

Lesson Plan for Business Information Studies
Part 1—Teacher Introduction

Topic: Linking spreadsheet information

Teacher: Submitted by Debbie Sheldon
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Subject: **It and Me Works**

Grade: 9th

Time: 1 hour

Objectives: Student will be able to do a spreadsheet project on linking.
Teacher will instruct students on how to do links on spreadsheets.
Information links and picture links: Attached

Standards: The student will continuously acquire skills, attitudes, and knowledge that contribute to learning.

Setting: Computer Lab

Materials: Information attached/ taken from Excel Help

Teacher's Role: Instruction on how to do links

Reference Web Site: Help file in Microsoft Excel Program
subject: linking text and linking pictures

School to Career Connection:

Employability: Computer Skills/Excel