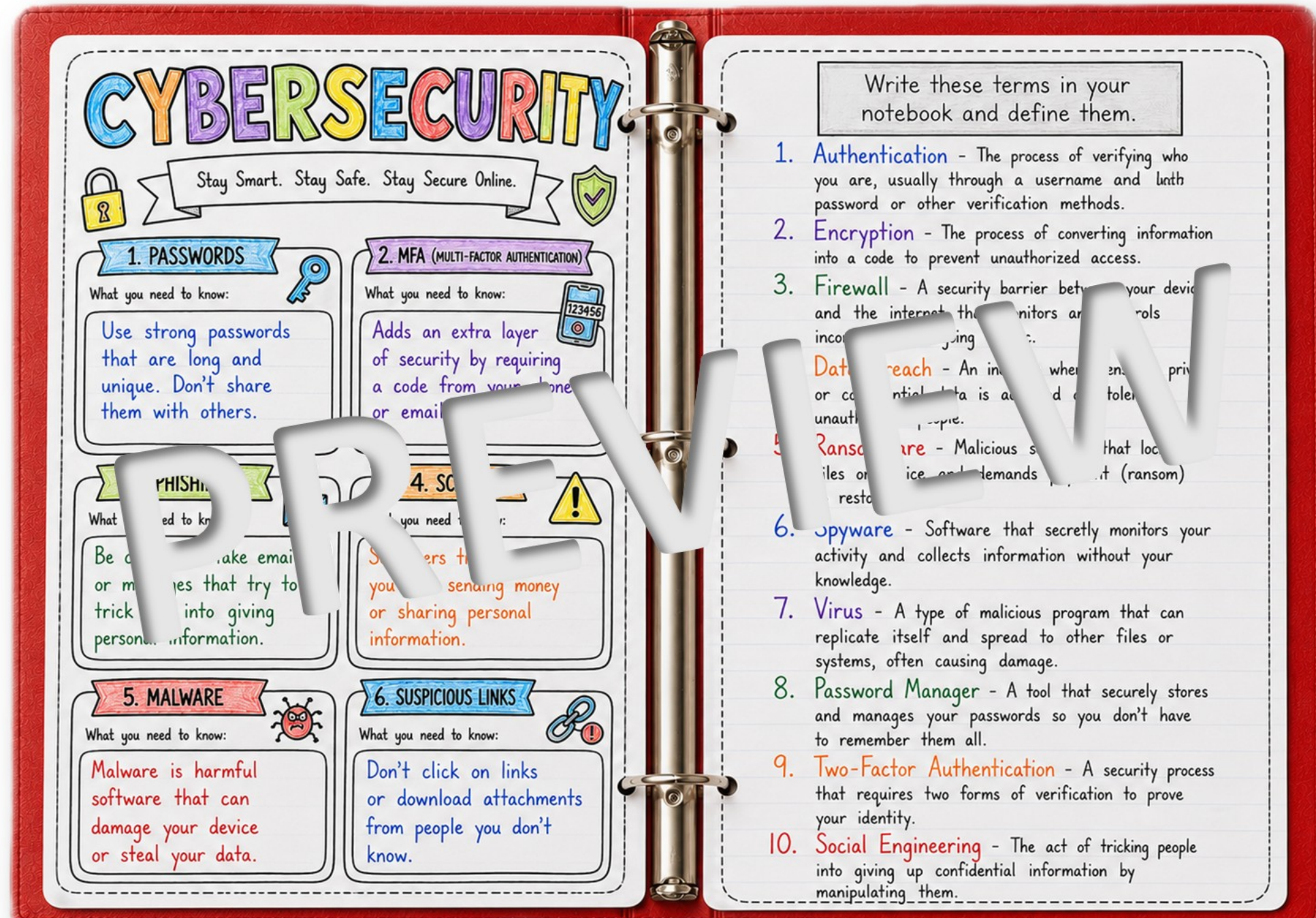
SCIENTIFIC FACT: The more ways students interact with content, the stronger their understanding and retention.

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

Students write
vocabulary words
directly on the
notebook pages.

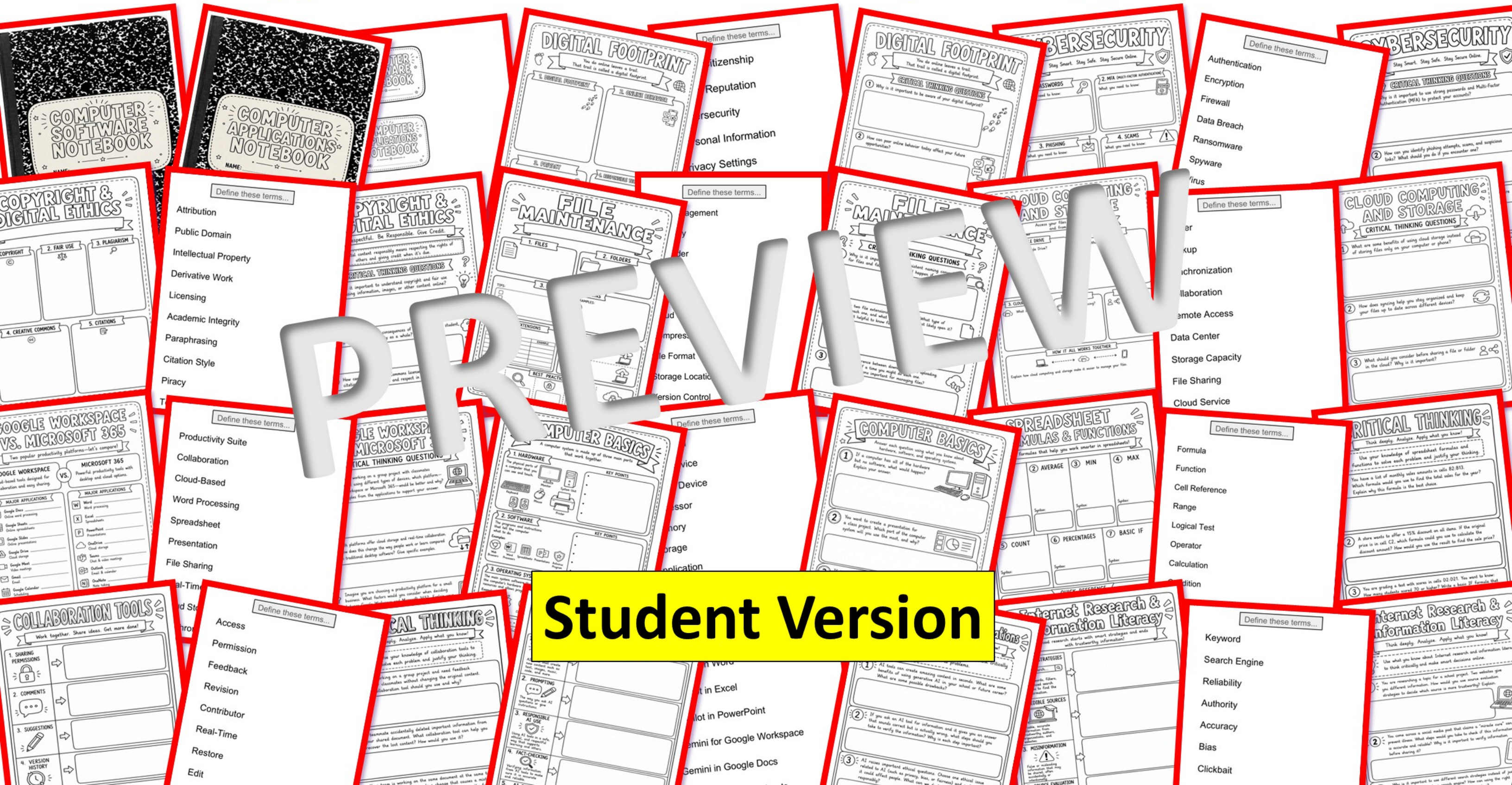


Some teachers told
me they prefer
FULL-SIZED SHEETS
for a 3-ring binder
so, I added that size
too!



Interactive Notebook Preview

Great Supplement Materials for Computer Applications Class



THESE FOUR BUNDLES ARE INCLUDED:

COMPUTER LITERACY & TECHNOLOGY UNIT, MICROSOFT OFFICE BUNDLE, GOOGLE APPLICATIONS BUNDLE, & COMPUTER APPLICATIONS INTERACTIVE NOTEBOOK

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!
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MIDDLE SCHOOL OR HIGH SCHOOL

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

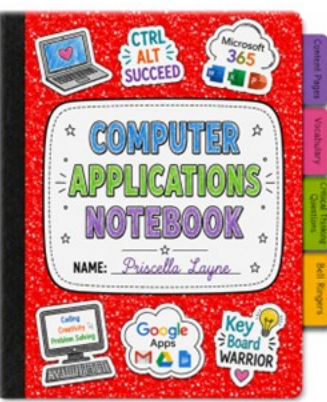
Includes a Lesson Library to keep the teacher organized



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



NO PREP!
SAVES YOU TIME!

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.

