

Unit Title: Excel Spreadsheet: Pivot Tables

Grade Level: 9

Subject Area: Computer Apps I

Duration/Length/Number of class periods: Duration 5 Days (40 min each)

Description: In this unit, students learn the connection between the collected data, and how to use pivot tables to read the data

Established Goals:

Administrative Support Cluster - Spreadsheets

<https://education.mn.gov/MDE/dse/cte/prog/biz/>

AS11.10.04 Create and manage worksheets and workbooks in spreadsheet software.

AS11.10.05 Manage data cells and ranges in spreadsheet software.

AS11.10.06 Perform operations with formulas and functions in spreadsheet software.

AS11.10.07 Create charts and objects in spreadsheet software.

What Enduring Understandings are desired?

1. Raw data can be better organized with formatting, sorting, and data validation to enhance efficiency and productivity in the 21st century,
2. Understanding raw data in relation to tables will make it easier to create reports that businesses may need.

What Essential Questions will be considered?

1. To what extent does creating a pivot table differ from other excel tables and charts?
2. How can you determine whether a pivot table is needed for the particular business report over other excel tables and charts?

Description Day 1: Introductory Activity - What is your own knowledge about pivot tables? Scan the QR code with your phone or computer to get to Padlet, and write your answer on Padlet. Learning Activity - Internet search - Using phone or other device, race to find learning on how a pivot table is used, bonus to explain when it is used versus using other excel tables and charts. use the buzzer to buzz in when you have found the answer. Share with the whole group. Show students an example of my Pivot table, using data that has already been generated in a previous assignment, and explain how tables are created. Exit ticket - Go to the Schoology discussion area for Day 1 and post your answers to the following: How are pivot tables created? What would have helped you learn	Formative	Summative	Introductory Activity	Learning Activity	Student Technology Used	Teacher Technology Used	ISTE Standards
	X		X X	X	X	X	2b, 3a, 3b 1c,
Day 2: Prior Learning - large group discussion on why businesses might use pivot tables over other excel tables. Learning Activity - Whole group watch You tube - Excel: Intro to PivotTables - YouTube Demonstrate to students Using the data previously generated in class, demonstrate to students how to create pivot tables. Let students try creating Pivot Tables using existing data on Excel worksheet Discussion about the process - using data, select the range for creating a table. Exit ticket Google Form - https://forms.gle/hakurmFRUUTSLx16A	X X			X		X	1c,4a, 4b,5a, 5b,6c
Day 3: Prior Learning: Work Day on pivot tables - individually, continue working on filtering data from the previous assignment - Linda Fox budget, to create the pivot tables.					x	X	1c,4a, 4b,5a, 5b,6c
Day 4: Workday on pivot tables - individually, continue working on filtering data from the previous assignment, Linda Fox budget, to create pivot tables.					x	x	1c,4a, 4b,5a, 5b,6c

Day 5: Last day to complete the pivot table assignment. Wrap up discussion about the process Quizlet to quiz student learning/knowledge on using existing data, filtering, selecting ranges to create pivot tables, and how to determine the appropriate times to use pivot tables in businesses.		x			x x	x x	3b, 3c,4a, 4b,6a,1 d
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Materials, tools and resources: ☐ Generate Customized QR Codes QR.io ☐ Padlet ☐ Phone or other device ☐ Buzzers ☐ Internet ☐ Technology / Desktops and laptops ☐ Microsoft Excel ☐ Excel: Intro to PivotTables - YouTube ☐ LCD/Screen ☐ Microsoft Office teacher text -Microsoft Office 365 Office 2016 Brief (Shelly Cashman Series) - Data generated from Linda Fox Budget project Creating a worksheet and a chart. ☐ Google Form ☐ Quizlet
Unit Plan Author: Lise Weegman, NRHEG School District 2168, lweegman@nrheg.k12.mn.us
Additional credit given to: 20 Must-Have Excel Skills for Professionals in 2022 – One Education