

Microsoft Excel /9th - 12th Grade

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Content	Skills	Learning Targets	Standards	Assessment	Resources & Technology
<p>CEQ: How can you use Excel to make business decisions?</p> <p>UEQ: •<i>How do you use the Windows interface, mouse operations, and filed and folder management.</i> •<i>How to sign-in, use Windows, using apps, file management, switching between apps, saving files, changing screen resolution, exiting apps, using additional app features, and using help.</i></p> <p>Office 2016 & Windows 10: Essential Concepts and Skills</p> <ol style="list-style-type: none"> 1. Introduction to the Windows 10 Operating System 2. Introduction to 	<p>Office 2016 & Windows 10: Essential Concepts and Skills</p> <ol style="list-style-type: none"> 1. Use a touch screen 2. Perform basic mouse operations 3. Start Windows and sign 	<p>Office 2016 & Windows 10: Essential Concepts and Skills</p> <p>LT1. I can use a touch screen LT2. I can perform basic mouse operations LT3. I can start Windows and</p>	<p>Office 2016 & Windows 10: Essential Concepts and Skills NBEA Information Technology Standard II Informational Literacy NBEA Information</p>	<p>Office 2016 & Windows 10: Essential Concepts and Skills CFA = Apply Your Knowledge CFA = Extend Your Knowledge</p>	<p>Office 2016 & Windows 10: Essential Concepts and Skills Textbook: Microsoft Office 365 Excel 2016 Comprehensive: Microsoft Office 2016</p>

<p>Microsoft Office 2016</p> <ol style="list-style-type: none"> 3. Running and Using an App 4. Document Properties 5. Printing, Saving, and Organizing Files 6. Screen Resolution 7. Additional Common Features of Office Apps 8. Renaming, Moving, and Deleting Files 9. Microsoft Office and Windows Help 	<p>in to an account</p> <ol style="list-style-type: none"> 4. Identify the objects on the Windows 10 desktop 5. Identify the apps in and versions of Microsoft Office 2016 6. Run an app 7. Identify the components of the Microsoft Office ribbon 8. Create folders 9. Save files 10. Change screen resolution 11. Perform basic tasks in Microsoft office apps 12. Manage files 13. Use Microsoft Office Help and Windows Help 	<p>sign in to an account</p> <p>LT4. I can identify the objects on the Windows 10 desktop</p> <p>LT5. I can identify the apps in and versions of Microsoft Office 2016</p> <p>LT6. I can run an app</p> <p>LT7. I can identify the components of the Microsoft Office ribbon</p> <p>LT8. I can create folders</p> <p>LT9. I can save files</p> <p>LT10. I can change screen resolution</p> <p>LT11. I can perform basic tasks in Microsoft Office apps</p> <p>LT12. I can manage files</p> <p>LT13. I can use Microsoft Office Help and Windows Help</p>	<p>Technology Standard V Operating Systems</p> <p>NBEA Information Technology VI Input Technologies</p> <p>NBEA Information Technology Standard VII Applications</p>	<p>CFA = Expand Your World</p> <p>CFA = In the Labs</p> <p>CSA = Project/Unit Test</p>	<p>and Windows 10</p> <p>Technology: Cengage Mindtap and Microsoft Excel</p> <p>Key Vocabulary: Windows 10, operating system (OS), app, gesture, scroll bar, scroll arrows, scroll box, keyboard shortcut, user account, user name, password, user icon, lock screen, sign-in screen, Recycle Bin, file, suite, OneDrive, workbooks, worksheets, charts, tables, web support, Start button, folder, menu, command, sheet tab, heading, column row heading, cell, cell reference,</p>
<p>UEQ:</p> <ul style="list-style-type: none"> •How to create a personal budget worksheet and chart. •How to utilize an Excel worksheet to summarize data and chart easily. 					
<p>Creating a Worksheet and a Chart</p> <ol style="list-style-type: none"> 1. Selecting a Cell 2. Entering Text 3. Entering Numbers 4. Calculating a Sum 	<p>Creating a Worksheet and a Chart</p> <ol style="list-style-type: none"> 1. Describe the Excel worksheet 2. Enter text and numbers 3. Use the Sum button to 	<p>Creating a Worksheet and a Chart</p> <p>LT1. I can describe the Excel worksheet</p> <p>LT2. I can enter text and numbers</p>	<p>Creating a Worksheet and a Chart</p> <p>NBEA Information Technology Standard II Informational Literacy</p> <p>NBEA Information</p>	<p>Creating a Worksheet and a Chart</p> <p>CFA = Project - Personal Budget Worksheet and Chart</p> <p>CFA = Apply Your</p>	<p>Creating a Worksheet and a Chart</p> <p>Textbook: Microsoft Office 365 Excel 2016 Comprehensive:</p>

<p>5. Using the Fill Handle to Copy a Cell to Adjacent Cells</p> <p>6. Formatting a Worksheet</p> <p>7. Adding a Pie Chart to a Worksheet</p> <p>8. Changing the Sheet Tab Names</p> <p>9. Printing a Worksheet</p> <p>10. Autocalculate</p> <p>11. Correcting Errors</p>	<p>4. Enter a simple function</p> <p>5. Copy the contents of a cell to a range of cells using the fill handle</p> <p>6. Create a 3-D pie chart</p> <p>7. Change a worksheet name and sheet tab color</p> <p>8. Change document properties</p> <p>9. Preview and print a worksheet</p> <p>10. Use the AutoCalculate area to display statistics</p> <p>11. Correct errors on a worksheet</p>	<p>LT3. I can use the sum button to sum a range of cells</p> <p>LT4. I can enter a simple function</p> <p>LT5. I can copy the contents of a cell to a range of cells using the fill handle</p> <p>LT6. I can create a 3-D pie chart</p> <p>LT7. I can change a worksheet name</p> <p>LT8. I can change document properties</p> <p>LT9. I can preview and print a worksheet</p> <p>LT10. I can use the AutoCalculate area to display statistics</p> <p>LT11. I can correct errors on a worksheet</p>	<p>Technology Standard V Operating Systems</p> <p>NBEA Information Technology VI Input Technologies</p> <p>NBEA Information Technology Standard VII Applications</p> <p>NBEA Informational Technology Standard XIV Information Technology Planning and Acquisition</p>	<p>Knowledge</p> <p>CFA = Extend Your Knowledge</p> <p>CFA = Expand Your World</p> <p>CFA = In the Labs</p> <p>CSA = Project/Unit Test</p>	<p>Module One</p> <p>Technology: Cengage Mindtap and Microsoft Excel</p> <p>Key Vocabulary: select, text, AutoCorrect, number, SUM function, range, source area, copy area, destination area, paste area, fill handle, format, font, font style, font size, point size, font colors, cell style, merging cells, chart sheet, data series, document properties, standard properties, automatically updated properties, hard copy, printout, green computing, portrait orientation, landscape orientation, AutoCalculate area, edit mode, in-cell editing, insert mode, overtyping mode</p>
<p>UEQ:</p> <ul style="list-style-type: none"> •How to create a worksheet with formulas and functions.. •How to format a worksheet wor make it easier to read. <p>Formulas, Functions, and Formatting</p> <p>1. Entering the Titles and Numbers into the Worksheet</p> <p>2. Flash Fill</p>	<p>Formulas, Functions, and Formatting</p> <p>1. Use Flash Fill</p> <p>2. Enter formulas using the keyboard</p>	<p>Formulas, Functions, and Formatting</p> <p>LT1. I can use flash fill</p> <p>LT2. I can enter formulas using the keyboard</p>	<p>Formulas, Functions, and Formatting</p> <p>NBEA Information Technology Standard II Informational Literacy</p>	<p>Formulas, Functions, and Formatting</p> <p>CFA = Project - Worksheet with Formulas and Functions</p>	<p>Formulas, Functions, and Formatting</p> <p>Textbook: Microsoft</p>

<ol style="list-style-type: none"> 3. Entering Formulas 4. Options Buttons 5. Using the AVERAGE, MAX, and MIN Functions 6. Verifying Formulas Using Range Finder 7. Formatting the Worksheet 8. Checking Spelling 9. Printing the Worksheet 10. Displaying and Printing the Formulas Version of the Worksheet 	<ol style="list-style-type: none"> 3. Enter formulas using Point mode 4. Apply the MAX, MIN, and AVERAGE functions 5. Verify a formula using Range Finder 6. Apply a theme to a workbook 7. Apply a date format to a cell or range 8. Add conditional formatting to cells 9. Change column width and row height 10. Check spelling on a worksheet 11. Change margins and headers in Page Layout view 12. Preview and print versions and sections of a worksheet 	<p>LT3. I can enter formulas using Point Mode</p> <p>LT4. I can apply the MAX, MIN, and AVERAGE functions</p> <p>LT5. I can verify a formula using Range Finder</p> <p>LT6. I can apply a theme to a workbook</p> <p>LT7. I can Apply a date format to a cell or range</p> <p>LT8. I can add conditional formatting to cells</p> <p>LT9. I can change column width and row height</p> <p>LT10. I can check spelling on a worksheet</p> <p>LT11. I can change margins on headers in Page Layout view</p> <p>LT12. I can preview and print versions and a sections of a worksheet</p>	<p>NBEA Information Technology Standard V Operating Systems</p> <p>NBEA Information Technology VI Input Technologies</p> <p>NBEA Information Technology Standard VII Applications</p>	<p>CFA = Apply Your Knowledge</p> <p>CFA = Extend Your Knowledge</p> <p>CFA = Expand Your World</p> <p>CFA = In the Labs</p> <p>CSA = Project/Unit Test</p>	<p>Office 365 Excel 2016 Comprehensive: Module Two</p> <p>Technology: Cengage Mindtap and Microsoft Excel</p> <p>Key Vocabulary: flash fill, formula, circular reference, direct circular reference, indirect circular reference, order of operations, point mode, source range, destination range, MAX function, MIN function, Average function, range finder, theme, character, pixel, best fit, spelling checker, header, margins, debugging,</p>
<p>UEQ:</p> <ul style="list-style-type: none"> •<i>How to utilize techniques that will enhance ability to create worksheets and draw charts.</i> •<i>How to utilize Excel to automatically enter and format values based on a perceived pattern in the existing values.</i> 					

<p>Working with Large Worksheets, Charting, and What-If Analysis</p> <ol style="list-style-type: none"> Rotating Text and Using the Fill Handle to Create a Series Copying a Range of Cells to a Nonadjacent Destination Area Inserting and Deleting Cells in a Worksheet Absolute Versus Relative Addressing Making Decisions-The IF Function Adding and Formatting Sparkline Charts Formatting the Worksheet Adding a Clustered Column Chart to the Workbook Organizing the Workbook Changing the View of the Worksheet What-If Analysis Insights 	<p>Working with Large Worksheets, Charting, and What-If Analysis</p> <ol style="list-style-type: none"> Rotate text in a cell Create a series of month names Copy, paste, insert, and delete cells Format numbers using format symbols Enter and format the system date Use absolute and mixed cell references in a formula Use the IF function to perform a logical test Create and format sparklines Change sparkline chart types and styles Use the Format Painter button to format cells Create a clustered column chart on a separate chart sheet Use chart filters to display a subset of data in a chart Change the chart type and style 	<p>Working with Large Worksheets, Charting, and What-If Analysis</p> <p>LT1. I can rotate text in a cell</p> <p>LT2. I can create a series of month names</p> <p>LT3. I can copy, paste, insert, and delete cells</p> <p>LT4. I can format numbers using format symbols</p> <p>LT5. I can enter and format the system date</p> <p>LT6. I can use absolute and mixed cell references in a formula</p> <p>LT7. I can use the IF function to perform a logical test</p> <p>LT8. I can create and format sparklines</p> <p>LT9. I can change sparkline chart types and styles</p> <p>LT10. I can use the Format Painter button to format cells</p> <p>LT11. I can create a clustered column chart on a separate chart sheet</p> <p>LT12. I can use chart filters to display a subset of data in a chart</p> <p>LT13. I can change the chart type and style</p>	<p>Working with Large Worksheets, Charting, and What-If Analysis</p> <p>NBEA Information Technology Standard II Informational Literacy</p> <p>NBEA Information Technology Standard V Operating Systems</p> <p>NBEA Information Technology VI Input Technologies</p> <p>NBEA Information Technology Standard VII Applications</p>	<p>Working with Large Worksheets, Charting, and What-If Analysis</p> <p>CFA = Project - Financial Projection Worksheet with the What-if Analysis and Chart</p> <p>CFA = Apply Your Knowledge</p> <p>CFA = Extend Your Knowledge</p> <p>CFA = Expand Your World</p> <p>CFA = In the Labs</p> <p>CSA = Project/Unit Test</p>	<p>Working with Large Worksheets, Charting, and What-If Analysis</p> <p>Textbook: Microsoft Office 365 Excel 2016 Comprehensive: Module Three</p> <p>Technology: Cengage Mindtap and Microsoft Excel</p> <p>Key Vocabulary: assumptions, office clipboard, drag and drop, #REF, NOW function, absolute cell referencing, relative cell referencing, mixed cell reference, nested IF function, category names, data series, what-if analysis,</p>
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<p>UEQ: <i>•How to utilize financial functions to determine a monthly payment for a loan and to determine present value of an investment.</i> <i>•How to utilize data tables to analyze data.</i></p> <p>Financial Functions, Data Tables, and Amortization Schedules</p> <ol style="list-style-type: none"> 1. Creating Cell Names 2. Using a Data Table to Analyze Worksheet Data 3. Creating an Amortization Schedule 4. Printing Sections of 	<ol style="list-style-type: none"> 14. Reorder sheet tabs 15. Change the worksheet view 16. Freeze and unfreeze rows and columns 17. Answer what-if questions 18. Goal seek to answer what-if questions 19. Use the Smart Lookup Insight 20. Understand accessibility features <p>Financial Functions, Data Tables, and Amortization Schedules</p> <ol style="list-style-type: none"> 1. Assign a name to a cell and refer to the cell in a formula using the assigned name 2. Determine the monthly payment of a loan using the financial function PMT 	<p>LT14. I can reorder sheet tabs</p> <p>LT15. I can change the worksheet view</p> <p>LT16. I can freeze and unfreeze rows and columns</p> <p>LT17. I can answer what-if questions</p> <p>LT18. I can goal seek to answer what-if questions</p> <p>LT19. I can use Smart Lookup Insight</p> <p>LT20. I can understand accessibility features</p> <p>Financial Functions, Data Tables, and Amortization Schedules</p> <p>LT1. I can assign a name to a cell and refer to the cell in a formula using the assigned name</p> <p>LT2. I can determine the monthly payment of a loan using the financial function PMT</p>	<p>Financial Functions, Data Tables, and Amortization Schedules</p> <p>NBEA Information Technology Standard II Informational Literacy</p> <p>NBEA Information Technology Standard V Operating Systems</p> <p>NBEA Information</p>	<p>Financial Functions, Data Tables, and Amortization Schedules</p> <p>CFA = Project - Mortgage Payment Calculator with Data Table and Amortization Schedule</p> <p>CFA = Apply Your Knowledge</p>	<p>Financial Functions, Data Tables, and Amortization Schedules</p> <p>Textbook: Microsoft Office 365 Excel 2016 Comprehensive: Module Four</p> <p>Technology: Mindtap</p>
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<p>the Worksheet</p> <p>5. Protecting and Hiding Worksheets and Workbooks</p> <p>6. Formula Checking</p> <p>UEQ: •How to create a cumulative worksheet, enter formulas and functions that reference cells from other worksheets.</p>	<p>3. Understand the financial functions PV (present value) and FV (future value)</p> <p>4. Create a data table to analyze data in a worksheet</p> <p>5. Create an amortization schedule</p> <p>6. Control the color and thickness of outlines and borders</p> <p>7. Add a pointer to a data table</p> <p>8. Analyze worksheet data by changing values</p> <p>9. Use range names and print sections of a worksheet</p> <p>10. Set print options</p> <p>11. Protect and unprotect cells in a worksheet</p> <p>12. Hide and unhide worksheets and workbooks</p> <p>13. Use the formula checking features of Excel</p>	<p>LT3. I can understand the financial functions PV (present value) and FV (future value)</p> <p>LT4. I can create a data table to analyze data in a worksheet</p> <p>LT5. I can create an amortization schedule</p> <p>LT6. I can control the color and thickness of outlines and borders</p> <p>LT7. I can add a pointer to a data table</p> <p>LT8. I can analyze worksheet data by changing values</p> <p>LT9. I can use range names and print sections of a worksheet</p> <p>LT10. I can set print options</p> <p>LT11. I can protect and unprotect cells in a worksheet</p> <p>LT12. I can hide and unhide worksheets and workbooks</p> <p>LT13. I can use the formula checking features of Excel</p>	<p>Technology VI Input Technologies</p> <p>NBEA Information Technology Standard VII Applications</p>	<p>CFA = Extend Your Knowledge</p> <p>CFA = Expand Your World</p> <p>CFA = In the Labs</p> <p>CSA = Project/Unit Test</p>	<p>and Microsoft Excel</p> <p>Key Vocabulary: data table, amortization schedule, cell protection, formula checker, PMT function, FV function, data table, one-input data table, PV function, annuity, unprotected cells, protected cells</p>
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<p>•How to create custom format codes and cell styles.</p> <p>Working with Multiple Worksheets and Workbooks</p> <ol style="list-style-type: none"> 1. Creating the Consolidated Worksheets 2. Fill Series 3. Date, Time, and Round Functions 4. Format Codes 5. Creating a Cell Style 6. Working with Multiple Worksheets 7. Referencing Cells Across Worksheets 8. Formatting Pie Charts 9. Creating Separate Files from Worksheets 10. Consolidating Data by Linking Separate Workbooks 	<p>Working with Multiple Worksheets and Workbooks</p> <ol style="list-style-type: none"> 1. Format a consolidated worksheet 2. Fill using a linear series 3. Use date, time, and rounding functions 4. Apply a custom format code 5. Create a new cell style 6. Copy a worksheet 7. Drill to add data to multiple worksheets at the same time 8. Select and deselect sheet combinations 9. Enter formulas that use 3-D cell references 10. Use the paste gallery 11. Format a 3-D pie chart with an exploded slice and lead lines 12. Save individual worksheets as a separate workbook files 13. View and hide multiple 	<p>Working with Multiple Worksheets and Workbooks</p> <p>LT1. I can format a consolidated worksheet</p> <p>LT2. I can fill using a linear series.</p> <p>LT3. I can use date, time, and rounding functions.</p> <p>LT4. I can apply a custom format code</p> <p>LT5. I can create a new cell style</p> <p>LT6. I can copy a worksheet</p> <p>LT7. I can drill to add data to multiple worksheets at the same time</p> <p>LT8. I can select and deselect sheet combinations</p> <p>LT9. I can enter formulas that use 3-D references</p> <p>LT10. I can use the paste gallery</p> <p>LT11. I can format a 3-D pie chart with an exploded slice and lead lines</p> <p>LT12. I can save individual</p>	<p>Working with Multiple Worksheets and Workbook</p> <p>NBEA Information Technology Standard II Informational Literacy</p> <p>NBEA Information Technology Standard V Operating Systems</p> <p>NBEA Information Technology VI Input Technologies</p> <p>NBEA Information Technology Standard VII Applications</p>	<p>Working with Multiple Worksheets and Workbooks</p> <p>CFA = Project - Consolidated Expenses Worksheet</p> <p>CFA = Apply Your Knowledge</p> <p>CFA = Extend Your Knowledge</p> <p>CFA = Expand Your World</p> <p>CFA = In the Labs</p> <p>CSA = Project/Unit Test</p>	<p>Working with Multiple Worksheets and Workbooks</p> <p>Textbook: Microsoft Office 365 Excel 2016 Comprehensive: Module Five</p> <p>Technology: Cengage Mindtap and Microsoft Excel</p> <p>Key Vocabulary: consolidation, data series, auto fill series, linear series, growth series, serial number, TODAY function, ROUND function, format code, Normal style, drilling an entry, worksheet reference, 3-D range, 3-D reference, linking, link, dependent workbook, workbooks, absolute</p>
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<p>UEQ: <i>•How to create a table in Excel.</i> <i>•How to utilize a table to add and delete records, change the values of fields in records, sort the records so that Excel presents them in a different order, determine subtotals for numeric fields, display records that meet comparison criteria,, and analyze data using database functions.</i></p> <p>Creating, Sorting, and Querying a Table</p> <ol style="list-style-type: none"> 1. Creating a Table 2. Using a Lookup Table 3. Adding Calculated Fields to the Table 4. Conditional Formatting 5. Working with Tables in Excel 	<p>workbooks</p> <p>14. Consolidate data by linking separate workbooks</p> <p>Creating, Sorting, and Querying a Table</p> <ol style="list-style-type: none"> 1. Create and manipulate a table 2. Delete duplicate records 3. Add calculated columns to a table with structured references 4. Use the VLOOKUP function to look up a 	<p>worksheets as a separate workbook files</p> <p>LT13. I can view and hide multiple workbooks</p> <p>LT14. I can consolidate data by linking separate workbooks</p> <p>Creating, Sorting, and Querying a Table</p> <p>LT1. I can create and manipulate a table</p> <p>LT2. I can delete duplicate records</p> <p>LT3. I can add calculated columns to a table with structured references</p>	<p>Creating, Sorting, and Querying a Table</p> <p>NBEA Information Technology Standard II</p> <p>Informational Literacy</p> <p>NBEA Information Technology Standard V</p> <p>Operating Systems</p> <p>NBEA Information Technology VI Input</p>	<p>Creating, Sorting, and Querying a Table</p> <p>CFA = Project - Coffee Craft Daily Specials</p> <p>CFA = Apply Your Knowledge</p> <p>CFA = Extend Your Knowledge</p> <p>CFA = Expand Your World</p>	<p>path,</p> <p>Creating, Sorting, and Querying a Table</p> <p>Textbook: Microsoft Office 365 Excel 2016 Comprehensive: Module Six</p> <p>Technology: Cengage Mindtap and Microsoft</p>
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<p>6. Sorting a table</p> <p>7. Querying a Table Using AutoFilter</p> <p>8. Using Criteria and Extract Ranges</p> <p>9. USing Database Functions</p> <p>10. Using the Sumif, Countif, Match, and Index Functions</p> <p>11. Summarizing Data</p> <p>12. Treemap Charts</p> <p>UEQ: <i>•How to create a template and import data.</i> <i>•How utilize SmartArt, images, and screenshots.</i></p>	<p>value in a table</p> <p>5. Use icon sets with conditional formatting</p> <p>6. Insert a total row</p> <p>7. Sort a table on one field or multiple fields</p> <p>8. Sort, query, and search a table using AutoFilter</p> <p>9. Remove filters</p> <p>10. Create criteria and extract ranges</p> <p>11. Apply database and statistical functions</p> <p>12. Use the MATCH and INDEX functions to find a value in a table</p> <p>13. Display automatic subtotals</p> <p>14. Use outline features to group, hide, and unhide data</p> <p>15. Create a treemap chart</p>	<p>LT4. I can use the VLOOKUP function to look up a value in a table</p> <p>LT5. I can use icon sets with conditional formatting</p> <p>LT6. I can insert a total row</p> <p>LT7. I can sort a table on one field or multiple fields</p> <p>LT8. I can sort, query, and search a table using AutoFilter</p> <p>LT9. I can remove filters</p> <p>LT10. I can create criteria and extract ranges</p> <p>LT11. I can apply database and statistical functions</p> <p>LT12. I can use the MATCH and INDEX functions to find a value in a table</p> <p>LT13. I can display automatic subtotals</p> <p>LT14. I can use outline features to group, hide, and unhide data</p> <p>LT15. I can create a treemap chart</p>	<p>Technologies</p> <p>NBEA Information Technology Standard VII Applications</p>	<p>CFA = In the Labs</p> <p>CSA = Project/Unit Test</p>	<p>Excel</p> <p>Key Vocabulary: table array, lookup table, HLOOKUP function, VLOOKUP function, lookup value, table arguments, return value, column index number, calculated field, computational field, structured reference, sorting, ascending order, descending order, sort keys, criteria, query, search string, DAVERAGE function, DCOUNT function, control field, outline symbols, treemap chart,</p>
<p>Creating Templates, Importing Data, and</p>	<p>Creating Templates, Importing Data, and</p>	<p>Creating Templates,</p>	<p>Creating Templates, Importing Data, and</p>	<p>Creating Templates, Importing Data, and</p>	<p>Creating Templates,</p>

<p>Working with SmartArt, Images, and Screenshots</p> <ol style="list-style-type: none"> 1. Importing Data 2. Using the Quick Analysis Gallery 3. Using the Find and Replace Commands 4. Inserting a Bar Chart 5. Working with Smartart Graphics 6. Using Screenshots on a Worksheet <p>UEQ: •<i>How to create a 2-D line chart and add a trendline.</i></p>	<p>Working with SmartArt, Images, and Screenshots</p> <ol style="list-style-type: none"> 1. Create and use a template 2. Import data from a text file, an Access database, a webpage, and a Word document 3. Use text functions 4. Paste values and paste text 5. Transpose data while pasting it 6. Convert text to columns 7. Replicate formulas 8. Use the Quick Analysis gallery 9. Find and replace data 10. Insert and format a bar chart 11. Insert and modify a SmartArt graphic 12. Add pictures to a SmartArt Graphic 13. Apply text effects 14. Include a hyperlinked screenshot 	<p>Importing Data, and Working with SmartArt, Images, and Screenshots</p> <p>LT1. I can create and use a template.</p> <p>LT2. I can import data from a text file, an Access database, a webpage, and a Word document</p> <p>LT3. I can use text functions</p> <p>LT4. I can paste values and paste text</p> <p>LT5. I can transpose data while pasting it</p> <p>LT6. I can convert text to columns</p> <p>LT7. I can replicate formulas</p> <p>LT8. I can use the Quick Analysis gallery</p> <p>LT9. I can find and replace data</p> <p>LT10. I can insert and format a bar chart</p> <p>LT11. I can insert and modify a SmartArt graphic</p> <p>LT12. I can add pictures to a SmartArt Graphic</p> <p>LT13. I can apply text effects</p> <p>LT14. I can include a hyperlinked screenshot</p>	<p>Working with SmartArt, Images, and Screenshots</p> <p>NBEA Information Technology Standard II Informational Literacy</p> <p>NBEA Information Technology Standard V Operating Systems</p> <p>NBEA Information Technologies</p> <p>NBEA Information Technology Standard VII Applications</p>	<p>Working with SmartArt, Images, and Screenshots</p> <p>CFA = Project - Home Security Systems</p> <p>CFA = Apply Your Knowledge</p> <p>CFA = Extend Your Knowledge</p> <p>CFA = Expand Your World</p> <p>CFA = In the Labs</p> <p>CSA = Project/Unit Test</p>	<p>Importing Data, and Working with SmartArt, Images, and Screenshots</p> <p>Textbook: Microsoft Office 365 Excel 2016 Comprehensive: Module Seven</p> <p>Technology: Cengage Mindtap and Microsoft Excel</p> <p>Key Vocabulary: template, import, XML, text file, query, HTML, web query, replication, search string, SmartArt graphic, demote, screen clipping,</p>
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<p>•<i>How to create a PivotTable report and PivotChart..</i></p> <p>Working with Trendlines, PivotTables, PivotCharts, and Slicers</p> <ol style="list-style-type: none"> 1. Adding a Trendline to a Chart 2. Creating and Formatting PivotTable Reports 3. Summary Functions 4. Creating and Formatting PivotChart Reports 5. Working with Slicers <p>UEQ:</p>	<p>Working with Trendlines, PivotTables, PivotCharts, and Slicers</p> <ol style="list-style-type: none"> 1. Analyze worksheet data using a trendline 2. Create a PivotTable report 3. Format a PivotTable report 4. Apply filters to a PivotTable report 5. Create a PivotChart report 6. Format a PivotChart report 7. Apply filters to a PivotChart report 8. Analyze worksheet data using PivotTable and PivotChart reports 9. Create calculated fields 10. Create slicers to filter PivotTable and PivotChart reports 11. Format slicers 12. Analyze PivotTable and PivotChart reports using slicers 	<p>Working with Trendlines, PivotTables, PivotCharts, and Slicers</p> <p>LT1. I can analyze worksheet data using a trendline</p> <p>LT2. I can create a PivotTable report</p> <p>LT3. I can format a PivotTable report</p> <p>LT4. I can apply filters to a PivotTable report</p> <p>LT5. I can create a PivotChart report</p> <p>LT6. I can format a PivotChart report</p> <p>LT7. I can apply filters to a PivotChart report</p> <p>LT8. I can analyze worksheet data using PivotTable and PivotChart reports</p> <p>LT9. I can create calculated fields</p> <p>LT10. I can create slicers to filter PivotTable and PivotChart reports</p> <p>LT11. I can format slicers</p> <p>LT12. I can analyze PivotTable and PivotChart</p>	<p>Working with Trendlines, PivotTables, PivotCharts, and Slicers</p> <p>NBEA Information Technology Standard II Informational Literacy</p> <p>NBEA Information Technology Standard V Operating Systems</p> <p>NBEA Information Technology VI Input Technologies</p> <p>NBEA Information Technology Standard VII Applications</p>	<p>Working with Trendlines, PivotTables, PivotCharts, and Slicers</p> <p>CFA = Project - LinkMe Internet Service Provider</p> <p>CFA = Apply Your Knowledge</p> <p>CFA = Extend Your Knowledge</p> <p>CFA = Expand Your World</p> <p>CFA = In the Labs</p> <p>CSA = Project/Unit Test</p>	<p>Working with Trendlines, PivotTables, PivotCharts, and Slicers</p> <p>Textbook: Microsoft Office 365 Excel 2016 Comprehensive: Module Eight</p> <p>Technology: Cengage Mindtap and Microsoft Excel</p> <p>Key Vocabulary: trendline, R-square value, calculated field</p>
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<p>•How to analyze a worksheet using formula auditing techniques and tracer arrows.</p> <p>•How to establish data validation rules, and inform users about the validation rules.</p> <p>•How to solve a complex problem with Excel, including using trial and error, goal seeking, and Solver.</p> <p>•How to utilize Scenario Manager to managed different problems in the same worksheet.</p>		reports using slicers			
<p>Formula Auditing, Data Validation, and Complex Problem Solving</p> <ol style="list-style-type: none"> 1. Formula Auditing 2. Data Validation 3. Customizing Excel Add-Ins 4. Solving Complex Problems 5. Using Solver to Solve Complex Problems 6. Using Scenarios and Scenario Manager to 	<p>Formula Auditing, Data Validation, and Complex Problem Solving</p> <ol style="list-style-type: none"> 1. Use formula auditing techniques to analyze a worksheet 2. Trace precedents and dependents 3. Use error checking to identify and correct errors 4. Add data validation rules to cells 5. Enable the Solver add-in 6. Use trial and error to solve a problem on a 	<p>Formula Auditing, Data Validation, and Complex Problem Solving</p> <p>LT1. I can use formula auditing techniques to analyze a worksheet</p> <p>LT2. I can trace precedents and dependents</p> <p>LT3. I can use error checking to identify and correct errors</p> <p>LT4. I can add data validation rules to cells</p> <p>LT5. I can enable the Solver add-in</p>	<p>Formula Auditing, Data Validation, and Complex Problem Solving</p> <p>NBEA Information Technology Standard II Informational Literacy</p> <p>NBEA Information Technology Standard V Operating Systems</p> <p>NBEA Information Technology VI Input Technologies</p> <p>NBEA Information Technology Standard</p>	<p>Formula Auditing, Data Validation, and Complex Problem Solving</p> <p>CFA = Project - Life Coach Services Scheduling Analysis</p> <p>CFA = Apply Your Knowledge</p> <p>CFA = Extend Your Knowledge</p> <p>CFA = Expand Your World</p> <p>CFA = In the Labs</p> <p>CSA = Project/Unit Test</p>	<p>Formula Auditing, Data Validation, and Complex Problem Solving</p> <p>Textbook: Microsoft Office 365 Excel 2016 Comprehensive: Module Nine</p> <p>Technology: Cengage Mindtap and Microsoft Excel</p> <p>Key Vocabulary:</p>

<p>Analyze Data</p> <p>7. Summarizing Scenarios</p> <p>UEQ: <i>•How to enable data analysis in workbooks and customize the ribbon.</i> <i>•How to import data, use the Query Editor, and use the Power Pivot.</i></p> <p>Data Analysis with Power Tools and Creating Macros</p> <ol style="list-style-type: none"> 1. Get & Transform 2. Power Pivot 3. Power View 4. 3D Maps 5. Power BI Creating a Home Page with Hyperlinks 	<p>worksheet</p> <ol style="list-style-type: none"> 7. Use goal seeking to solve a problem 8. Circle invalid data on a worksheet 9. Use Solver to solve a complex problem 10. Use the Scenario Manager to record and save sets of what-if assumptions 11. Create a Scenario Summary report 12. Create a Scenario PivotTable report <p>Data Analysis with Power Tools and Creating Macros</p> <ol style="list-style-type: none"> 1. Explain Excel's power tools 2. Customize the ribbon and enable data analysis 3. Use the Get & Transform data commands 4. Create a query using 	<p>LT6. I can use trial and error to solve a problem on a worksheet</p> <p>LT7. I can use goal seeking to solve a problem</p> <p>LT8. I can circle invalid data on a worksheet</p> <p>LT9. I can use Solver to solve a complex problem</p> <p>LT10. I can use the Scenario Manager to record and save sets of what-if assumptions</p> <p>LT11. I can create a Scenario Summary report</p> <p>LT12. I can create a Scenario PivotTable report</p> <p>Data Analysis with Power Tools and Creating Macros</p> <p>LT1. I can explain Excel's power tools</p> <p>LT2. I can customize the ribbon and enable data analysis</p> <p>LT3. I can use the Get &</p>	<p>VII Applications</p> <p>Data Analysis with Power Tools and Creating Macros</p> <p>NBEA Information Technology Standard II Informational Literacy</p> <p>NBEA Information Technology Standard V Operating Systems</p>	<p>Data Analysis with Power Tools and Creating Macros</p> <p>CFA = Project - Business Decisions Demographics</p> <p>CFA = Apply Your Knowledge</p> <p>CFA = Extend Your</p>	<p>formula auditing, data validation, trial and error, constraint, precedent, circular reference, linear programming, decision variable cells, objective cell, scenarios</p> <p>Data Analysis with Power Tools and Creating Macros</p> <p>Textbook: Microsoft Office 365 Excel 2016 Comprehensive: Module Ten</p>
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<p>6. Macros</p> <p>UEQ: <i>•How to develop a custom form for recording information, using form controls, ActiveX controls, and VBA code.</i> <i>•How to share excel workbooks.</i></p> <p>User Interfaces, Visual Basic for Applications (VBA), and Collaboration Features in Excel</p> <p>1. Designing the User</p>	<p>Query Editor</p> <ol style="list-style-type: none"> 5. Build a PivotTable using Power Pivot 6. Explain data modelling 7. Create a measure 8. View cube functions 9. Use Power View 10. Create tiles in a Power View report 11. Use 3D Maps 12. Save a tour as an animation 13. Explain Power BI 14. Create hyperlinks 15. Use the macro recorder to create a macro 16. Execute a macro <p>User Interfaces, Visual Basic for Applications (VBA), and Collaboration Features in Excel</p> <p>1. Add and configure</p>	<p>Transform data commands</p> <p>LT4. I can create a query using Query Editor</p> <p>LT5. I can build a PivotTable using Power Pivot</p> <p>LT6. I can explain data modelling</p> <p>LT7. I can create a measure</p> <p>LT8. I can view cube functions</p> <p>LT9. I can use Power View</p> <p>LT10. I can create tiles in a Power View report</p> <p>LT11. I can use 3D Maps</p> <p>LT12. I can save a tour an an animation</p> <p>LT13. I can explain Power BI</p> <p>LT14. I can create hyperlinks</p> <p>LT15. I can use the macro recorder to create a macro</p> <p>LT16. I can execute a macro</p> <p>User Interfaces, Visual Basic for Applications (VBA), and Collaboration Features in Excel</p>	<p>NBEA Information Technology VI Input Technologies</p> <p>NBEA Information Technology Standard VII Applications</p> <p>User Interfaces, Visual Basic for Applications (VBA), and Collaboration Features in Excel</p>	<p>Knowledge</p> <p>CFA = Expand Your World</p> <p>CFA = In the Labs</p> <p>CSA = Project/Unit Test</p> <p>User Interfaces, Visual Basic for Applications (VBA), and Collaboration Features in Excel</p>	<p>Technology: Cengage Mindtap and Microsoft Excel</p> <p>Key Vocabulary: data modelling, data model, relational database, relationship, one-to-many, measure, cube function, data cubes, tile, hyperlink, macro</p> <p>User Interfaces, Visual Basic for Applications (VBA), and Collaboration</p>
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<p>Interface</p> <ol style="list-style-type: none"> 2. Sharing and Collaboration 3. Gathering Feedback Using Comments 4. Tracking Changes on a Workbook 5. Finalizing a Workbook 	<p>worksheet form controls such as command buttons, option buttons, and check boxes</p> <ol style="list-style-type: none"> 2. Record user input to another location on the worksheet 3. Understand Visual Basic for Applications (VBA) code and explain event-driven programs 4. Explain sharing and collaboration techniques 5. Use passwords to assign protected and unprotected status to a worksheet 6. Compare and merge workbooks 7. Review a digital signature on a workbook 8. Insert, edit, delete, and review comments in a workbook 9. Manage tracked changes in a shared workbook 10. Format a worksheet background 11. Enhance charts and sparklines 12. Save a custom view of a worksheet 	<p>LT1. I can add and configure worksheet form controls such as command buttons, option buttons, and check boxes</p> <p>LT2. I can record user input to another location on the worksheet</p> <p>LT3. I can understand Visual Basic for Applications (VBA) code and explain event-driven programs</p> <p>LT4. I can explain sharing and collaboration techniques</p> <p>LT5. I can use passwords to assign protected and unprotected status to a worksheet</p> <p>LT6. I can compare and merge workbooks</p> <p>LT7. I can review a digital signature on a workbook</p> <p>LT8. I can insert, edit, delete, and review comments in a workbook</p> <p>LT9. I can manage tracked changes in a shared workbook</p> <p>LT10. I can format a worksheet background</p> <p>LT11. I can enhance charts and sparklines</p> <p>LT12. I can save custom view of a worksheet</p>	<p>NBEA Information Technology Standard II Informational Literacy</p> <p>NBEA Information Technology Standard V Operating Systems</p> <p>NBEA Information Technology VI Input Technologies</p> <p>NBEA Information Technology Standard VII Applications</p>	<p>CFA = Project - Global Pharmaceutical Company Sales Analysis</p> <p>CFA = Apply Your Knowledge</p> <p>CFA = Extend Your Knowledge</p> <p>CFA = Expand Your World</p> <p>CFA = In the Labs</p> <p>CSA = Project/Unit Test</p>	<p>Features in Excel</p> <p>Textbook: Microsoft Office 365 Excel 2016 Comprehensive: Module Eleven</p> <p>Technology: Cengage Mindtap and Microsoft Excel</p> <p>Key Vocabulary: option buttons, group box, check boxes, procedure, event-driven program, digital signature, digital certificate, certificate authority, self-signed projects, exclusive workbook, watermark, information rights management</p>
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