

# Microsoft Excel

|                                   | Objectives   | Activities   | Evaluation   | Standards  |
|-----------------------------------|--|--|--|--|
| <b>Monday</b><br><b>No School</b> |  |  |  |  |
| <b>Tuesday</b><br><b>Day B</b>    | <ul style="list-style-type: none"> <li>• After studying module 1, the student will be able to:               <ul style="list-style-type: none"> <li>○ understand spreadsheet software</li> <li>○ identify Excel 2016 window components</li> <li>○ understand formulas</li> <li>○ enter labels and values and use the AutoSum button</li> <li>○ edit cell entries</li> <li>○ enter and edit a simple formula</li> <li>○ switch worksheet views</li> <li>○ choose print options</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• Complete Worksheet 1: Identifying Excel window elements</li> <li>• Enter answers on Google Classroom</li> </ul> | <ul style="list-style-type: none"> <li>• Class participation</li> <li>• Completed worksheet</li> </ul> | <ul style="list-style-type: none"> <li>• 15.4.12.A</li> <li>• 15.4.12.G</li> </ul> |
| <b>Wednesday</b><br><b>Day A</b>  | <ul style="list-style-type: none"> <li>• No Class</li> </ul>   |  |  |  |
| <b>Thursday</b><br><b>Day B</b>   | <ul style="list-style-type: none"> <li>• After studying module 1, the student will be able to:               <ul style="list-style-type: none"> <li>○ understand spreadsheet software</li> <li>○ identify Excel 2016 window components</li> <li>○ understand formulas</li> <li>○ enter labels and values and use the AutoSum button</li> <li>○ edit cell entries</li> <li>○ enter and edit a simple formula</li> <li>○ switch worksheet views</li> <li>○ choose print options</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• Begin EX 1-Project Leader Payroll Calculator pages 4-5</li> </ul>   | <ul style="list-style-type: none"> <li>• Class participation</li> <li>• Completed worksheet</li> </ul> | <ul style="list-style-type: none"> <li>• 15.4.12.A</li> <li>• 15.4.12.G</li> </ul> |
| <b>Friday</b><br><b>Day A</b>     | <ul style="list-style-type: none"> <li>• No Class</li> </ul>   |  |  |  |

Please Note:

Activities and evaluations will be adjusted for enrichment and accommodations on an individual basis in compliance with a student's IEP or GIEP.

Lesson plans are subject to change without notice in order to accommodate flexibility in student learning patterns and comprehension.