

**BUDGET OF WORK IN COMPUTER 5**

**A.Y. 2017 – 2018**

**UNIT TOPIC:** Software: Making the Computer Useful **QUARTER:** 3rd QUARTER

(Continuation) Tasks For the Computer

**No. of days:** 14 days **Reference:** RCBN-ES Syllabus

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| **TIME FRAME** | **LEARNING TARGETS** | **Pages** |
| Day 1-2 | * Recall what software is * Identify categories of software based on their license * Differentiate each software category * Participate actively during class discussion | digiTiTans 5  pages 79-84 |
| Day 3-4 | * Explore the features of a word processor like MS Word * Discover how to work with the features of a word processor * Find out how to apply the tools when editing a document * Differentiate each software category * Participate actively during class discussion | digiTiTans 5  pages 86-91 |
| Day 5 | Short Test | digiTiTans 5  pages 51-56 |
| Day 6-7 | * Describe the parts of the opening screen of a spreadsheet application like MS Excel * Identify the use of spreadsheet application menus * Participate actively during class discussion | digiTiTans 5  pages 92-96 |
| Day 8-9 | * Describe the differences between databases and spreadsheets * Explain what database tables are for * Describe the opening screen of a database application like MS Access * Participate actively during class discussion | digiTiTans 5  pages 98-103 |
| Day 10-11 | * Recall what Microsoft Access is * Discuss how to create an MS Access 2010 database from scratch and templates * Demonstrate how to open an existing MS Access 2010 database * Participate actively during class discussions | digiTiTans 5  pages 104-109 |
| Day 12 | Short Test |  |
| Day 13 | PERFORMANCE TASK |  |
| Day 14 | **3rd Periodical Test** |  |

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