

WARREN TOWNSHIP SCHOOLS

WARREN MIDDLE SCHOOL MICROSOFT EXCEL CURRICULUM GRADE 7



DATE ADOPTED: JANUARY 10, 2012

Warren Township Schools

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Course Philosophy Statement

We believe that by providing an environment that stimulates enthusiasm for learning, students will develop a conceptual understanding of scientific and mathematic principles, establish proficiency with technological systems, and become creative and innovative problem solvers.

Our curriculum framework is aligned with the following:

- New Jersey Core Curriculum Content Standards for Technology
www13.state.nj.us/NJCCCS/ContentAreaView_Technology.aspx
- New Jersey Core Curriculum Content Standards for Science
https://www13.state.nj.us/NJCCCS/ContentAreaView_Science.aspx
- New Jersey Core Curriculum Content Standards for 21st Century Life and Careers
www13.state.nj.us/NJCCCS/ContentAreaView_21st.aspx
- Common Core State Standards for Mathematics
<http://www.corestandards.org/the-standards/mathematics>

Additional Resources include:

- National Science Education Standards (NSES) www.nap.edu
- International Technology and Engineering Educators Association (ITEEA) www.iteea.org
- International Society for Technology in Education Student Standards (ISTE) www.iste.org
- The National Math and Science Initiative (STEM) www.nationalmathandscience.org/STEM

MICROSOFT EXCEL COURSE PLAN

Units of Study

Microsoft Excel –Units of Study

- Unit Summary
- Learning Goals
- Essential Questions
- Standards
- Lesson Plans
- Rubrics

DAY	Objective	DESCRIPTION
1	Course Overview	Classroom Rules Computer Care Daily Keyboarding Requirements Course Project Overview Required Applications Project Requirements Procedures
2-3	Basics	Microsoft Excel Basics
4-7	Worksheet - Appearance	Changing the Appearance of a Worksheet
8-11	Worksheet - Organization	Organizing the Worksheet
12-15	Formulas	Entering Worksheet Formulas
16-19	Functions	Using Functions
20-25	Final Project	Shopping Spree

GRADE SCALES

A+	97-100
A	94-96
A-	90-93
B+	87-89
B	84-86
B-	80-83
C+	77-79
C	74-76
C-	70-73
D+	67-69
D	65-60
F	0-59

INTRODUCTORY UNIT

UNIT SUMMARY

The course introduction will review Classroom rules and procedures, and overview of the content of the course and grading policy. This lesson will also introduce students to the Ultra Key typing program that students are required to use daily as the “Do Now” aspect of the program.

LEARNING GOALS

Students will:

1. Learn to follow class rules and procedures.
2. Develop the correct touch typing technique.
3. Key accurately, at a rate of 30 words per minute with 90% accuracy.

ESSENTIAL QUESTIONS

Why is it important to look at the screen while typing?

Define the term, touch typist.

STANDARDS

New Jersey Core Curriculum Content Standards - Technology

Standard 8.1.8.A.5 Select and use appropriate tools and digital resources to accomplish a variety of tasks and to solve problems.

New Jersey Core Curriculum Content Standards – 21st Century Life and Careers

Standard 9.1.8.E.1 Explain how technology has strengthened the role of digital media in the global society.

Microsoft Excel – Introduction to Course– Lesson Overview

DAY	OBJECTIVE	PROCEDURE
1	Course Introduction	1. Students will be given review of classroom rules, etiquette and procedures. 2. Students will type at 30 words per minute with 90% accuracy.

WARREN TOWNSHIP SCHOOLS

Microsoft Excel

LESSON PLAN

GRADE: 7

UNIT: Introduction to Course

DAY: 1

STANDARDS:

8.1.8.A.5 Select and use appropriate tools and digital resources to accomplish a variety of tasks and to solve problems.

OBJECTIVE:

1. The learner will learn to obey and follow class rules and procedures.
2. The learner will develop the correct touch typing technique.
3. The learner will key accurately, at a rate of 30 words per minute with 90% accuracy.

PROCEDURE:

1. Students will type Students will attentively listen to the teacher as she/he reviews classroom rules, etiquette and procedures.
2. Students will type at 30 words per minute with 90% accuracy.

EVALUATION:

1. Teacher will monitor student progress through the UltraKey Teacher Management Module.

UNIT 1 – Microsoft Excel Basics

UNIT SUMMARY

The course introduction will review Classroom rules and procedures, and overview of the content of the course and grading policy. This lesson will also introduce students to the Ultra Key typing program that students are required to use daily as the “Do Now” aspect of the program.

This unit explains concept and benefits of a digital spreadsheet. This unit will also introduce students to Microsoft Excel, the ribbon interface and some basic functions of the program.

LEARNING GOALS

Students will:

1. Define the terms spreadsheet and worksheet.
2. Identify the parts of a worksheet.
3. Start Excel, open an existing workbook, and save a workbook.
4. Move the active cell in a worksheet.
5. Select cells and enter data in a worksheet.
6. Edit and replace data in cells.
7. Zoom, preview, and print a worksheet.
8. Close a workbook and exit Excel.

ESSENTIAL QUESTIONS

What term describes a cell that is ready for data entry?

How are rows identified in a worksheet?

What term describes a group of cells?

What key(s) do you press to move the active cell to the first cell in a row?

If you decide not to enter data you just typed in the active cell, how do you cancel?

STANDARDS

New Jersey Core Curriculum Content Standards - Technology

Standard 8.1.8.A.4 Generate a spreadsheet to calculate, graph, and present information.

Standard 8.1.8.A.5 Select and use appropriate tools and digital resources to accomplish a variety of tasks and to solve problems.

Standard 8.1.8.E.1 Gather and analyze findings using data collection technology to produce a possible solution for a content-related or real-world problem.

New Jersey Core Curriculum Content Standards – 21st Century Life and Careers

Standard 9.1.8.E.1 Explain how technology has strengthened the role of digital media in the global society.

Microsoft Excel – Microsoft Excel Basics – Lesson Overview

DAYS	OBJECTIVE	PROCEDURE
2-3	Complete basic functions of Microsoft Excel	<ol style="list-style-type: none"> 3. Students will open Microsoft Excel 4. Students will maximize the window so that the window is the full size of the screen. 5. Students will use the Office button and select Open on the Office menu. 6. Students will save a file by using the Office button and selecting Save on the Office menu. 7. Students will navigate the active cell by using the left, right, up, and down arrow keys. 8. Students will navigate the active cell by using the home, ctrl+home, ctrl+end, page up, and page down keys. 9. Students will navigate to a specific cell by using the Go To command by clicking the Find and Select button in the editing group of the Home tab. 10. Students will select a range of cells by clicking on the cell in the upper most left corner of the range and dragging to the bottom most right corner of the range. 11. Students will make a happy face on the spreadsheet by using the ctrl key to select nonadjacent ranges of cells. 12. Students will enter data in a cell. 13. Students will undo and redo an action by using the Undo and Redo button on the quick access bar. 14. Students will edit data in the cell by either enter new data in the cell, pressing F2 to activate an insertion point, or double clicking the cell to activate an insertion point. 15. Students will clear data by using the clear button in the Editing group of the Home tab of the ribbon. 16. Students will search for data using the Find and Select button in the Editing group of the Home tab of the ribbon. 17. Students will zoom in and out of a spreadsheet by using the zoom function located on the status bar.

WARREN TOWNSHIP SCHOOLS

Microsoft Excel

LESSON PLAN

GRADE: 7

UNIT: Microsoft Excel Basics

DAY: 2

STANDARDS:

- 8.1.8.A.4 Generate a spreadsheet to calculate, graph, and present information
- 8.1.8.A.5 Select and use appropriate tools and digital resources to accomplish a variety of tasks and to solve problems.
- 8.1.8.E.1 Gather and analyze findings using data collection technology to produce a possible solution for a content-related or real-world problem.
- 9.1.8.E.1 Explain how technology has strengthened the role of digital media in the global society.

OBJECTIVE:

- The learner will develop the correct touch typing technique.
- The learner will key accurately, at a rate of 30 words per minute with 90% accuracy.
- The learner will define the terms spreadsheet and worksheet.
- The learner will identify the parts of a worksheet.
- The learner will start Excel, open an existing workbook, and save a workbook.
- The learner will move the active cell in a worksheet.

PROCEDURE:

1. Students will type for fifteen minutes using Bytes of Learning's Ultrakey 5.
2. Students will open the Microsoft Office 2010 book by Pasewark and Pasewark to page EX1.
3. Students will read with the teacher pages 1 through 11.
4. Students will complete Step-by-Step 1.1 by opening Microsoft Excel and maximizing the window.
5. Students will read with the teacher page 6.
6. Students will complete Step-by-Step 1.2 by opening the Frogs.xlsx worksheet.
7. Students will read with the teacher page 8.
8. Students will complete Step-by-Step 1.3 by saving the Frogs.xlsx worksheet as Frog Census.
9. Students will read with the teacher pages 9 through 10.
10. Students will complete Step-by-Step 1.4 by navigating the active cell around the worksheet through the use of the left, right, up, and down arrow keys.
11. Students will read with the teacher pages 10 through 11.
12. Students will complete Step-by-Step 1.5 by selecting a range in the worksheet.

EVALUATION:

2. Students will complete Step-by Steps 1.1 through 1.5.

WARREN TOWNSHIP SCHOOLS

Microsoft Excel

LESSON PLAN

GRADE: 7

UNIT: Microsoft Excel Basics

DAY: 3

STANDARDS:

- 8.1.8.A.4 Generate a spreadsheet to calculate, graph, and present information
- 8.1.8.A.5 Select and use appropriate tools and digital resources to accomplish a variety of tasks and to solve problems.
- 8.1.8.E.1 Gather and analyze findings using data collection technology to produce a possible solution for a content-related or real-world problem.
- 9.1.8.E.1 Explain how technology has strengthened the role of digital media in the global society.

OBJECTIVE:

- The learner will develop the correct touch typing technique.
- The learner will key accurately, at a rate of 30 words per minute with 90% accuracy.
- The learner will define the terms spreadsheet and worksheet.
- The learner will identify the parts of a worksheet.
- The learner will start Excel, open an existing workbook, and save a workbook.
- The learner will move the active cell in a worksheet.
- The learner will select cells and enter data in a worksheet.
- The learner will edit and replace data in cells.
- The learner will zoom, preview, and print a worksheet.
- The learner will close a workbook and exit Excel.

PROCEDURE:

1. Students will type for fifteen minutes using Bytes of Learning's Ultrakey 5.
2. Students will read with the teacher page 12.
3. Students will complete Step-by-Step 1.6 by entering data in the specified cells.
4. Students will read with the teacher pages 13 through 14.
5. Students will complete Step-by-Step 1.7 by edit data in the specified cells by either enter new data in the cell, pressing F2 to activate an insertion point, or double clicking the cell to activate an insertion point..
6. Students will read with the teacher pages 15 through 16.
7. Students will complete Step-by-Step 1.8 by using the Find and Replace command.
8. Students will read with the teacher page 17.
9. Students will complete Step-by-Step 1.9 by using the zoom function on the status bar.

EVALUATION:

1. Students will complete Step-by Steps 1.6 through 1.9.
2. Student will complete Projects 1-3 and Project 1-4 and upload the completed projects to the Dropbox.
3. Students will complete the Chapter 1 Quiz

Warren Township Schools
Microsoft Excel
Rubric/Assessment

Chapter 1 Quiz

In the blank space, write the letter of the key or keys from Column 2 that correspond to the movement of the active cell in column 1

Column 1

1. Left one column
2. Right one column
3. Up one row
4. Down one row
5. To the first cell in a row
6. To cell A1
7. To the last cell containing data
8. Up one window
9. Down one window

Column 2

- A. Up arrow key
- R. Page Up key
- C. Left arrow key
- D. Home key
- E. Down arrow key
- F. Right arrow key
- G. Ctrl+End keys
- H. Ctrl+Home keys
- I. Page Down key

UNIT 2 – Changing the Appearance of a Worksheet

UNIT SUMMARY

Students will learn techniques for formatting cells and customizing the appearance of worksheets in order to best serve the purpose for which a particular spreadsheet will be used.

LEARNING GOALS

Students will:

Change column widths and row heights.

Position data within a cell by aligning, wrapping, rotating, and indenting.

Change the appearance of cells using fonts, font sizes, font styles, colors, and borders.

Designate the number format used for data stored in a cell.

Use the Format Painter to copy formatting from one cell to another.

Apply and clear cell styles.

Find and replace cell formats.

ESSENTIAL QUESTIONS

Which cell formats display numerical data with a dollar sign?

What is one reason for changing the orientation of text in a cell?

What is the difference between fill color and font color?

What is an advantage of using cell styles?

STANDARDS

New Jersey Core Curriculum Content Standards - Technology

Standard 8.1.8.A.4 Generate a spreadsheet to calculate, graph, and present information.

Standard 8.1.8.A.5 Select and use appropriate tools and digital resources to accomplish a variety of tasks and to solve problems.

Standard 8.1.8.E.1 Gather and analyze findings using data collection technology to produce a possible solution for a content-related or real-world problem.

New Jersey Core Curriculum Content Standards – 21st Century Life and Careers

Standard 9.1.8.E.1 Explain how technology has strengthened the role of digital media in the global society.

Microsoft Excel – Changing the Appearance of a Worksheet – Lesson Overview

DAY	OBJECTIVE	PROCEDURE
4-7	Change the Appearance of a Worksheet	<ol style="list-style-type: none"> 1. Students will change the width of a column by clicking and dragging to the desired width. 2. Students will change the width of a column by clicking the Format button and then Column Width in the cells group of the Home tab of the ribbon. 3. Students will change the width of a row by clicking and dragging. 4. Students will change the height of a row by clicking the Format button and then Row Height in the cells group of the Home tab of the ribbon. 5. Students will align text left right and center. 6. Students will increase and decrease the indent of text in a cell. 7. Students will wrap text within a cell. 8. Students will merge cells. 9. Students will merge and center text within a cell. 10. Students will change the orientation of text by clicking the Orientation button from the Alignment Group in the Home tab of the ribbon. 11. Students will change the font face of selected text. 12. Students will change the font style of selected text. 13. Students will change the font color of selected text. 14. Students will change the fill colors of selected cells. 15. Students will insert borders to the selected cell or range of cells. 16. Students will change the number format to the accounting format. 17. Students will change the number format to Number with two decimal places. 18. Students will change the appearance of a cell or range of cells by using a Cell Style 19. Students will clear a style from a cell or range of cells by using the Clear button in the Editing group on the Home tab of the ribbon. 20. Students will find a replace styles by using the Find and Replace command.

WARREN TOWNSHIP SCHOOLS

Microsoft Excel

LESSON PLAN

GRADE: 7

UNIT: Changing the appearance of a Worksheet

DAY: 4

STANDARDS:

8.1.8.A.4 Generate a spreadsheet to calculate, graph, and present information

8.1.8.A.5 Select and use appropriate tools and digital resources to accomplish a variety of tasks and to solve problems.

8.1.8.E.1 Gather and analyze findings using data collection technology to produce a possible solution for a content-related or real-world problem.

9.1.8.E.1 Explain how technology has strengthened the role of digital media in the global society.

OBJECTIVE:

The learner will develop the correct touch typing technique.

The learner will key accurately, at a rate of 30 words per minute with 90% accuracy.

The learner will change column widths and row heights.

The learner will position data within a cell by aligning, wrapping, rotating, and indenting.

The learner will change the appearance of cells using fonts, font sizes, font styles, colors, and borders.

PROCEDURE:

1. Students will type for fifteen minutes using Bytes of Learning's Ultrakey 5.
2. Students will read with the teacher pages 26 through 27.
3. Students will complete Step-by-Step 2.1 by changing the width of a column and height of a row.
4. Students will read with the teacher pages 28 through 30.
5. Students will complete Step-by-Step 2.2 by changing the alignment of text within a cell.
6. Students will read with the teacher page 31.
7. Students will complete Step-by-Step 2.3 by changing the alignment of a range of text.
8. Students will read with the teacher pages 33 through 34.
9. Students will complete Step-by-Step 2.5 by changing the font face, font size and font style.
10. Students will read with the teacher pages 36 and 37.

EVALUATION:

1. Students will complete Step-by Steps 2.1 through 2.5.

WARREN TOWNSHIP SCHOOLS

Microsoft Excel

LESSON PLAN

GRADE: 7

UNIT: Changing the appearance of a Worksheet

DAY: 5

STANDARDS:

- 8.1.8.A.4 Generate a spreadsheet to calculate, graph, and present information
- 8.1.8.A.5 Select and use appropriate tools and digital resources to accomplish a variety of tasks and to solve problems.
- 8.1.8.E.1 Gather and analyze findings using data collection technology to produce a possible solution for a content-related or real-world problem.
- 9.1.8.E.1 Explain how technology has strengthened the role of digital media in the global society.

OBJECTIVE:

- The learner will develop the correct touch typing technique.
- The learner will key accurately, at a rate of 30 words per minute with 90% accuracy.
- The learner will designate the number format used for data stored in a cell.
- The learner will use the Format Painter to copy formatting from one cell to another.
- The learner will apply and clear cell styles.

PROCEDURE:

1. Students will type for fifteen minutes using Bytes of Learning's Ultrakey 5.
2. Students will complete Step-by-Step 2.6 by changing the fill color of a range of cells.
3. Students will read with the teacher pages 37 through 38.
4. Students will complete Step-by-Step 2.7 by inserting a border to a range of cells.
5. Students will read with the teacher pages 39 through 40.
6. Students will complete Step-by-Step 2.8 by changing the number formats of a range of cells.
7. Students will read with the teacher pages 41 through 44.
8. Students will complete Step-by-Step 2.9 by editing the cell styles of a selected range.

EVALUATION:

1. Students will complete Step-by Steps 2.6 through 2.9.

WARREN TOWNSHIP SCHOOLS

Microsoft Excel

LESSON PLAN

GRADE: 7

UNIT: Changing the appearance of a Worksheet

DAYS:6-7

STANDARDS:

- 8.1.8.A.4 Generate a spreadsheet to calculate, graph, and present information
- 8.1.8.A.5 Select and use appropriate tools and digital resources to accomplish a variety of tasks and to solve problems.
- 8.1.8.E.1 Gather and analyze findings using data collection technology to produce a possible solution for a content-related or real-world problem.
- 9.1.8.E.1 Explain how technology has strengthened the role of digital media in the global society.

OBJECTIVE:

- The learner will develop the correct touch typing technique.
- The learner will key accurately, at a rate of 30 words per minute with 90% accuracy.
- The learner will change column widths and row heights.
- The learner will position data within a cell by aligning, wrapping, rotating, and indenting.
- The learner will change the appearance of cells using fonts, font sizes, font styles, colors, and borders.
- The learner will designate the number format used for data stored in a cell.
- The learner will use the Format Painter to copy formatting from one cell to another.
- The learner will apply and clear cell styles.
- The learner will find and replace cell formats.

PROCEDURE:

1. Students will type for fifteen minutes using Bytes of Learning's Ultrakey 5.
2. Students will read with the teacher page 45.
3. Students will complete Step-by-Step 2.10 by replacing cell style with the Find and Replace command..

EVALUATION:

1. Students will complete Step-by Step 2.10.
2. Student will complete Projects 2-3 and Project 2-3 and upload the completed projects to the Dropbox.
3. Students will complete the Chapter 2 Quiz

Warren Township Schools
Microsoft Excel
Rubric/Assessment

Chapter 2 Quiz

Column 1

- _____ 1. Displays data as entered
- _____ 2. Displays numbers with a fixed number of decimal places
- _____ 3. Displays numbers with a dollar sign, a thousands separator, and two decimal places; however, dollar signs and decimal points do not necessarily line up vertically within a column
- _____ 4. Displays numbers with a dollar sign, a thousands separator, and two decimal places; dollar signs and decimal points line up vertically within a column
- _____ 5. Displays numbers as dates
- _____ 6. Displays numbers as Limes
- _____ 7. Displays numbers with two decimal places and a percent sign
- _____ 8. Displays the value of 0.5 as 1/2
- _____ 9. Displays numbers in exponential (or scientific) notation
- _____ 10. Displays numbers as zip codes, phone numbers, or Social Security numbers
- _____ 11. Displays data in a format you design

Column 2

- A. Time
- B. Date
- C. Scientific
- D. Fraction
- E. Accounting
- F. General
- G. Special
- H. Number
- I. Currency
- J. Custom
- K. Percentage

UNIT 3 – Organizing the Worksheet

UNIT SUMMARY

Students will learn techniques for inserting and deleting rows and data in addition to customizing the layout and printing of worksheets in order to best serve the purpose for which a particular spreadsheet will be used.

LEARNING GOALS

Students will:

1. Copy and move data in a worksheet.
2. Use the drag-and-drop method and Auto Fill options to add data to cells.
3. Insert and delete rows, columns, and cells.
4. Freeze panes in a worksheet.
5. Split a worksheet window.
6. Check spelling in a worksheet.
7. Set the margins of a worksheet.
8. Change the print area
9. Insert, adjust, and delete page breaks.
10. Scale a document to a specific number of pages.
11. Specify print titles.
12. Insert headers and footers in a worksheet.

ESSENTIAL QUESTIONS

What key do you press to copy data using the drag-and-drop method?

How do you paste multiple copies of data that has been copied to the Clipboard?

What should you do if you accidentally delete a column or row?

How do you keep the titles and column labels of a worksheet on the screen, no matter where the worksheet is scrolled?

STANDARDS

New Jersey Core Curriculum Content Standards - Technology

Standard 8.1.8.A.4 Generate a spreadsheet to calculate, graph, and present information.

Standard 8.1.8.A.5 Select and use appropriate tools and digital resources to accomplish a variety of tasks and to solve problems.

Standard 8.1.8.E.1 Gather and analyze findings using data collection technology to produce a possible solution for a content-related or real-world problem.

New Jersey Core Curriculum Content Standards – 21st Century Life and Careers

Standard 9.1.8.E.1 Explain how technology has strengthened the role of digital media in the global society.

Microsoft Excel – Organizing the Worksheet – Lesson Overview

DAY	OBJECTIVE	PROCEDURE
8-11	Move data in an organized and logical manner.	<ol style="list-style-type: none">1. Students will copy and paste a range of cells.2. Students will cut and paste a range of cells.3. Students will move a range of cells using the drag and drop method.4. Students will copy a cell's contents by using the fill handle.5. Students will insert a row or column.6. Students will delete a row of column.7. Students will insert a cell.8. Students will delete a cell.9. Students will freeze panes in a worksheet.10. Students will split a worksheet window.11. Students will check the spelling of a worksheet.12. Students will set the margins of a worksheet.13. Students will change the worksheet's orientation.14. Students will set the print area of a worksheet.15. Students will insert a page break.16. Students will remove a page break.17. Students will change the scale of a worksheet to fit on a specified number of pages.18. Students will show and hide gridlines and headings on a printed page.19. Students will specify print titles.20. Students will insert headers and footers.

WARREN TOWNSHIP SCHOOLS

Microsoft Excel

LESSON PLAN

GRADE: 7

UNIT: Organizing the Worksheet

DAY: 8

STANDARDS:

8.1.8.A.4 Generate a spreadsheet to calculate, graph, and present information

8.1.8.A.5 Select and use appropriate tools and digital resources to accomplish a variety of tasks and to solve problems.

8.1.8.E.1 Gather and analyze findings using data collection technology to produce a possible solution for a content-related or real-world problem.

9.1.8.E.1 Explain how technology has strengthened the role of digital media in the global society.

OBJECTIVE:

The learner will develop the correct touch typing technique.

The learner will key accurately, at a rate of 30 words per minute with 90% accuracy.

The learner will copy and move data within a worksheet.

The learner will use the drag-and-drop method and Auto Fill options to add data to cells.

PROCEDURE:

1. Students will type for fifteen minutes using Bytes of Learning's Ultrakey 5.
2. Students will read with the teacher pages 54 through 55.
3. Students will complete Step-by-Step 3.1 by copying and pasting ranges of cells.
4. Students will read with the teacher pages 56 through 57.
5. Students will complete Step-by-Step 3.2 by moving data using the drag and drop method.
6. Students will read with the teacher pages 57 through 58.
7. Students will complete Step-by-Step 3.3 by copying data using the fill handle.

EVALUATION:

Students will complete Step-by-Steps 3.1 through 3.3

WARREN TOWNSHIP SCHOOLS

Microsoft Excel

LESSON PLAN

GRADE: 7

UNIT: Organizing the Worksheet

DAY: 9

STANDARDS:

8.1.8.A.4 Generate a spreadsheet to calculate, graph, and present information

8.1.8.A.5 Select and use appropriate tools and digital resources to accomplish a variety of tasks and to solve problems.

8.1.8.E.1 Gather and analyze findings using data collection technology to produce a possible solution for a content-related or real-world problem.

9.1.8.E.1 Explain how technology has strengthened the role of digital media in the global society.

OBJECTIVE:

The learner will develop the correct touch typing technique.

The learner will key accurately, at a rate of 30 words per minute with 90% accuracy.

The learner will insert and delete rows, columns, and cells.

The learner will freeze panes in a worksheet.

The learner will split a worksheet window.

The learner will check spelling in a worksheet.

PROCEDURE:

1. Students will type for fifteen minutes using Bytes of Learning's Ultrakey 5.
2. Students will read with the teacher pages 59 through 60.
3. Students will complete Step-by-Step 3.4 by inserting and deleting columns, rows, and cells.
4. Students will read with the teacher pages 61 through 63.
5. Students will complete Step-by-Step 3.5 by freezing the panes of a worksheet.
6. Students will read with the teacher pages 64 through 65.
7. Students will complete Step-by-Step 3.6 by checking the spelling of a worksheet.

EVALUATION:

Students will complete Step-by-Steps 3.4 through 3.6

WARREN TOWNSHIP SCHOOLS

Microsoft Excel

LESSON PLAN

GRADE: 7

UNIT: Organizing the Worksheet

DAY: 10

STANDARDS:

8.1.8.A.4 Generate a spreadsheet to calculate, graph, and present information

8.1.8.A.5 Select and use appropriate tools and digital resources to accomplish a variety of tasks and to solve problems.

8.1.8.E.1 Gather and analyze findings using data collection technology to produce a possible solution for a content-related or real-world problem.

9.1.8.E.1 Explain how technology has strengthened the role of digital media in the global society.

OBJECTIVE:

The learner will develop the correct touch typing technique.

The learner will key accurately, at a rate of 30 words per minute with 90% accuracy.

The learner will set the margins of a worksheet.

The learner will change the print area

The learner will insert, adjust, and delete page breaks.

The learner will scale a document to a specific number of pages.

The learner will specify print titles.

PROCEDURE:

1. Students will type for fifteen minutes using Bytes of Learning's Ultrakey 5.
2. Students will read with the teacher pages 68 through 70.
3. Students will complete Step-by-Step 3.7 by changing the layout of a page.

EVALUATION:

Students will complete Step-by-Steps 3.7

WARREN TOWNSHIP SCHOOLS

Microsoft Excel

LESSON PLAN

GRADE: 7

UNIT: Organizing the Worksheet

DAY: 11

STANDARDS:

- 8.1.8.A.4 Generate a spreadsheet to calculate, graph, and present information
- 8.1.8.A.5 Select and use appropriate tools and digital resources to accomplish a variety of tasks and to solve problems.
- 8.1.8.E.1 Gather and analyze findings using data collection technology to produce a possible solution for a content-related or real-world problem.
- 9.1.8.E.1 Explain how technology has strengthened the role of digital media in the global society.

OBJECTIVE:

- The learner will develop the correct touch typing technique.
- The learner will key accurately, at a rate of 30 words per minute with 90% accuracy.
- The learner will copy and move data in a worksheet.
- The learner will use the drag-and-drop method and auto fill options to add data to cells.
- The learner will insert and delete rows, columns, and cells.
- The learner will freeze panes in a worksheet.
- The learner will split a worksheet window.
- The learner will check spelling in a worksheet.
- The learner will prepare a worksheet for printing.
- The learner will insert headers and footers in a worksheet.

PROCEDURE:

1. Students will type for fifteen minutes using Bytes of Learning's Ultrakey 5.
2. Students will read with the teacher pages 70 through 71.
3. Students will complete Step-by-Step 3.8 by inserting a header and footer.

EVALUATION:

1. Students will complete Step-by-Step 3.8.
2. Student will complete Projects 3-4 and Project 3-7 and upload the completed projects to the Dropbox.
3. Students will complete the Chapter 3 Quiz

Warren Township Schools
Microsoft Excel
Rubric/Assessment

Chapter 3 Quiz

Circle T if the statement is true or F if the statement is false.

- T F 1. When you paste data into cells with existing data, the pasted data replaces the existing data.
- T F 2. The Fill commands are available only when copying data to cells adjacent to the original cell.
- T F 3. Deleting a row or column moves the data in that row or column to the adjacent row or column.
- T F 4. Splitting creates two, three, or four panes in the worksheet.
- T F 5. The spelling checker might not find all the misspellings or incorrectly used words in a worksheet.

UNIT 4 – Entering Worksheet Formulas

UNIT SUMMARY

Students will learn techniques for inserting formulas and displaying the results.

LEARNING GOALS

Students will:

1. Enter and edit formulas.
2. Distinguish between relative, absolute, and mixed cell references.
3. Use the point-and-click method to enter formulas.
4. Use the Sum button to add values in a range.
5. Preview a calculation.
6. Display formulas instead of results in a worksheet.
7. Manually calculate formulas.

ESSENTIAL QUESTIONS

In a worksheet formula, which operator has the highest priority in the order of evaluation?

What type of cell reference will not adjust to its new location when it is copied or moved to another cell?

STANDARDS

New Jersey Core Curriculum Content Standards - Technology

Standard 8.1.8.A.4 Generate a spreadsheet to calculate, graph, and present information.

Standard 8.1.8.A.5 Select and use appropriate tools and digital resources to accomplish a variety of tasks and to solve problems.

Standard 8.1.8.E.1 Gather and analyze findings using data collection technology to produce a possible solution for a content-related or real-world problem.

New Jersey Core Curriculum Content Standards – 21st Century Life and Careers

Standard 9.1.8.E.1 Explain how technology has strengthened the role of digital media in the global society.

Microsoft Excel – Entering the Worksheet Formula – Lesson Overview

DAYS	OBJECTIVE	PROCEDURE
12-15	Write an operator formula	<ol style="list-style-type: none">1. Students will write a formula that will add, subtract, multiply or divide using cell references.2. Students will write a formula using the order of evaluation.3. Students will edit a formula by double clicking the cell that contains the formula or by selecting the cell and pressing F2.4. Students will write a formula with relative cell references.5. Students will write formulas with absolute cell references6. Students will write formulas with mixed cell references.7. Students will use the point and click method to write formulas quickly.8. Students will use the AutoSum button to quickly sum a range of values.9. Students will preview common calculations of a range of data by selecting the range and viewing the result.10. Students will toggle between the calculated result of a formula and the written expression of the formula.11. Students will set the calculation method to Manual.

WARREN TOWNSHIP SCHOOLS

Microsoft Excel

LESSON PLAN

GRADE: 7

UNIT: Entering Worksheet Formulas

DAY: 12

STANDARDS:

8.1.8.A.4 Generate a spreadsheet to calculate, graph, and present information

8.1.8.A.5 Select and use appropriate tools and digital resources to accomplish a variety of tasks and to solve problems.

8.1.8.E.1 Gather and analyze findings using data collection technology to produce a possible solution for a content-related or real-world problem.

9.1.8.E.1 Explain how technology has strengthened the role of digital media in the global society.

OBJECTIVE:

Enter and edit formulas.

PROCEDURE:

1. Students will type for fifteen minutes using Bytes of Learning's Ultrakey 5.
2. Students will read with the teacher pages 80 through 81.
3. Students will complete Step-by-Step 4.1 by writing a basic formula.
4. Students will read with the teacher pages 82.
5. Students will complete Step-by-Step 4.2 by writing a formula that follows the order of evaluation.
6. Students will read with the teacher pages 83.
7. Students will complete Step-by-Step 4.3 by editing a formula to follow the order of operation.

EVALUATION:

Students will complete Step-by-Steps 4.1 through 4.3

WARREN TOWNSHIP SCHOOLS
Microsoft Excel
LESSON PLAN

GRADE: 7

UNIT: Entering Worksheet Formulas

DAY: 13

STANDARDS:

- 8.1.8.A.4 Generate a spreadsheet to calculate, graph, and present information
- 8.1.8.A.5 Select and use appropriate tools and digital resources to accomplish a variety of tasks and to solve problems.
- 8.1.8.E.1 Gather and analyze findings using data collection technology to produce a possible solution for a content-related or real-world problem.
- 9.1.8.E.1 Explain how technology has strengthened the role of digital media in the global society.

OBJECTIVE:

- The learner will develop the correct touch typing technique.
- The learner will key accurately, at a rate of 30 words per minute with 90% accuracy.
- The learner will distinguish between relative, absolute, and mixed cell references.
- The learner will use the point-and-click method to enter formulas.

PROCEDURE:

1. Students will type for fifteen minutes using Bytes of Learning's Ultrakey 5.
2. Students will read with the teacher pages 84 through 85.
3. Students will complete Step-by-Step 4.4 by writing a formula that uses relative, absolute and mixed cell references
4. Students will read with the teacher pages 86 through 87.
5. Students will complete Step-by-Step 4.5 by writing a formula that uses the point and click method.

EVALUATION:

Students will complete Step-by-Steps 4.5 through 4.5

WARREN TOWNSHIP SCHOOLS

Microsoft Excel

LESSON PLAN

GRADE: 7

UNIT: Entering Worksheet Formulas

DAY: 14

STANDARDS:

8.1.8.A.4 Generate a spreadsheet to calculate, graph, and present information

8.1.8.A.5 Select and use appropriate tools and digital resources to accomplish a variety of tasks and to solve problems.

8.1.8.E.1 Gather and analyze findings using data collection technology to produce a possible solution for a content-related or real-world problem.

9.1.8.E.1 Explain how technology has strengthened the role of digital media in the global society.

OBJECTIVE:

The learner will develop the correct touch typing technique.

The learner will key accurately, at a rate of 30 words per minute with 90% accuracy.

The learner will use the sum button to add values in a range.

The learner will preview a calculation.

The learner will display formulas instead of results in a worksheet.

The learner will manually calculate formulas.

PROCEDURE:

1. Students will type for fifteen minutes using Bytes of Learning's Ultrakey 5.
2. Students will read with the teacher pages 87 through 88.
3. Students will complete Step-by-Step 4.6 by writing a function formula that uses the SUM function.
4. Students will read with the teacher pages 89 through 90.
5. Students will complete Step-by-Step 4.7 by previewing the smallest number in a range.
6. Students will read with the teacher pages 91 through 92.
7. Students will complete Step-by-Step 4.8 by toggling between the calculated result of a formula and the written expression of the formula.

EVALUATION:

Students will complete Step-by-Steps 4.6 through 4.8

WARREN TOWNSHIP SCHOOLS

Microsoft Excel

LESSON PLAN

GRADE: 7

UNIT: Entering Worksheet Formulas

DAY: 15

STANDARDS:

8.1.8.A.4 Generate a spreadsheet to calculate, graph, and present information

8.1.8.A.5 Select and use appropriate tools and digital resources to accomplish a variety of tasks and to solve problems.

8.1.8.E.1 Gather and analyze findings using data collection technology to produce a possible solution for a content-related or real-world problem.

9.1.8.E.1 Explain how technology has strengthened the role of digital media in the global society.

OBJECTIVE:

The learner will develop the correct touch typing technique.

The learner will key accurately, at a rate of 30 words per minute with 90% accuracy.

The learner will enter and edit formulas.

The learner will distinguish between relative, absolute, and mixed cell references.

The learner will use the point-and-click method to enter formulas.

The learner will use the sum button to add values in a range.

The learner will preview a calculation.

The learner will display formulas instead of results in a worksheet.

The learner will manually calculate formulas.

PROCEDURE:

1. Students will complete the projects at the end of the chapter.

EVALUATION:

1. Student will complete Projects 4-2, 4-4, and Project 4-5 and then upload the completed projects to the Dropbox.
2. Students will complete the Chapter 4 Quiz

Warren Township Schools
Microsoft Excel
Rubric/Assessment

Chapter 4 Quiz

Match the letter of the worksheet formula in Column 2 to the description of the worksheet operation performed by the formula in Column 1.

Column 1

- ___ 1. Adds the values in cells A3 and A4
- ___ 2. Subtracts the value in cell A4 from the value in cell A3
- ___ 3. Multiplies the value in cell A3 by 27
- ___ 4. Divides the value in cell A3 by 27
- ___ 5. Raises the value in cell A3 to the 27th power
- ___ 6. Divides the value in cell A3 by 27, and then adds the value in cell A4
- ___ 7. Divides the value in cell A3 by the result of 27 plus the value in cell A4
- ___ 8. Multiplies the value in cell A3 by 27, and then divides the product by the value in cell A4
- ___ 9. Divides 27 by the value in cell A4, and then multiplies the result by the value in cell A3
- ___ 10. Raises the value in A3 to the 27th power, and then divides the result by the value in A4

Column 2

- A. $=A3/(27+A4)$
- B. $=A3/27+A4$
- C. $A3^A27/A4$
- D. $=(A3*27)/A4$
- E. $=A3*(27/A4)$
- F. $=A3^A27$
- G. $A3+A4$
- H. $A3-A4$
- I. $=A3/27$
- J. $=A3*27$

UNIT 5 – Using Functions

UNIT SUMMARY

Students will learn the parts and uses of functions to solve problems and display data.

LEARNING GOALS

Students will:

1. Identify the parts of a function.
2. Enter formulas with functions.
3. Use functions to solve mathematical problems.
4. Use functions to solve statistical problems.
5. Use functions to solve financial problems.
6. Use logical functions to make decisions with worksheet data.
7. Use functions to insert times and dates in a worksheet.
8. Use text functions to format and display cell contents.

ESSENTIAL QUESTIONS

What is a function?

Explain what happens when you click the Insert Function button on the Formula Bar.

What does the SQRT function return?

What does the TODAY function return?

STANDARDS

New Jersey Core Curriculum Content Standards - Technology

Standard 8.1.8.A.4 Generate a spreadsheet to calculate, graph, and present information.

Standard 8.1.8.A.5 Select and use appropriate tools and digital resources to accomplish a variety of tasks and to solve problems.

Standard 8.1.8.E.1 Gather and analyze findings using data collection technology to produce a possible solution for a content-related or real-world problem.

New Jersey Core Curriculum Content Standards – 21st Century Life and Careers

Standard 9.1.8.E.1 Explain how technology has strengthened the role of digital media in the global society.

Microsoft Excel – Using Functions – Lesson Overview

DAYS	OBJECTIVE	PROCEDURE
16-19	Write a function formula	<ol style="list-style-type: none"> 1. Students will write a function formula that contains an equal sign, a function name and an argument. 2. Students will insert a function using the Insert Function button on the Formula bar. 3. Students will write a function with the assistance of Excel's AutoComplete feature. 4. Students will add a range of data using SUM function. 5. Student will find the square root of a number using the SQRT function. 6. Students will round a number using the ROUND function. 7. Students will find the average of a range using the AVERAGE function 8. Students will the total number of cells that contain data using the COUNT function. 9. Students will find the largest number in a range using the MAX function. 10. Students will find the smallest number in a range using the MIN function. 11. Students will find the standard deviation of a range using the STDEV function. 12. Students will find the future value of an investment using the FV function 13. Students will find the present value of a loan using the PV function. 14. Students will find the payments needed to repay a loan using the PMT function. 15. Students will write a formula using the IF function to prove a logical test. 16. Students will write a function formula that will display the current date. 17. Students will write a formula that will repeat text using the REPT function.

WARREN TOWNSHIP SCHOOLS

Microsoft Excel

LESSON PLAN

GRADE: 7

UNIT: Entering Worksheet Formulas

DAY: 16

STANDARDS:

8.1.8.A.4 Generate a spreadsheet to calculate, graph, and present information

8.1.8.A.5 Select and use appropriate tools and digital resources to accomplish a variety of tasks and to solve problems.

8.1.8.E.1 Gather and analyze findings using data collection technology to produce a possible solution for a content-related or real-world problem.

9.1.8.E.1 Explain how technology has strengthened the role of digital media in the global society.

OBJECTIVE:

The learner will develop the correct touch typing technique.

The learner will key accurately, at a rate of 30 words per minute with 90% accuracy.

The learner will identify the parts of a function.

The learner will enter formulas with functions.

The learner will use functions to solve mathematical problems.

The learner will use functions to solve statistical problems.

PROCEDURE:

1. Students will type for fifteen minutes using Bytes of Learning's Ultrakey 5.
2. Students will read with the teacher pages 100 through 102.
3. Students will complete Step-by-Step 5.1 by inserting a formula that finds the sum of a range of data.
4. Students will read with the teacher pages 103 through 105.
5. Students will complete Step-by-Step 5.2 by using mathematical and trigonometric function formulas.
6. Students will read with the teacher pages 105 through 107.
7. Students will complete Step-by-Step 5.3 by using statistical function formulas.

EVALUATION:

Students will complete Step-by-Steps 5.1 through 5.3.

WARREN TOWNSHIP SCHOOLS

Microsoft Excel

LESSON PLAN

GRADE: 7

UNIT: Entering Worksheet Formulas

DAY: 17

STANDARDS:

- 8.1.8.A.4 Generate a spreadsheet to calculate, graph, and present information
- 8.1.8.A.5 Select and use appropriate tools and digital resources to accomplish a variety of tasks and to solve problems.
- 8.1.8.E.1 Gather and analyze findings using data collection technology to produce a possible solution for a content-related or real-world problem.
- 9.1.8.E.1 Explain how technology has strengthened the role of digital media in the global society.

OBJECTIVE:

- The learner will develop the correct touch typing technique.
- The learner will key accurately, at a rate of 30 words per minute with 90% accuracy.
- The learner will identify the parts of a function.
- The learner will enter formulas with functions.
- The learner will use functions to solve financial problems.

PROCEDURE:

1. Students will type for fifteen minutes using Bytes of Learning's Ultrakey 5.
2. Students will read with the teacher pages 107 through 109.
3. Students will complete Step-by-Step 5.4 by using financial function formulas.

EVALUATION:

Students will complete Step-by-Steps 5.4.

WARREN TOWNSHIP SCHOOLS

Microsoft Excel

LESSON PLAN

GRADE: 7

UNIT: Entering Worksheet Formulas

DAY: 18

STANDARDS:

8.1.8.A.4 Generate a spreadsheet to calculate, graph, and present information

8.1.8.A.5 Select and use appropriate tools and digital resources to accomplish a variety of tasks and to solve problems.

8.1.8.E.1 Gather and analyze findings using data collection technology to produce a possible solution for a content-related or real-world problem.

9.1.8.E.1 Explain how technology has strengthened the role of digital media in the global society.

OBJECTIVE:

The learner will develop the correct touch typing technique.

The learner will key accurately, at a rate of 30 words per minute with 90% accuracy.

The learner will identify the parts of a function.

The learner will enter formulas with functions.

The learner will use logical functions to make decisions with worksheet data.

The learner will use functions to insert times and dates in a worksheet.

The learner will use text functions to format and display cell contents.

PROCEDURE:

1. Students will type for fifteen minutes using Bytes of Learning's Ultrakey 5.
2. Students will read with the teacher pages 110 through 111.
3. Students will complete Step-by-Step 5.5 by writing logical function formulas.
4. Students will read with the teacher pages 112 through 113.
5. Students will complete Step-by-Step 5.6 by writing date, time and text function formulas.

EVALUATION:

Students will complete Step-by-Steps 5.5 and 5.6.

WARREN TOWNSHIP SCHOOLS

Microsoft Excel

LESSON PLAN

GRADE: 7

UNIT: Entering Worksheet Formulas

DAY: 19

STANDARDS:

- 8.1.8.A.4 Generate a spreadsheet to calculate, graph, and present information
- 8.1.8.A.5 Select and use appropriate tools and digital resources to accomplish a variety of tasks and to solve problems.
- 8.1.8.E.1 Gather and analyze findings using data collection technology to produce a possible solution for a content-related or real-world problem.
- 9.1.8.E.1 Explain how technology has strengthened the role of digital media in the global society.

OBJECTIVE:

- The learner will develop the correct touch typing technique.
- The learner will key accurately, at a rate of 30 words per minute with 90% accuracy.
- The learner will identify the parts of a function.
- The learner will enter formulas with functions.
- The learner will use functions to solve mathematical problems.
- The learner will use functions to solve statistical problems.
- The learner will use functions to solve financial problems.
- The learner will use logical functions to make decisions with worksheet data.
- The learner will use functions to insert times and dates in a worksheet.
- The learner will use text functions to format and display cell contents.

PROCEDURE:

1. Students will complete the projects and the end of chapter five.
2. Students will complete the chapter five quizzes.

EVALUATION:

1. Student will complete Projects 5-2, 5-3, 5-5, and Project 5-6 and then upload the completed projects to the Dropbox.
2. Students will complete the Chapter 5 Quiz

Warren Township Schools
Microsoft Excel
Rubric/Assessment

Chapter 5 Quiz

Write the appropriate formula to perform each of the described operations.

- _____ 1. Add all the values in the range F14:F42.
- _____ 2. Determine the largest value in the range J45:J102.
- _____ 3. Determine the average of the values in the range.
- _____ 4. Determine the smallest value in the range X14:X92.
- _____ 5. Determine the standard deviation of the values in the range K4:K33.
- _____ 6. Determine the yearly payments on a \$4,500 loan at 8% for 7 years.
- _____ 7. Determine the value of a savings account at the end of 5 years after making five yearly payments of \$475 each and earning 3%.
- _____ 8. Round the value in cell L3 to the tenths place.
- _____ 9. Determine the present value of a pension plan that pays you 20 yearly payments of \$7,000 each; the current rate of return is 7.5%
- _____ 10. Determine the square root of 375.
- _____ 11. Determine the variance of the values in the range G9:G35.
- _____ 12. Determine how many cells in the range H7:H24 contain numbers.

UNIT 6 – Culminating Assessment

UNIT SUMMARY

Students will demonstrate effective use of tools and techniques learned in the course in the cumulative assessment.

LEARNING GOALS

Students will:

- The learner will start Excel, open an existing workbook, and save a workbook.
- The learner will move the active cell in a worksheet.
- The learner will select cells and enter data in a worksheet.
- The learner will zoom, preview, and print a worksheet.
- The learner will close a workbook and exit Excel.
- The learner will change column widths and row heights.
- The learner will position data within a cell by aligning, wrapping, rotating, and indenting.
- The learner will change the appearance of cells using fonts, font sizes, font styles, colors, and borders.
- The learner will change column widths and row heights.
- The learner will set the margins of a worksheet.
- The learner will insert headers and footers in a worksheet.
- The learner will Enter and edit operator formulas.
- The learner will use the sum button to add values in a range.
- The learner will use functions to solve mathematical problems.

ESSENTIAL QUESTIONS

- Why is it beneficial to use the format painter to finish this spreadsheet?
- Why would you want to use the click and drag feature on your formulas?

STANDARDS

New Jersey Core Curriculum Content Standards - Technology

- Standard 8.1.8.A.4 Generate a spreadsheet to calculate, graph, and present information.
- Standard 8.1.8.A.5 Select and use appropriate tools and digital resources to accomplish a variety of tasks and to solve problems.
- Standard 8.1.8.E.1 Gather and analyze findings using data collection technology to produce a possible solution for a content-related or real-world problem.

New Jersey Core Curriculum Content Standards – 21st Century Life and Careers

- Standard 9.1.8.E.1 Explain how technology has strengthened the role of digital media in the global society.

Microsoft Excel – Shopping Spree – Lesson Overview

DAYS	OBJECTIVE	PROCEDURE
20-25	<p>Create a spreadsheet using real time data.</p>	<ol style="list-style-type: none"> 1. Students will open Microsoft Excel 2. Students will use the Office button and select Open on the Office menu. 3. Students will save a file by using the Office button and selecting Save on the Office menu. 4. Students will enter data in a cell. 5. Students will change the width of a column by clicking and dragging to the desired width. 6. Students will merge and center text within a cell. 7. Students will change the orientation of text by clicking the Orientation button from the Alignment Group in the Home tab of the ribbon. 8. Students will change the font face of selected text. 9. Students will change the font style of selected text. 10. Students will change the font color of selected text. 11. Students will change the fill colors of selected cells. 12. Students will insert borders to the selected cell or range of cells. 13. Students will change the number format to the accounting format. 14. Students will set the margins of a worksheet. 15. Students will insert headers and footers. 16. Students will write a formula that will add, subtract, multiply or divide using cell references. 17. Students will use the AutoSum button to quickly sum a range of values. 18. Students will write a function formula that contains an equal sign, a function name and an argument.

WARREN TOWNSHIP SCHOOLS

Microsoft Excel

LESSON PLAN

GRADE: 7

UNIT: Shopping Spree

DAYS: 20 to 25

STANDARDS:

8.1.8.A.4 Generate a spreadsheet to calculate, graph, and present information

8.1.8.A.5 Select and use appropriate tools and digital resources to accomplish a variety of tasks and to solve problems.

8.1.8.E.1 Gather and analyze findings using data collection technology to produce a possible solution for a content-related or real-world problem.

9.1.8.E.1 Explain how technology has strengthened the role of digital media in the global society.

OBJECTIVE:

The learner will start Excel, open an existing workbook, and save a workbook.

The learner will move the active cell in a worksheet.

The learner will select cells and enter data in a worksheet.

The learner will zoom, preview, and print a worksheet.

The learner will close a workbook and exit Excel.

The learner will change column widths and row heights.

The learner will position data within a cell by aligning, wrapping, rotating, and indenting.

The learner will change the appearance of cells using fonts, font sizes, font styles, colors, and borders.

The learner will change column widths and row heights.

The learner will set the margins of a worksheet.

The learner will insert headers and footers in a worksheet.

The learner will Enter and edit operator formulas.

The learner will use the sum button to add values in a range.

The learner will use functions to solve mathematical problems.

WARREN TOWNSHIP SCHOOLS

Microsoft Excel

LESSON PLAN (Continued)

GRADE: 7

UNIT: Shopping Spree

DAYS: 20 to 25

PROCEDURE:

1. Students will open Microsoft Excel using the start button.
2. Students will save the spreadsheet to their H: drive as Shopping Spree.
3. Students will enter text labels in the appropriate cells.
4. Students will change the column width according to the size of the labels or items within the column.
5. Students will go online and find items they wish to “purchase”.
6. Students will enter those items and include the title, price and the URL where they found the item.
7. Students will write an operator formula to calculate the subtotal of all items.
8. Students will write an operator formula to calculate the tax of all items if necessary.
9. Students will write a function formula to calculate the total cost of all items.
10. Students will change the font face and size of all text.
11. Students will make the category labels larger than the rest of the text.
12. Students will change the font styles of the category labels.
13. Students will change the fill color of every other row.
14. Students will insert a border that has a thick border on the outside and a thin border on the inside.
15. Students will insert a header and footer.
16. Students will change the margin to narrow.
17. Students will print the spreadsheet.

Warren Township Schools

Microsoft Excel

Shopping Spree Rubric

SKILL	1 (BEGINNING)	2 (DEVELOPING)	3 (ACCOMPLISHED)	4 (EXEMPLARY)
Entering Text	Entered required text on 40% of the spreadsheet	Entered required text on 60% of the spreadsheet	Entered required text on 80% of the spreadsheet	Entered required text on 100% of the spreadsheet
Changing Column Widths	Changed the column widths to fit the text within the column on 40% of the spreadsheet	Changed the column widths to fit the text within the column on 60% of the spreadsheet	Changed the column widths to fit the text within the column on 80% of the spreadsheet	Changed the column widths to fit the text within the column on 100% of the spreadsheet
Operator Formulas (Subtotal)	Used the correct operator formula to calculate the subtotal on 40% of the spreadsheet	Used the correct operator formula to calculate the subtotal on 60% of the spreadsheet	Used the correct operator formula to calculate the subtotal on 80% of the spreadsheet	Used the correct operator formula to calculate the subtotal on 100% of the spreadsheet
Operator Formulas (Tax)	Used the correct operator formula to calculate tax on 40% of the spreadsheet	Used the correct operator formula to calculate tax on 60% of the spreadsheet	Used the correct operator formula to calculate tax on 80% of the spreadsheet	Used the correct operator formula to calculate tax on 100% of the spreadsheet
Function Formulas	Used the correct operator formula to calculate the total on 40% of the spreadsheet	Used the correct operator formula to calculate the total on 60% of the spreadsheet	Used the correct operator formula to calculate the total on 80% of the spreadsheet	Used the correct operator formula to calculate the total on 100% of the spreadsheet
Changing the Font Face and Size	Changed the font face and size on 40% of the spreadsheet	Changed the font face and size on 60% of the spreadsheet	Changed the font face and size on 80% of the spreadsheet	Changed the font face and size on 100% of the spreadsheet
Changing Font Styles	Changed the font styles on required text on 40% of the spreadsheet	Changed the font styles on required text on 60% of the spreadsheet	Changed the font styles on required text on 80% of the spreadsheet	Changed the font styles on required text on 100% of the spreadsheet
Fill Color	Changed the fill color on 40% of the spreadsheet	Changed the fill color on 60% of the spreadsheet	Changed the fill color on 80% of the spreadsheet	Changed the fill color on 100% of the spreadsheet
Borders	Inserted borders on 40% of the spreadsheet	Inserted borders on 60% of the spreadsheet	Inserted borders on 80% of the spreadsheet	Inserted borders on 100% of the spreadsheet
Header and Footer	Inserted 40% of the required text on the header or footer	Inserted 60% of the required text on the header or footer	Inserted 80% of the required text on the header or footer	Inserted 100% of the required text on the header or footer
Margins	Inserted margins on 40% of the spreadsheet	Inserted margins on 60% of the spreadsheet	Inserted margins on 80% of the spreadsheet	Inserted margins on 100% of the spreadsheet
TOTALS				
Grand Total:				
STUDENT NAME:				
SECTION:		DATE:		

Grading Rubric - Shopping Spree - total of 50 points		
Student Name		
SHOPPING SPREE		
	Possible Points	Earned Points
Formulas:		
subtotal	5	
Tax	5	
Total	5	
Grand Total	5	
Amount Left	5	
Formatting:		
Change font	3	
rows colors	3	
currency	3	
border	3	
headers and footers	3	
print row and column labels	3	
Text wraps	3	
Worksheet set up	4	
TOTAL POINTS	50	

ULTRA KEY LICENSING INFORMATION

Package Received:

1 X UltraKey 5.0 Data Server Software for Win application binder with 1 install CD
Sean Convery has binder.

Download the complete product by visiting <http://www.bytesoflearning.com/english/view/221>

Important Instructions:

Write down the serial number and access code or key in the “Activation” section of the printed manual.
Print and add the attached information to your License Terms envelope for safekeeping.

Version Summary:

You have purchased the Network IP version.

UltraKey 5.0.

Network IP provides the ultimate class management using the UltraKey Data

Server Software, which communicates with UltraKey through internet protocol over any LAN, WAN or the Internet. No browser or web-server is required for the communication to occur. The Data Server Software locates the student data, class options, typing content and individual preferences in a common data base located at a central location. The records for every school and student in the district can be stored in one convenient location. At the same time, the actual management of the learning including challenge levels, practice material and choices of interface remain in the hands of each individual teacher.

Important Contact Information:

Technical Support, contact Julie Sorensen at 1-800-465-6428 X 12

Customer Service contact Erica Willer at 1-800-465-6428 X 19

Erica Willer – Inside Sales Account Manager

Bytes of Learning Incorporated

445 Apple Creek Blvd Suite 204

Markham, Ontario, Canada L3R 9X7

Telephone: 905-947-4646 ext 19

Customer Toll-free: 800-465-6428

Fax: 905-475-8650

Web Site: www.bytesoflearning.com

STUDENT TEXTBOOK INFORMATION

MICROSOFT OFFICE 2010 (Introductory)

Pasewark and Pasewark
Course Technology – Cengage Learning

Hardcover SpiralBound
ISBN -13: 978-0-538-47551-8

Course Technology
20 Channel Center Street
Boston, Massachusetts 02210 USA

CONTENTS

Word
Excel
PowerPoint
Publisher
Outlook

<http://www.cengage.com/us/>
Student Textbook \$46.50

50 Student Copies ordered 3/21/2011



CONTACT INFORMATION:

Melissa Bobby
Account Representative - New Jersey Schools
Gale Cengage Learning
27500 Drake Rd, Farmington Hills, MI. 48331
(Phone) 800.877.4253 ext.8320
(Fax) 248.699.8043
(E-mail) melissa.bobby@cengage.com

MATERIALS AND RESOURCES

Teacher Resources

MICROSOFT OFFICE 2010 (Introductory)

Pasewark and Pasewark

Course Technology – Cengage Learning

TEACHER MADE MATERIALS

- Online Chapter Quizzes (Paper Copy Available if needed.)
- Assessment Answer Keys
- Sample Shopping Spree Spreadsheet

Student Needs and Resources

Internet Access

Online Quiz for Chapter 1

Online Quiz for Chapter 2

Online Quiz for Chapter 3

Online Quiz for Chapter 4

Online Quiz for Chapter 5

Excel Chapter Tests

Grade 7

Quiz - Answer Keys

Chapter 1 Quiz

- 1) The primary advantage of the worksheet is the ability to solve numerical quickly and accurately. TRUE
 - 2) A range is the intersection of a row and a column. FALSE
 - 3) You use the Go To command to preview a worksheet before you print it. FALSE
 - 4) You can use the Replace command to substitute Week for all instances of Period in a worksheet. TRUE
 - 5) Each time you save a worksheet, you must open the Save As dialog box. FALSE
-
- 1) Left one column Left arrow key
 - 2) Right one column Right arrow key
 - 3) Up one column Up arrow key
 - 4) Down one row Down arrow key
 - 5) To the first cell of a row Home key
 - 6) To cell A1 Ctrl+Home Keys
 - 7) To the last cell containing data Ctrl+End keys
 - 8) Up one window Page Up key
 - 9) Down one window Page Down key

Chapter 2 Quiz

- 1) A series of number signs (#####) in a cell indicates that the data entered in the cell is longer than the width of the cell. TRUE
- 2) Wrapped text is cut off within the cell when the data exceeds the width of a column. FALSE
- 3) The Merge & Center button combines several cells into one cell and places the data in the center of the merged cell. TRUE
- 4) You can place a border around the entire cell or only on certain sides of the cell. TRUE
- 5) The default number format for data in a cell is Text. FALSE

Excel Curriculum

Grade 7

Quiz - Answer Keys (continued)

Chapter 3 Quiz

- | | | |
|----|--|----------------------|
| 1) | If you paste data into cells with existing data, the pasted data appears after the existing data. | FALSE |
| 2) | The Fill commands are available only if you are copying the original cell. | TRUE |
| 3) | Deleting a row or column erases the data in that row or column. | TRUE |
| 4) | Splitting creates two or four panes in the worksheet. | TRUE |
| 5) | The spelling checker might not find all the misspellings or incorrectly used words in a worksheet. | TRUE |
| 1) | You are tired of typing repetitive data. | Fill or Copy |
| 2) | A portion of the worksheet would be more useful in another area of the worksheet. | Cut, Paste |
| 3) | You forgot to type a row of data in the middle of the worksheet. | Insert Sheet Rows |
| 4) | You no longer need a certain column in the worksheet. | Delete Sheet Columns |
| 5) | Column headings scroll out of view when you are working in the lower part of the worksheet. | Freeze Panes |
| 6) | You want to be sure that all words are spelled correctly in the worksheet. | Spelling |
| 7) | Your boss would rather not view your worksheet on the screen and has requested a copy on paper. | Print |
| 8) | You want to print only a selected area of the worksheet. | Print Area |

Chapter 4 Quiz

- | | | |
|-----|--|-------------|
| 1) | Adds the values in cell A3 and A4 | =A3+A4 |
| 2) | Subtracts the value in cell A4 from the value in cell A3 | =A3-A4 |
| 3) | Multiplies the value in cell A3 times 27 | =A3*27 |
| 4) | Divides the value in cell A3 by 27 | =A3/27 |
| 5) | Raises the value in cell A3 to the 27th power | =A3^27 |
| 6) | Divides the value in cell A3 by 27, and then adds the value in cell A4 | =A3/27+A4 |
| 7) | Divides the value in cell A3 by the result of 27 plus the value in cell A4 | =A3/(27+A4) |
| 8) | Multiplies the value in cell A3 times 27, and then divides the product by the value in cell A4 | =(A3*27)/A4 |
| 9) | Divides 27 by the value in cell A4, and then multiplies the result by the value in cell A3 | =A3*(27/A4) |
| 10) | Raises the value in A3 to the 27th power, and then divides the result by the value in A4 | =A3^27/A4 |

Excel Curriculum

Grade 7

Quiz - Answer Keys (continued)

Chapter 5

- | | |
|---|-------------------|
| 1) Determine the average of the values in the range B9:B45. | =AVERAGE(B9:B45) |
| 2) Determine the smallest value in the range S14:S90. | =MIN(Q14:Q90) |
| 3) Determine the standard deviation of the values in the range K4:K27. | =STDEV(I4:I27) |
| 4) Determine the yearly payments on a \$4,500 loan at 10% for 8 years. | =PMT(10%,8,4500) |
| 5) Determine the value of a savings account at the end of 5 years, after making \$450 yearly payments; the account earns 9%. | =FV(9%,5,450) |
| 6) Round the value in cell D3 to the tenths place | =ROUND(#REF!,1) |
| 7) Determine the present value of a pension plan that will pay you 20 yearly payments of \$5,000; the current rate of return is 7.5%. | =PV(7.5%,20,5000) |
| 8) Determine the square root of 275. | =SQRT(275) |
| 9) Determine the variance of the values in the range F9:F35. | =VAR(D9:D35) |
| 10) Add all the values in the range F4:F19. | =SUM(D4:D19) |
| 11) Determine how many cells in the range H7:H21 are filled with data. | =COUNT(F7:F21) |
| 12) Determine the largest value in the range E45:E92. | =MAX(E45:E92) |

	A	B	C	D	E	F	G
1							
2	Apparel & Accessories		Amount Given	\$5,000.00	Amount Left	\$1.23	
3	Item	Price	Quantity	Subtotal	Tax	Total	Site
4	Matador Hoodie	\$128.00	1	\$128.00		\$128.00	www.freepeople.com
5	True Religion Jeans	\$172.00	1	\$172.00		\$172.00	www.neimanmarcus.com
6	Love Juicy Couture Bracelet	\$68.00	1	\$68.00		\$68.00	www.juicycouture.com
7	Dior Strassy Sunglasses	\$420.00	1	\$420.00		\$420.00	www.neimanmarcus.com
8	Prada Tessuto Gauffre Handbag	\$495.00	1	\$495.00		\$495.00	www.neimanmarcus.com
9	Prada Metallic Ballerina Slippers	\$550.00	1	\$550.00		\$550.00	www.neimanmarcus.com
10	Jeweled Satin Ballet Flats	\$430.00	1	\$430.00		\$430.00	www.neimanmarcus.com
11							
12	Books, Music & Video						
13	Little Manhattan	\$18.87	1	\$18.87	\$1.32	\$20.19	www.bn.com
14	The Notebook	\$11.99	1	\$11.99	\$0.84	\$12.83	www.bn.com
15							
16	Computers and Electronics						
17	I pod I-touch	\$299.00	1	\$299.00	\$20.93	\$319.93	www.apple.com
18	En V Verizon Cell-phone	\$99.00	1	\$99.00	\$6.93	\$105.93	www.verizonwireless.com
19	Mac Book	\$1,099.00	1	\$1,099.00	\$76.93	\$1,175.93	www.apple.com
20	Wide Screen Portable DVD Player	\$150.00	1	\$150.00	\$10.50	\$160.50	www.neimanmarcus.com
21							
22	Health & Personal Care						
23	Herbal Essences Body Wash	\$8.12	19	\$154.28	\$10.80	\$165.08	www.drugfair.com
24	Mabeline Define-a-lash Mascara	\$3.99	24	\$95.76	\$6.70	\$102.46	www.cvs.com
25							
26	Sports & Outdoors						
27	Burton Lux Women's Snowboard	\$359.00	1	\$359.00	\$25.13	\$384.13	www.tactics.com
28	Wilson Performing Prestrung Racquet	\$89.99	1	\$89.99	\$6.30	\$96.29	www.mcsports.com
29				\$0.00	\$0.00	\$0.00	
30	Toys & Games						
31	Friendship Bracelet Kit	\$14.95	2	\$29.90	\$2.09	\$31.99	www.kbtoys.com
32	Madame Alexander Barbie Doll	\$150.00	1	\$150.00	\$10.50	\$160.50	www.neimanmarcus.com
33							
34	Grand Total					\$4,998.77	