

Level: 9-12

Estimated Time: 9 weeks

Board Approval Date: 02/12/2018

**PA Standard:****15.4.12.A: Apply the creative and productive use of emerging technologies for educational and personal success.****Big Idea/Essential Questions:** Create Excel spreadsheets, integrate charts/graphs, and apply to various assigned projects.**Competencies: The students will be able to...**

- Evaluate computer operations and concepts as to their effectiveness to solve specific problems.
  - ✓ The students will select cells, enter text in a cell, and correct text errors within a cell
- Evaluate the differences of computer software to solve specific problems.
  - ✓ The students will become familiar with using the AutoSum button to perform spreadsheet calculations.
- Assess the effectiveness of computer communications systems
  - ✓ The student will become familiar with formatting features of a spreadsheet and creating charts from worksheet data.
- Synthesize and evaluate the interactions and constraints of science and technology in society.
  - ✓ Students will be able to complete a worksheet using formulas, applying the AVERAGE, MAX, and MIN functions.

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- ✓ **Student will also be introduced to the concept of conditional formatting and other formatting functions**
- **Apply the use of technological resources to solve specific societal needs and improve the quality of life.**
- ✓ **Students will continue building on their formatting experience, such as changing widths and heights of rows and columns, check spelling on a worksheet, print a partial or complete worksheet.**
- ✓ **Students will practice printing which will include such options as print preview and printing formulas instead of data.**
- **How do you create a What-If Analysis and charts?**
- ✓ **Students will be able to use advanced formatting features such as rotating text, create a series, use format painter, format numbers using format symbols, show and format the system date.**
- ✓ **Students will be introduced to the concept of absolute cell referencing in a formula.**
- ✓ **Students will use the IF function to perform a logical test and answer What if Questions.**
- ✓ **Students will create pie charts on a new sheet and color and rearrange worksheet tabs**
- **How do you create web pages using excel?**
- ✓ **Students will be able to use web page preview and save an excel workbook as a web page.**

Unit: Spreadsheets

Subject/Course:

Created by:

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<b>Learning Plan</b>	
<b>Suggested Activities/Strategies</b>	<b>Assessment Evidence:</b>
<b>Completion of Step-by-Step for each Lesson</b>  <b>Vocabulary – definitions</b>  <b>Lesson Review for each Lesson</b>	<b>Projects from Lessons 1 – 8</b>  <b>Tests in Exam View</b>