

**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

|  |  |  |
| --- | --- | --- |
| **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 5pages 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 5pages 86-91 |
| Day 5 | Short Test | digiTiTans 5pages 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 5pages 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 5pages 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 5pages 104-109 |
| Day 12 | Short Test |  |
| Day 13 | PERFORMANCE TASK |  |
| Day 14 | **3rd Periodical Test** |  |

Prepared by: Approved by:

**Elizabeth A. Gulferic Miss Meddy L. Sanchez**

Computer 5 Teacher School Principal, RCS