

# Microsoft Excel

	Objectives	Activities	Evaluation	Standards
<b>Monday</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>Tuesday</b>	<ul style="list-style-type: none"> <li>• No Class</li> </ul>			
<b>Wednesday</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>Thursday</b>	<ul style="list-style-type: none"> <li>• No Class</li> </ul>			
<b>Friday</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> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Complete and submit EX 1-Project Leader Payroll</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>

- 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
- Calculator  
pages 4-5

**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.**