| NYS PERFORMANCE INDICATORS | TIME FRAME | LEARNING TARGETS | RESOURCES | STUDENT ENGAGEMENT/CHECK FOR UNDERSTANDING |
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| **Standard 2**: Integrated Learning Students will demonstrate how academic knowledge and skills are applied in the workplace and other settings. **Standard 3a**: Universal Foundation Skills Students will demonstrate mastery of the foundation skills and competencies essential for success in the workplace. | Weeks 1 & 2LESSON 1Introducing Excel | Students can understand basic terminology, using the Ribbon, Identify Screen Symbols, enter data & text in a worksheet, saving a workbook | Microsoft Excel Textbook 2016**Teams Assignments:*** Learning the Spreadsheet
* Entering Numeric Data
* Entering Dates
* Review Questions

GMETRIX software to practice Microsoft Excel Tools through Live Problems with help.[Simple Exercises to Check for Understanding](https://filecabinet5.eschoolview.com/41079A3C-70D8-4373-B9CA-393560824086/Computer%20Apps/AssignmentsforMicrosoftExcel.pdf)Saving and Converting a Workbook Challenge! | Students should be able to competently perform the basic exercises in the textbook which measures their level of understanding of the learning target.Students should be able to log onto GMETRIX software and complete the Custom Tests for each lesson. |
| **Standard 2**: Integrated Learning Students will demonstrate how academic knowledge and skills are applied in the workplace and other settings. **Standard 3a**: Universal Foundation Skills Students will demonstrate mastery of the foundation skills and competencies essential for success in the workplace. | Weeks 3 & 4LESSON 2Constructing Cell Data | Students can edit cells and undo changes; cut, copy, move, and paste data; insert and delete rows & columns; adjust the width/height of rows/columns; rename and hide worksheets. | Microsoft Excel Textbook 2016**Teams Assignments:*** Learning the Spreadsheet
* Editing Cell Content
* Copy & Paste Data
* Paste Special
* Copy & Move with Mouse
* Adding, Deleting Rows, Columns, Cells
* Modifying Column Widths
* Hiding/Unhiding Rows/Columns
* Using Flash Fill
* Using AutoFill
* Renaming Worksheet Tabs
* Copying, Deleting, Moving Worksheets
* Coloring Worksheet Tabs
* Review Questions – Lessn 2

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* Using Subtotal Function – Part 1, 2, and 3
* Referencing Cells in other Worksheets
* Using the SUM Function
* Using Statistical Functions
* Using the IF Function
* Using Conditional Summary Functions
* Using TEXT Functions
* Using Absolute Cell References
* Displaying Formulas
* Identifying and Correcting Errors in Formulas
* Review Questions – Lessn 3

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* Modifying Cell Alignment
* Applying Cell Borders & Color
* Changing Font Options
* Applying Cell Styles & Using the Format Painter
* Applying Conditional Formatting

GMETRIX software to practice Microsoft Excel Tools through Live Problems with help.[Simple Exercises to Check for Understanding](https://filecabinet5.eschoolview.com/41079A3C-70D8-4373-B9CA-393560824086/Computer%20Apps/AssignmentsforMicrosoftExcel.pdf)Columns, Rows, and Cells Challenge!Check Spelling Challenge!Formatting Cells Challenge! | Students should be able to competently perform the basic exercises in the textbook which measures their level of understanding of the learning target.Students should be able to log onto GMETRIX software and complete the Custom Tests for each lesson. |
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* Creating a Circle Graph (Pie Chart)
* Adding Data to a Chart
* Inserting Shapes
* Inserting Pictures
* Review Questions – Lessn 6

GMETRIX software to practice Microsoft Excel Tools through Live Problems with help.Modeling a linear equationReal world example, graphing, calculating the linear regression equation, making a prediction using the linear regression equation and the correlation coefficient. (These are algebra I topics that students should already have experience with but, using a graphing calculator.) [Simple Exercises to Check for Understanding](https://filecabinet5.eschoolview.com/41079A3C-70D8-4373-B9CA-393560824086/Computer%20Apps/AssignmentsforMicrosoftExcel.pdf) Charts Challenge! | Students should be able to competently perform the basic exercises in the textbook which measures their level of understanding of the learning target.Students should be able to log onto GMETRIX software and complete the Custom Tests for each lesson. |
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* Modifying Table Data
* Formatting Table Data
* Sorting Data in a Table
* Filtering Data in a Table
* Removing Duplicate Rows in a Table
* Manually Grouping Data
* Review Questions – Lesson 7

GMETRIX software to practice Microsoft Excel Tools through Live Problems with help.[Simple Exercises to Check for Understanding](https://filecabinet5.eschoolview.com/41079A3C-70D8-4373-B9CA-393560824086/Computer%20Apps/AssignmentsforMicrosoftExcel.pdf) Filtering Data Challenge! | Students should be able to competently perform the basic exercises in the textbook which measures their level of understanding of the learning target.Students should be able to log onto GMETRIX software and complete the Custom Tests for each lesson. |
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