

Unit Title: Intro to Excel 2016

Grade Level: (example: 9, 10, 11, 12 or 7-8) 9-12

Subject Area: (example: Science, Physics; English, Short Stories) Business Education

Duration/Length/Number of class periods: (example: 5 class periods) 4 class periods

Description: Introduction to Microsoft Excel beginning with window elements and shortcuts, leading into finding and using templates, advancing into creating simple to complex formulas, and concluding with completing a BPA Spreadsheet Applications Test and making a video on how they completed it.

Established Goals (National, State, Local):

Students will develop the abilities to use and maintain technological products and systems. (ITEEA)

Students will develop the abilities to assess the impact of products and systems. (ITEEA)

ISTE Standards

Technology operations and concepts

Students demonstrate a sound understanding of technology concepts, systems, and operations.

- a. Understand and use technology systems
- b. Select and use applications effectively and productively
- c. Troubleshoot systems and applications
- d. Transfer current knowledge to learning of new technologies

ITEM Standards

Use of Technology

Effectively use available tools and applications for collaboration, organization, and communication.

What Enduring Understandings are desired?

Microsoft Excel is a standard business/industry product all high school graduates should be able to use, manipulate, and present.

Students need to know how to write and edit formulas when working with Microsoft Excel.

Students need to be able to know time saving shortcuts.

What Essential Questions will be considered?

What is Microsoft Excel and why is it important to learn how to use it before graduation?

What is a formula and why is it important to learn how to write and understand them?

Why is it important to know window elements and shortcuts?

Students will know / be able to:

Identify Excel window elements. Use shortcuts specifically for Excel but also be able to identify crossover between Microsoft Office Products.

I can identify window elements of Excel and relate them to other Microsoft Products.

I can identify and use Excel shortcuts and related them to other Microsoft Products.

I can use and modify Excel templates and embed them into other Microsoft Products.

I can create spreadsheets with Excel.

I can use Excel to track my timings to improve my speed.

I can create simple to complex formulas using Excel.

I can create a video on Flipgrid.

I can create a tutorial video and share it on Google.

Description <i>Units must include at least one of each formative, summative, introductory activity and learning activity. Check the appropriate box; one per row.</i>	Formative	Summative	Introductory Activity	Learning Activity	Student Technology Used	Teacher Technology Used	ISTE Standards
Day 1, Part 1 - Introduction to Excel (Give Pretest and Create a KWL Worksheet in Excel and fill in the K, what do students already know about Excel and save as Excel KWL to their network drive) Students will be directed to class website for locating resources: https://sites.google.com/isd518.net/whsintrotocompapp/home 10 minutes	X - pretest		X - kwl worksheet		Schoology Excel Laptops iPads	Schoology Excel Laptops iPads	
Day 1 Part 2 (Go over window elements, comparing and contrasting window elements to different office products, learning shortcuts and contrasting them to different office products; students update their KWL worksheet with what have their learned about Excel and what do they want to learn about Excel and save) 40 minutes			Column vs row vs cell, fill handle, formula toolbar,	X	Schoology Excel Laptops iPads	Schoology Excel Laptops iPads	Understand and use technology systems
Day 1 Part 3 (Go through Excel Lesson 1: creating an address book, creating a Timed Writing Tracker, using templates: invoice, amortization schedules, and budgets; explaining simple formulas; update KWL worksheet with new data and save) 40 minutes Day 1, Part 4 Homework review Excel Anatomy Worksheet			Enter data, edit data, open templates and edit data, learn what an amortization schedule is and why we need to use them, write simple formulas and	x	Schoology Excel Laptops iPads	Schoology Excel Laptops iPads	Select and use applications effectively and productively

			move on to more complex				
Day 2, Part 1 Complete Excel Assignments from Keyboarding Online and check with answer keys when finished; watch videos if need help 90 minutes (update KWL worksheet if appropriate and save) Day 2, Part 2 Homework read college study on Excel	x			x	Schoology Excel Laptops iPads	Schoology Excel Laptops iPads	Troubleshoot systems and applications
Day 3, Part 1 Explore BPA 2017 Fundamental Excel Test Overview 20 minutes			Students are introduced to the BPA test. Students learn how to look for important aspects of the test. Students are taught about accuracy and speed importance.	x	Schoology Excel Laptops iPads	Schoology Excel Laptops iPads	
Day 3, Part 2 Microsoft Video https://www.youtube.com/watch?v=74kcg43QRgY&feature=youtu.be 3 minutes				x	Schoology Excel Laptops iPads	Schoology Excel Laptops iPads	
Day 3, Part 3 Students use Flipgrid to do a short 30 second video on what they have learned so far on Excel. Students start planning on how they can make a tutorial on completing the BPA Fundamental Excel Test 67 minutes	x			x	Schoology Excel Laptops iPads	Schoology Excel Laptops iPads	Transfer current knowledge to learning of new technologies
Day 3, Part 4 Homework Complete & Review BPA 2017 Test if not completed in class				x	Schoology Excel Laptops iPads	Schoology Excel Laptops iPads	
Day 3, Part 5 Homework Review for test https://join.quizizz.com 540237 https://quizizz.com/admin/quiz/5b620a59d67ea0019a66bf8/excel-unit-review	x				quizizz.com	quizizz.com	
Day 4 Excel Test on Schoology, Finish and submit BPA 2018 Fundamental Spreadsheet Test and video		X - Final Test (written and performance)			Schoology Excel Laptops iPads	Schoology Excel Laptops iPads	

Materials, tools and resources

<https://sites.google.com/isd518.net/whsintrotocompapp/home>

<https://www.facinghistory.org/resource-library/teaching-strategies/k-w-l-charts>

<http://www.myfinanceclass.com/competitions.html>

<https://files.eric.ed.gov/fulltext/EJ1140801.pdf>

<http://wvact.net/excel/Anatomy%20of%20a%20Worksheet.pdf>

<https://www.wallstreetmojo.com/excel-2016-ribbons-tabs-and-quick-access-toolbar/#tabs>

<https://www.montclair.edu/media/montclairedu/oit/documentation/office2016/Introduction-to-Excel-2016.pdf>

<http://www.learnit.com/Files/Logical%20Operations%20Courseware/Excel/Excel%202016/Excel%202016%20Part%201.pdf>

<https://sites.google.com/a/bestprep.org/bestpreptiw/home>

https://www.dit.ie/media/ittraining/msoffice/MOAC_Excel_2016_Core.pdf

www.flipgrid.com

<https://drive.google.com/file/d/1ZWw5OQgBrzneC491Z2ZgrWKdW8Jndnma/view?usp=sharing>

<https://drive.google.com/file/d/1S3VaYyHso5E6X4HeYbvC-rvAt-IA-kPa/view?usp=sharing>

Laptop computers or iPads with mic and camera capability, Microsoft Excel 2016, Schoology, Google Account (Drive, Docs, Sheets, Sites), Quizizz, Flipgrid, and links above.

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Additional credit given to