

SPREADSHEET LESSON PLAN

Unit: Real World Applications

Subject: Accounting and/or Computer Applications

Grade Level: 9-12

Objective: After teacher instruction, students will be able to use math skills, spreadsheet skills and prior knowledge of the newspaper industry to correctly complete a spreadsheet that will calculate percentages and allocate expenses based on these percentages.

Materials Needed: Computer projector and Spreadsheet Template with headings in place. (The template can be viewed via the overhead but hardcopies should also be available.)

- 10 Min. Teacher will review previous lessons involving calculating percentages and vocabulary.
- 5 Min. Teacher will go over blank spreadsheet template and discuss with the class the purpose of the spreadsheet and field questions pertaining to the assignment. (See attached template and instructions).
- 35 Min. Students will work on completing the spreadsheet and teacher will give informal evaluations while the students work.
- 2 Min. Save work, turn in handouts and clean up work stations.

