| 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 & 2  LESSON 1  Introducing 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 & 4  LESSON 2  Constructing 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   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)  Understanding Cells Challenge!  Number Formats Challenge! | Microsoft Excel Textbook 2016  GMETRIX software to practice Microsoft Excel Tools through Live Problems with help. |
| **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 5 & 6  LESSON 3  Using Formulas | Students can create and edit formulas to obtain accurate results. | Microsoft Excel Textbook 2016  **Teams Assignments:**   * Using Formulas to Total * 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   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)  Formulas Challenge!  Functions 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 7 & 8  LESSON 4  Formatting the Worksheet | Students can format a cell including alignment, wrapping, merging, changing fonts and colors and patterns and apply a theme to a worksheet. | Microsoft Excel Textbook 2016  **Teams Assignments:**   * Applying Numeric Formats * 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. |
| **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 9 & 10  LESSON 5  Viewing & Printing Workbooks | Students can change Workbook views, freeze & split panes, change the zoom, set page breaks, and add headers and footers to the Printout. | Microsoft Excel Textbook 2016  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)  Multiple Worksheets 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 11 & 12  LESSON 6  Working with Charts & Graphics | Students can create, edit, print, move, and resize charts, shapes, and graphics | Microsoft Excel Textbook 2016  **Teams Assignments:**   * Creating a Chart * 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 equation  Real 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. |
| **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 13 & 14  LESSON 7  Organizing Data | Students can create and modify a Table and sort and manipulate data withing the Table | Microsoft Excel Textbook 2016  **Teams Assignments:**   * Creating Tables * 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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| **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 18 & 19  **Microsoft Excel Project**  **Culminating Activity** | Students can collect data on a form for: What Motivates students to achieve good grades. Students will manipulate this data and use statistics in Excel to come to a conclusion.  For STEM class:  Prepare students for the Biostatistics class. The students do a lot of collecting the raw data with a form and then manipulate it in Excel. | Microsoft TEAMS forms and Microsoft Excel Workbook | Students will be graded according to this rubric:  [Microsoft EXCEL Project - TEAMS.xlsx](Microsoft%20EXCEL%20Project%20-%20TEAMS.xlsx) |
| **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. | Week 20  Microsoft Excel Certification | Students can practice for certification on GMetrix software. Scores of 85% on all 3 Core certification tests are required to qualify to take the Certification exam at the Doris Jones Center for free. | GMETRIX software to practice Microsoft Excel Tools through Live Problems with help. | Scores on the Certification Practice Exams are a good indication of student understanding |