

Workplace Readiness Skills for the Commonwealth Grades 11 – Post High Home

Technology Knowledge and Skills

19. **Information Technology:** Uses computers, file management techniques, and software/programs effectively

Objective: Students will use Microsoft programs.

Activities:

1. Son/Daughter will use Excel spreadsheet to track monthly income and expenses. Son/Daughter will share and discuss spreadsheet with parent.
2. Son/Daughter will use Word to create a to-do list. Son/Daughter will share and discuss with parent.
3. Son/Daughter will use PowerPoint to present IEP information. Son/Daughter will share and discuss with parent.