4th Six Weeks 2023-2024

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| **MONDAY** | **TUESDAY** | **WEDNESDAY** | **THURSDAY** | **FRIDAY** |
| 1/8 | 1/9 | 1/10 | 1/11 | 1/12 |
| **Teacher Workday**  **Student Holiday** | Excel Function Group Project  2A-C,5A-C,11A-D | Excel Function Group Project  2A-C,5A-C,11A-D | Excel Function Group Presentations  2A-C,5A-C,11A-D | Excel Function Group Presentations  2A-C,5A-C,11A-D |
| 1/15 | 1/16 | 1/17 | 1/18 | 1/19 |
| **MLK Day Holiday** | Access: Basics  6B, 7A-H,8A-D,9A-C | Access: Basics  Class Database  6B, 7A-H,8A-D,9A-C | Access: Sorting and Filtering  6B, 7A-H,8A-D,9A-C | Access: Basics Test  6B, 7A-H,8A-D,9A-C |
| 1/22 | 1/23 | 1/24 | 1/25 | 1/26 |
| Access: Queries  6B, 7A-H,8A-D,9A-C | Access: Queries  Pokemon Database  6B, 7A-H,8A-D,9A-C | Access: Select Queries  6B, 7A-H,8A-D,9A-C | Access: Update Queries  6B, 7A-H,8A-D,9A-C | Access: Forms  6B, 7A-H,8A-D,9A-C |
| 1/29 Progress Reports | 1/30 | 1/31 | 2/1 | 2/2 |
| Access: Reports  6B, 7A-H,8A-D,9A-C | Access: Reports  6B, 7A-H,8A-D,9A-C | Access: Relationships  6B, 7A-H,8A-D,9A-C | Access: Create own  6B, 7A-H,8A-D,9A-C | Access: Create own  6B, 7A-H,8A-D,9A-C |
| 2/5 | 2/6 | 2/7 | 2/8 | 2/9 |
| Access: Database Test  6B, 7A-H,8A-D,9A-C | Word: Business Letters  1A-D, 5A-C,6A-I | Word: Business Letters  1A-D, 5A-C,6A-I | Word: Business Letters Block and Modified  1A-D, 5A-C,6A-I | Word: Business Letters Block and Modified  1A-D, 5A-C,6A-I |
| 2/12 | 2/13 | 2/14 | 2/15 | 2/16 |
| Word: Business Letters Simplified/ Proofreading  1A-D, 5A-C,6A-I | Gmetrix Word Practice  1A-D, 5A-C,6A-I | Professional Letter Assignment  1A-D, 5A-C,6A-I | Professional Letter Assignment  1A-D, 5A-C,6A-I | Professional Letter Assignment  1A-D, 5A-C,6A-I |