CA, ____ Introduction to Spreadsheets

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paste, and cut cell contents, working with columns and rows, applying borders and fill, using data bars
Build a calendar workbook for Campbell Confections (CC) Create a local restaurant ss Prepare a worksheet of book and DVD titles – use costs and
simple formulas Create a product research table for five different cars
Create your own sales ss for a pizzeria Create a monthly budget with
Create a worksheet to manipulate style tools and home tab commands
Lesson Applications 2 Lesson Applications 3 Lesson Applications 4
Campbell's Confections Case Study ~ applications as per unit Lesson Applications 1
Assessment Ideas
future career decisions. Standard 2: Integrated Learning: Students will demonstrate how academic knowledge and skills are applied in the workplace and other settings. Standard 3a: Universal Foundation Skills: Students will demonstrate mastery of the foundation skills and competencies essential for success in the workplace. Standard 3b: Career Majors Students who choose a career major will acquire the career-specific technical knowledge/skills necessary to progress toward gainful employment, career advancement, and success in postsecondary programs.

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	Conditional formatting			
	Function agreements – problem solving			
	Format negative numbers			
functions for US averages of automobiles	Create an auto loan calculator			
Create a mileage chart for gasoline use using IF/THEN	Operators – keyboard use			
Analysis	Syntax for the cell functions – diagramming	nesting functions and creating hyperlinks		completion
Function Agreements – Critical	Information learned	ROUND functions, Date and time,		through document
with advanced features	Create a mock checkbook register using the	Rounding and Nesting Functions: Using the INT and		 Communicate thoughts and ideas creatively
Create an auto loan calculator	mixed references	depreciation function		documents
Create a holiday pay calculator	Build formulas using relative, absolute and	and FV furctions, and the		enhance and modify
Create a function tip sheet	Create workbooks from templates	Functions: Using IF, AND, OR,		agreements • Make critical decisions to
Cledie a rib calculatos	files for editing and formatting	 Using Logical and Financial 		 Evaluate function
		worksheets, and date and time functions		calculator
Create your own excel ss checkbook register with formulas	Critical Thinking Questions	statistical functions, icon sets, group		 Demonstrate ability to
LESSOIL Applications o	Skills Review Exercises &	Working with Functions:		and referencesAnalyze syntax errors
Torron Applications 8		with the Page Layout tab		 Explain formula building
Lesson Applications 7	Skills Review Exercises 7	and mixed references, and working	Office Excel?	analyze documents
777777	SKIIIS REVIEW EXEL CISES O	formulas, using order of operations	functions be used in MS	problem solve and
lesson Applications 6	ckille Doving Expressor A	Using templates, building simple	How can formulas and	other students to
Lesson Applications 5	Skills Review Exercises 5	Exploring Formula Basics:	Unit 2	 Work collaboratively with
		Skills	Questions	Indicators
Assessment Ideas	Classroom Ideas	Essential Knowledge &	Essential	Performance
		15	success in postsecondary programs.	Excel
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Ils, aptitudes, and abilities to future	First 4 1. Concern Development: Student will be knowledgeable about the world of work, explore career options, and relate personal skills, aptitudes, and abilities to future	Students will be knowledgeable about the world	Start 1: Caraca Davidsoment: Students:	F. COULIDS, INICOLAR TIBE

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CAPS 12.1—MS Office Caps					
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	Create a simple weather ss with	Oritical Thinking Duestions	combination chart		huilding charts inserting
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3	-		chart data lising images gradients	WOLV211cgr abbearance:	problem solve and
3	Lesson Applications 10	Skills Review Exercises 10	printing charts, working with chart	How can we enhance	other students to
	Lesson Applications 9	Skills Review Exercises 9		Unit 3	 Work collaboratively with
			Skills	Questions	Indicators
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	lace and other settings. Standard 3a:	academic knowledge and skills are applied in the workpl	egrated Learning: Students will demonstrate how	career decisions. Standard 2: Int	Course:

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P. Coombs, McGraw High School Business Education Standard 1: Career Development: Students will be knowledgeable about the world of work, explore career options, and relate personal skills, aptitudes, and abilities to future

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What is a circular reference? How can we correct them?					
correct them?				What is a circular reference? How can we	
				correct them?	

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Link workbooks for CC	Explore the online help feature			
Set restrictions to your workbooks	Analyze static consolidation vs. dynamic consolidation			
Create a counter that parallels "number of hits" a website receives	Create a scenario summary for players of a sports team of choice			
Analyze the worksheets from CC for auditing and What-IF	Create trendlines to add to a chart			
Use solver to determine sales	Enable and run macros			
Use Goal Seek to determine pricing	Use a quarterly report with figures to analyze the formulas used			consolidation and dynamic consolidation
Create new scenarios on worksheets	Apply with the file Unit and Dollar Sales from CC			of consolidations Compare and contrast the use of static
Use IFERROR with the Balance file	Trace error messages			correct errors • Evaluate the importance
Create a list of labels to track information about your cell phone minutes	Build and evaluate simple formulas Create and set a validation list	 Consolidating and Linking Workbooks: Creating static data consolidation and linking workbooks 		 Trace effort the sages Create scenarios for workbooks Analyze formulas and
Create a list of books titles and authors and use a data validation list that displays the categories	Critical Thinking Questions What is IFERROR and how can we use it?	 Using What-IF Analysis: Creating scenarios, setting highlight cells rules, managing scenarios, using Goal Seek and Solver 		ERROR functions to new and previously created documents
Lesson Applications 17	Skills Review Exercises 17	and correcting errors, using the Watch Window, and using IFERROR	use?	analyze documents Create, edit, and apply IF
Lesson Applications 16	Skills Review Exercises 16	Evaluating formulas, Tracing precedents and dependents, finding	What auditing tools will improve worksheets	other students to problem solve and
Lesson Applications 15	Skills Review Exercises 15	OKIIIS	Questions	
Assessment Ideas	Classroom Ideas	Essential	Essential	Performance
ills, aptitudes, and abilities to future place and other settings. Standard 3a: kplace. Standard 3b: Career Majors yment, career advancement, and	Standard 1: Career Development: Students will be knowledgeable about the world of work, explore career options, and relate personal skills, aptitudes, and abilities to future career decisions. Standard 2: Integrated Learning: Students will demonstrate how academic knowledge and skills are applied in the workplace and other settings. Standard 3a: Universal Foundation Skills: Students will demonstrate mastery of the foundation skills and competencies essential for success in the workplace. Standard 3b: Career Majors Students who choose a career major will acquire the career-specific technical knowledge/skills necessary to progress toward gainful employment, career advancement, and success in postsecondary programs.	Students will be knowledgeable about the world grated Learning: Students will demonstrate how ents will demonstrate mastery of the foundation s jor will acquire the career-specific technical know 15.	Standard 1: Career Development: Standard 2: Integr career decisions, Standard 2: Integr Universal Foundation Skills: Studen Students who choose a career major success in postsecondary programs.	Course: CAPS 121 – MS Office Excel

A, J — Introduction to Spreadsheets

P. Coombs, McGraw High School Business Education

Create a situation where a one- or two-variable data table might be helpful	•			
settings	What are the pros and cons of letting others edit your PivotTable?			
fields	Prepare a simple sales chart and input data, create a data table, and format the data table			
Create a PivotTable and Pivot	variable tables			
show pertinent statistics about the vehicles	Compare and contrast one-variable and two-			
functions on another sheets to	Sort and list range			
Create an automobile list with	Create auto outlines			
the database function DAVERAGE	list			
Analyze the difference between a	TO TAKE to find the condition amount in			use of field settings
	Create custom filters			 Demonstrate appropriate
create a vveb query for a vveb	Sort data using conditional formatting			 Create a PivotTable
Control Wish and the Wish				formatting
into Excel from the Web	Import Access tables and resources			■ Prepare charts with data
that your school might import	C T T T T T T T T T T T T T T T T T T T			tables
Describe types of data or tables	appropriate website referencing			variable and two-variable
to text	Constitution the mark by describe	calculations and create a PivotChart		Compare and contrast one-
Import Access tables and convert	Create a web query	in a PivotTable, using multiple		Create custom filters and
Cleate a web duely	Create custom formats	two-variable tables, analyzing data		Excel
	Control of the contro	Tables: Building one statistic and		 Import Access tables into
Word for Campbell Confections	Copy and paste from Word and Access	 and creating and editing outlines Using Data Tables and Pivot 		query
Create new workbooks from documents originally created in	Critical Thinking Questions	advanced filters, using subtotals,		custom formats Create and use a web
		Exploring List Ranges: Sorting		Create, edit, and apply
Lesson Applications 20	Skills Review Exercises 20	and exporting Excel data	WORKDOOKS	analyze documents
Lesson Applications 19	Skills Review Exercises 19	Using text sources and managing imported data, using web sources,	sources enhance	other students to problem solve and
Lesson Applications 18	Skills Review Exercises 18	Using External Data Sources:	Unit 6	 Work collaboratively with
		Skills	Questions	Indicators
Accoccment Ideas	Classroom Ideas	Essential Knowledge &	Essential	Performance
		success in postsecondary programs.	success in postsecondary programs.	Excel
respects toward gainful employment, career advancement, and	Universal Foundation Skills: Students will demonstrate mastery of the foundation skills and competencies essential for success in the workplace. Standard 3b: Career Majors students who choose a career major will acquire the career-energify technical knowledge/skills necessary to progress toward gainful employment, career advancement, and	lents will demonstrate mastery of the foundation	Universal Foundation Skills: Stud	CAPS 121 – MS Office
place and other settings. Standard 3a:	Standard 1: Career Development: Students will be Knowledgedole doubt the world of work, exploit a dared options, and relate between a months of humans, and admires of humans and selections. Standard 2: Integrated Learning: Students will demonstrate how academic knowledge and skills are applied in the workplace and other settings. Standard 3a:	: Students will be knowledgeable about the work	career decisions. Standard 2: Into	Course:
The antitudes and abilities to future	of work and are arreas antions and relate personal ski	Candada will be beautadanable about the most		

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users can work in it at the same time – why would we need this?				
Create a workbook to share with another related group				
Create a template to use as a fundraiser pledge sheet	What is the compare and merge button command?			
worksneet protection and productivity – Does it have a connection?	Create a shared workbook			
	What is a shared workbook?			relates to macros
school and/or work might be candidates for templates	Build simple templates			and why • Evaluate how Visual Basic
	Explore and download online templates			can be used by multiple
Build a template to apply				 Analyze how a workbook
code, and template formacting	What are Visual Basic routines?			workbooks
workbooks to apply macros,	Review macro code	comparing merge workbooks		 Analyze the use of shared
Use Campbell Confection	Edit and print a macro	Creating a shared workbook and		to create and use
Use Visual Basic Language to study macros	Critical Thinking Questions			macros Demonstrate the ability
Lesson Applications 23	Skills Review Exercises 23	Using Templates: Installing		analyze documentsCreate, edit, and apply
Lesson Applications 22	Skills Review Exercises 22	Running and viewing a macro, record a macro, and create a macro	used in school/college/job?	other students to problem solve and
Lesson Applications 21	Skills Review Exercises 21	Working with Macros:	Unit 7	 Work collaboratively with
		Skills	Questions	Indicators
Assessment Ideas	Classroom Ideas	Essential Knowledge &	Essential	Performance
סוס אוויפוור, כמוכבו מטאמווכבווובוור, מווט	Students who choose a career major will acquire the career-specific technical knowledge/skills necessary to progress toward garinus employment, concert advancements and success in postsecondary programs.	jor will acquire the career-specific technical knowns.	Students who choose a career major success in postsecondary programs.	Excel
rkplace and other settings. Standard 3a: orkplace. Standard 3b: Career Majors	career decisions. Standard 2: Integrated Learning: Students will demonstrate how academic knowledge and skills are applied in the workplace and octar settings. Universal Foundation Skills: Students will demonstrate masters of the foundation skills and competencies essential for success in the workplace. Standard 35: Career Majors Universal Foundation Skills: Students will demonstrate masters of the foundation skills and competencies essential for success in the workplace. Standard 35: Career Majors Universal Foundation Skills: Students will demonstrate masters will demonstrate masters and standard standar	grated Learning: Students will demonstrate how ents will demonstrate mastery of the foundation	Career decisions, Standard 2: Inte Universal Foundation Skills: Stud	CAPS 121 – MS Office
skills, aptitudes, and abilities to future	Standard 1: Career Development: Students will be knowledgeable about the world of work, explore career options, and relate personal skills, aptitudes, and abilities to future	Students will be knowledgeable about the work	Standard 1: Career Development:	Course:

Learning Standards for Career Development and Occupational Studies

Standard 1: Career Development

abilities to future career decisions. Students will be knowledgeable about the world of work, explore career options, and relate personal skills, aptitudes, and

Standard 2: Integrated Learning

Students will demonstrate how academic knowledge and skills are applied in the workplace and other settings.

Standard 3a: Universal Foundation Skills

Students will demonstrate mastery of the foundation skills and competencies essential for success in the workplace.

Standard 3b: Career Majors

gainful employment, career advancement, and success in postsecondary programs. Students who choose a career major will acquire the career-specific technical knowledge/skills necessary to progress toward