

**DIGITAL LITERACY--AGENDA**  
**March 20, 2019—B1**

<p><b>DO NOW:</b></p>	<p>Log in to the computer. Go to: <a href="http://www.mrsoutland.weebly.com">www.mrsoutland.weebly.com</a></p> <ul style="list-style-type: none"> <li>• Read agenda at <a href="http://www.mrsoutland.weebly.com">www.mrsoutland.weebly.com</a></li> </ul> <p>Go to <a href="http://www.tchs.fcps.net">www.tchs.fcps.net</a></p> <ul style="list-style-type: none"> <li>• Log into your school e-mail.</li> <li>• Log-in to Google Classroom. Do the questions.</li> </ul> <p>Log-in to your school email. Ask for Creek Cash before 10/10.          Be in seat when the bell rings.  <b>PUT PHONES AWAY!</b></p>
<p><b>Class Norms</b></p>	<ol style="list-style-type: none"> <li>1. Be in class, seated and logged in when the bell rings.</li> <li>2. Put phones away and silenced before 10/10.</li> <li>3. Use calm indoor voice when working in groups.</li> <li>4. Create a positive culture; Be CREEK and be kind</li> <li>5. Pay attention to the speaker. Follow directions first time given.</li> <li>6. Respect your work area; clean up after yourself. Keep food away from computers.</li> <li>7. Use good work ethic when working in groups. Do your own work.</li> <li>8. E-mail Mrs. Outland with questions and to request a hall pass.</li> <li>9. Use all technology as a tool and not a toy.             <ol style="list-style-type: none"> <li>a. Red zone—No phone! Red means Leave it Alone!</li> <li>b. Green zone—Yes phone! Green means check it to say hello.</li> </ol> <p align="center">No nasty texts or snaps</p> </li> </ol>
<p><b>LEARNING GOALS</b></p>	<p align="center"><b>TODAY WE WILL:</b></p>
<p><b>Bellwork:</b></p>	<p>Google Classroom</p> <ol style="list-style-type: none"> <li>1. Block Style letters.</li> </ol>
<p><b>USE E-MAIL TO:</b></p> <p>Send a message with the correct parts.</p> <p>Practice sending a message with correct grammar.</p>	<p><b><u>Log-in to your school e-mail. Go to: <a href="http://www.tchs.fcps.net">www.tchs.fcps.net</a></u></b></p> <ol style="list-style-type: none"> <li>1. Send an email to Mrs. Outland at <a href="mailto:angela.outland@fayette.kyschools.us">angela.outland@fayette.kyschools.us</a></li> <li>2. Subject is: March 20</li> <li>3. Salutation: Hello Mrs. Outland</li> <li>4. Body: Write a paragraph with proper grammar, spelling, and punctuation discussing with Mrs. Outland how you manage your schedule? How do you keep up with appointments, homework, job, afternoon activities, sports, etc. What is one strategies you use?</li> <li>5. Closing: Thanks! Type your name</li> </ol>

<p><b>I am Learning to:</b> <i>Create a basic Microsoft Excel spreadsheet.</i></p> <p><b>So that I can:</b> <i>Insert Column and Rows into a spreadsheet.</i></p> <p><b>I know I have it when:</b> <i>I create a worksheet about the Boston Bruins, insert a column and Row.</i></p>	<p>Microsoft Excel Lesson 1.4: Boston Bruins Roster</p> <ol style="list-style-type: none"> <li>1. Use the Lesson 1.4 Handout.</li> <li>2. Save Early, Save often.</li> <li>3. Upload to Google Classroom.</li> <li>4. Due today.</li> </ol>
<p><b>I am Learning to:</b> <i>Create a basic Microsoft Excel.</i></p> <p><b>So that I can:</b> <i>Insert Column and Rows into a spreadsheet.</i></p> <p><b>I know I have it when:</b> <i>I create a worksheet about the Boston Bruins, insert a column and Row to create a worksheet.</i></p>	<p>Microsoft Excel Lesson 1.5: Boston Bruins Roster 2</p> <ol style="list-style-type: none"> <li>1. Use the Lesson 1.5 Handout.</li> <li>2. Save Early, Save often.</li> <li>3. Upload to Google Classroom.</li> </ol> <p>Due today.</p>
<p><b>I am Learning to:</b> <i>Create a basic Microsoft Excel spreadsheet.</i></p> <p><b>So that I can:</b> <i>Insert Column and Rows into a spreadsheet.</i></p> <p><b>I know I have it when:</b> <i>I create a worksheet professional worksheet.</i></p>	<p>Microsoft Excel Lesson 1.6: Top Twitter Accounts</p> <ol style="list-style-type: none"> <li>1. Use the Lesson 1.6 Handout.</li> <li>2. Save Early; Save often.</li> <li>3. Upload to Google Classroom.</li> </ol> <p>Due today.</p>
<p><b>I am Learning to:</b> <i>Create a budget in Microsoft Excel.</i></p> <p><b>So that I can:</b> <i>Create a readable budget to spend \$100 for party supplies.</i></p> <p><b>I know I have it when:</b> <i>I can create column and row headings. Enter numbers in a spreadsheet. Use the Autosum function to add totals.</i></p>	<p>Microsoft Excel:</p> <ol style="list-style-type: none"> <li>1. Open the File: Party Worksheet.</li> <li>2. Create a Class Party Budget. <ol style="list-style-type: none"> <li>a. Title is: My Class Party</li> <li>b. Sub title is: St. Patrick's Day!</li> <li>c. Column headings should the name of three retail stores. You will comparison shop for the best deal on party foods.</li> <li>d. Row headings will be the names of five different food or drink items we will have for our party.</li> <li>e. Shop online for each store you chose. Find the best price for each food item and put the price in the appropriate cell.</li> <li>f. Create a TOTAL column and use AutoSum to total up the cost of each food item.</li> <li>g. Insert a TOTAL row and Use AutoSum to total the cost of a party for each store.</li> <li>h. Have a final total.</li> <li>i. Insert a pie chart of your comparison-shopping.</li> <li>j. Save early, save often.</li> <li>k. Type your name below the title line.</li> <li>l. Set the Print area.</li> <li>m. Print.</li> <li>n.</li> </ol> </li> </ol>
<p><b>LATE WORK:</b></p>	<p><b>THE LAST DAY TO TURN IN ANY LATE WORK IS MARCH 29.</b></p>

**Game  
On!**



Tickets on sale 3/25  
in Media Center

# **CREEK CASH PARTY**

**March 27**

**2:15 pm**

**Popsicles &  
Board Games**

**10 CREEK CASH**