

Microsoft Excel

	Objectives	Activities	Evaluation	Standards
Monday	<ul style="list-style-type: none"> • After studying module 1, the student will be able to: <ul style="list-style-type: none"> ○ understand spreadsheet software ○ identify Excel 2016 window components ○ understand formulas ○ enter labels and values and use the AutoSum button ○ edit cell entries ○ enter and edit a simple formula ○ switch worksheet views ○ choose print options 	<ul style="list-style-type: none"> • Complete EX 1 – Project Leader Payroll Calculator 	<ul style="list-style-type: none"> • Class participation • Completed worksheet 	<ul style="list-style-type: none"> • 15.4.12.A • 15.4.12.G
Tuesday	<ul style="list-style-type: none"> • No Class 			
Wednesday	<ul style="list-style-type: none"> • After studying module 1, the student will be able to: <ul style="list-style-type: none"> ○ understand spreadsheet software ○ identify Excel 2016 window components ○ understand formulas ○ enter labels and values and use the AutoSum button ○ edit cell entries ○ enter and edit a simple formula ○ switch worksheet views ○ choose print options 	<ul style="list-style-type: none"> • Begin EX 1 – Weather Data (Skills Review 2-8) 	<ul style="list-style-type: none"> • Class participation • Completed worksheet 	<ul style="list-style-type: none"> • 15.4.12.A • 15.4.12.G
Thursday	<ul style="list-style-type: none"> • No Class 			
Friday	<ul style="list-style-type: none"> • After studying module 1, the student will be able to: <ul style="list-style-type: none"> ○ understand spreadsheet software 	<ul style="list-style-type: none"> • Complete EX 1 – Weather Data (Skills Review 2-8) 	<ul style="list-style-type: none"> • Class participation • Completed worksheet 	<ul style="list-style-type: none"> • 15.4.12.A • 15.4.12.G

- identify Excel 2016 window components
- understand formulas
- enter labels and values and use the AutoSum button
- edit cell entries
- enter and edit a simple formula
- switch worksheet views
- choose print options

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.