

**Summer 2007 3E Institute
West Chester University
Unisys Corporation Partner
Content in Action
Open Office Lesson**

Name: Chip Horner

Subject: Business Education

Grade Level: 9

Time Needed to Teach: Between 30 to 45 minutes per project

Standard Category: 3.6 Technology Education and 3.7 Technological Devices

Technology: Computer and PC Proprietary and PC Open Source Software

Equipment: Computer, Course Text, Internet, Open Source Software, Internet

Brief Overview of the Lesson: Following each Microsoft Office Project assignments in the Advanced Office Applications Course textbook Microsoft Word and Excel Complete Concepts and Techniques, students will produce a similar project assignment using the Open Office 2007 an Open Source Office Suite. Students will compare the similarities and differences in a written comparative analysis between the two office suites.

I. Standard Statement 3.6.10B & 3.7.10B&C

Apply knowledge of information technologies of encoding, transmitting, receiving, storing, retrieving and decoding.

- Describe the proper use of graphic and electronic communication systems.
- Apply a variety of advanced mechanical and electronic drafting methods to communicate a solution to a specific problem.
- Apply and analyze advanced communication techniques to produce an image that effectively conveys a message (e.g., desktop publishing, audio and/or video production).
- Illustrate an understanding of a computer network system by modeling, constructing or assembling its components.

Utilize computer software to solve specific problems.

- Identify legal restrictions in the use of software and the output of data.
- Apply advanced graphic manipulation and desktop publishing techniques.
- Apply basic multimedia applications.
- Apply advanced word processing, database and spreadsheet skills.
- Describe and demonstrate how two or more software applications can be used to produce an output.

- Select and apply software designed to meet specific needs.

Apply basic computer operations and concepts.

- Identify solutions to basic hardware and software problems.
- Apply knowledge of advanced input devices.
- Apply knowledge of hardware setup.
- Describe the process for basic software installation and demonstrate it.
- Analyze and solve basic operating systems problems.
- Apply touch keyboarding skills and techniques at expectable speed and accuracy.
- Demonstrate the ability to perform basic software installation.

II. Objectives

1. Students will accurately download and use Open Source Open Office 2007 Software.
2. Students will analyze similarities and differences in performance between the prioritized Microsoft Office Suite 2003 and the Open Source Open Office 2007.

III. Content

1. What is open source software?
 - There is variety of open source software.
 - Another meaning is non proprietary software.
 - Open source Software is available free of charge, if any change or upgrade is made with any open source product the change must be reported to the Open source community.
2. What are the basic components of Open Office 2007 suite?
 - Word, Database
 - Spreadsheet, Slide Show
3. How do you compare Microsoft Office 2003 to Open Office 2007?
 - The production of project assignments will show the ease of use of one or the other or both.

IV Assessment (Written Analysis)

Assessment Criteria

- Advanced: All project assignments appear identical and were produced with ease.
- Proficient: All project assignments appear almost identical and were produced with little effort.

- Basic: All project assignments appear somewhat identical and were produced with minor problems.
- Below Basic: No project is complete and little if any assignments were produced.

V. Activity (Active Learning)

1. Today we are going to use Open Office 2007 to replicate a production project assignment already completed in Microsoft Office 2003.
2. Participants will complete the following project assignments with Open Office 2007
 - Using the Word features in Open Office 2007, Create a Proposal that Contains Clip Art from the Web and a Chart. See page WD291 in your text. Use Open Office 2007 documentation if necessary.
 - Using the Word features in Open Office 2007, create a Form Letter with an IF Field and an Outline Numbered List. See page WD369 in your text. Use Open Office 2007 documentation if necessary.
 - Using the Word features in Open Office 2007, create a Newsletter with a Diagram and an Article on File. See page WD451 in your text. Use Open Office 2007 documentation if necessary.
 - Using the Spreadsheet features in Open Office 2007, Create Quarterly Income Statements and Breakeven Analysis. See page EX300 in your text. Use Open Office 2007 documentation if necessary.
 - Using the Spreadsheet features in Open Office 2007, Create, Filter, and Sort a List and Determine Subtotals. See page EX369 in your text. Use Open Office 2007 documentation if necessary.
 - Using the Spreadsheet features in Open Office 2007, Use a Template to Create a Multiple-Sheet Workbook. See page EX458 in your text. Use Open Office 2007 documentation if necessary

VI. Adaptations/Accommodations (Diversity in Learning)

Teacher adaptations/accommodations for students with Impairments:

Partner reciting instructions of what is to be accomplished

Second partner to observe and support the first partner

VII. Additional Resources (including books, website, videos, etc.)

Book

Microsoft Office Word 2003 Complete Concepts and Techniques, Gary B Shelly,
Thomas J. Cashman, & Misty E. Vermaat, 2004
Microsoft Office Word 2003 Complete Concepts and Techniques, Gary B Shelly,
Thomas J. Cashman, & James S. Quasney, 2004

Documentation

Open Office 2007, <http://www.openoffice.org/>