DIGITAL LITERACY--AGENDA
April 9, 2019—B1

DO NOW:	Log in to the computer. Go to: www.mrsoutland.weebly.com • Read agenda at www.mrsoutland.weebly.com Go to www.tchs.fcps.net • Log into your school e-mail. • Log-in to Google Classroom. Do the questions. • Log-in to your school email. Request five bonus points using complete sentences, correct spelling, capitalization and punctuation, before 10/10. • Be in seat when the bell rings. PUT PHONES AWAY!
Class Norms	1. Be in class, seated and logged in when the bell rings. 2. Put phones away and silenced before 10/10. 3. Use calm indoor voice when working in groups. 4. Create a positive culture; Be CREEK and be kind 5. Pay attention to the speaker. Follow directions first time given. 6. Respect your work area; clean up after yourself. Keep food away from computers. 7. Use good work ethic when working in groups. Do your own work. 8. E-mail Mrs. Outland with questions and to request a hall pass. 9. Use all technology as a tool and not a toy. a. Red zone—No phone! Red means Leave it Alone! b. Green zone—Yes phone! Green means check it to say hello. No nasty texts or snaps
LEARNING GOALS	TODAY WE WILL:
Bellwork:	Google Classroom: 1. Answer the question using complete sentences.
Have paper and pencil. **Take notes.**	PowerPoint: Class Expectations and Procedures 1. Raise your hand or e-mail Mrs. Outland when needing help. 2. Food and drinks must stay away from the computers. 3. Tardies. Being absent. 4. Hindering other students from learning.
I am Learning to: *Create a basic Microsoft PowerPoint presentation.* **So that I can:** *Create a presentation for an audience* **I know I have it when:** *I create a slideshow using PowerPoint with transitions.*	Begin with this Lesson---POWERPOINT 1. Open Microsoft PowerPoint. 2. Save as: My Spring Break. 3. Information to Include: a. Introduce yourself b. Include today's date c. Include a title page: MY SPRING BREAK! d. Using pictures only, create a 10 to 20 slide presentation about your SPRING BREAK!

	e. NO WORDS, ONLY PICTURES. f. What fun things did you do? g. Did you go out of town? Where? h. If you stayed at home in Lexington, what did you do? i. Foods you ate! j. People you spent time with and what did you do? k. Games played (video, board, Apps). 4. Formatting a. Choose a theme. b. Have a title slide c. Use a different transition for each slide. d. Have a closing slide that tells the reader you are finished.
Applying Enhanced Alignment Tools. Due March 29, 2019	Microsoft Excel Lesson 2.4: Pizza Recipe 5. Use the Lesson 2.4 handout. 6. Read all parts of the handout for important information. 7. Return the handout when finished. 8. Place neatly in the stack. 9. Save Early; Save often. Upload to Google Classroom
Learning to Format Cells March 29, 2019	Microsoft Excel Lesson 2.5 Best Netflix TV Series 10. Use the Lesson 2.5 handout. 11. Read all parts of the handout for important information. 12. Return the handout when finished. 13. Place neatly in the stack. 14. Save Early; Save often. Upload to Google Classroom
Due March 29, 2019	Microsoft Excel Lesson 3.1 : Pizza Recipe #2 15. Use the Lesson 3.1 handout. 16. Read all parts of the handout for important information. 17. Return the handout when finished. 18. Place neatly in the stack. 19. Save Early; Save often. Upload to Google Classroom
	Microsoft Excel Lesson 3.3 : The 50 States 20. Use the Lesson 3.3 handout. 21. Read all parts of the handout for important information. 22. Return the handout when finished. 23. Place neatly in the stack. 24. Save Early; Save often. Upload to Google Classroom

A DAYS	B DAYS
18	18
Late-Missing work deadline: May 15, 2019	

It's National Library Week!!

Overdue Amnesty:
This week only! Turn in your overdue books and we won't charge any fines!

Daily Prize Drawing:
Put your name in the prize drawing box once per day. We will draw two names at the end of the day. Winners will be called to come and claim their prize!

TC Community Chain:
Add your personalized link to our community paper chain.

Stick Together Poster:
Help us finish the mystery image by adding a few pieces to the puzzle.