

# Microsoft Excel

	Objectives	Activities	Evaluation	Standards
<b>Monday</b>	<ul style="list-style-type: none"> <li>No Class</li> </ul>			
<b>Tuesday</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 EX 1-Project Leader Payroll Calculator pages 4-5</li> </ul>	<ul style="list-style-type: none"> <li>Class participation</li> <li>Completed spreadsheet</li> </ul>	<ul style="list-style-type: none"> <li>15.4.12.A</li> <li>15.4.12.G</li> </ul>
<b>Wednesday</b>	<ul style="list-style-type: none"> <li>No Class</li> </ul>			
<b>Thursday</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 EX 1-Project Leader Payroll Calculator pages 4-5</li> </ul>	<ul style="list-style-type: none"> <li>Class participation</li> <li>Completed spreadsheet</li> </ul>	<ul style="list-style-type: none"> <li>15.4.12.A</li> <li>15.4.12.G</li> </ul>
<b>Friday</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.