Microsoft Excel /9th - 12th Grade

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Content	Skills	Learning Targets	Standards	Assessment	Resources & Technology
CEQ: **How can you use Excel to make business decisions?** UEQ: •*How do you use the Windows interface, mouse operations, and filed and folder management.* •*How to sign-in, use Windows, using apps, file management, switching between apps, saving files, changing screen resolution, exiting apps, using additional app features, and using help.*					
Office 2016 & Windows 10: Essential Concepts and Skills 1. Introduction to the Windows 10 Operating System 2. Introduction to	**Office 2016 & Windows 10: Essential Concepts and Skills** 1. Use a touch screen 2. Perform basic mouse operations 3. Start Windows and sign	**Office 2016 & Windows 10: Essential Concepts and Skills** LT1. I can use a touch screen LT2. I can perform basic mouse operations LT3. I can start Windows and	**Office 2016 & Windows 10: Essential Concepts and Skills** NBEA Information Technology Standard II Informational Literacy NBEA Information	**Office 2016 & Windows 10: Essential Concepts and Skills** **CFA** = Apply Your Knowledge **CFA** = Extend Your Knowledge	**Office 2016 & Windows 10: Essential Concepts and Skills** Textbook: Microsoft Office 365 Excel 2016 Comprehensive: Microsoft Office 2016

Microsoft Office 2016 3. Running and Using an App 4. Document Properties 5. Printing, Saving, and Organizing Files 6. Screen Resolution 7. Additional Common Features of Office Apps 8. Renaming, Moving, and Deleting Files 9. Microsoft OFfice and Windows Help UEQ: •*How to create a personal budget worksheet and chart.* •*How to utilize an Excel worksheet to summarize data and chart easily.*	in to an account 4. Identify the objects on the Windows 10 desktop 5. Identify the apps in and versions of Microsoft Office 2016 6. Run an app 7. Identify the components of the Microsoft Office ribbon 8. Create folders 9. Save files 10. Change screen resolution 11. Perform basic tasks in Microsoft office apps 12. Manage files 13. Use Microsoft Office Help and Windows Help	sign in to an account LT4. I can identify the objects on the Windows 10 desktop LT5. I can identify the apps in and versions of Microsoft Office 2016 LT6. I can run an app LT7. I can identify the components of the Microsoft Office ribbon LT8. I can create folders LT9. I can save files LT10. I can change screen resolution LT11. I can perform basic tasks in Microsoft Office apps LT12. I can manage files LT13. I can use Microsoft Office Help and Windows Help	Technology Standard V Operating Systems NBEA Information Technology VI Input Technologies NBEA Information Technology Standard VII Applications	**CFA** = Expand Your World **CFA** = In the Labs **CSA** = Project/Unit Test	and Windows 10 Technology: Cengage Mindtap and Microsoft Excel Key Vocabulary: Windows 10, operating system (OS), app, gesture, scroll bar, scroll arrows, scroll box, keyboard shortcut, user account, user name, password, user icon, lock screen, sign-in screen, Recycle Bin, file, suite, OneDrive, workbooks, worksheets, charts, tables, web support, Start button, folder, menu, command, sheet tab, heading, column row heading, cell, cell reference,
Creating a Worksheet and a Chart 1. Selecting a Cell 2. Entering Text 3. Entering Numbers 4. Calculating a Sum	**Creating a Worksheet and a Chart** 1. Describe the Excel worksheet 2. Enter text and numbers 3. Use the Sum button to	**Creating a Worksheet and a Chart** LT1. I can describe the Excel worksheet LT2. I can enter text and numbers	**Creating a Worksheet and a Chart** NBEA Information Technology Standard II Informational Literacy NBEA Information	**Creating a Worksheet and a Chart** **CFA** = Project - Personal Budget Worksheet and Chart **CFA** = Apply Your	**Creating a Worksheet and a Chart** Textbook: Microsoft Office 365 Excel 2016 Comprehensive:

5. Using the Fill Handle to Copy a Cell to Adjacent Cells 6. Formatting a Worksheet 7. Adding a Pie Chart to a Worksheet 8. Changing the Sheet Tab Names 9. Printing a Worksheet 10. Autocalculate 11. Correcting Errors UEQ: •*How to create a worksheet with formulas and functions..* •*How to format a worksheet wor make it easier to read.*	sum a range of cells 4. Enter a simple function 5. Copy the contents of a cell to a range of cells using the fill handle 6. Create a 3-D pie chart 7. Change a worksheet name and sheet tab color 8. Change document properties 9. Preview and print a worksheet 10. Use the AutoCalculate area to display statistics 11. Correct errors on a worksheet	LT3. I can use the sum button to sum a range of cells LT4. I can enter a simple function LT5. I can copy the contents of a cell to a range of cells using the fill handle LT6. I can create a 3-D pie chart LT7. I can change a worksheet name LT8. I can change document properties LT9. I can preview and print a worksheet LT10. I can use the AutoCalculate area to display statistics LT11. I can correct errors on a worksheet	Technology Standard V Operating Systems NBEA Information Technology VI Input Technologies NBEA Information Technology Standard VII Applications NBEA Informational Technology Standard XIV Information Technology Planning and Acquisition	Knowledge **CFA** = Extend Your Knowledge **CFA** = Expand Your World **CFA** = In the Labs **CSA** = Project/Unit Test	Module One Technology: Cengage Mindtap and Microsoft Excel Key Vocabulary: select, text, AutoCorrect, number, SUM function, range, source area, copy area, destination area, paste area, fill handle, format, font, font style, font size, point size, font colors, cell style, merging cells, chart sheet, data series, document properties, standard properties, automatically updated properties, hard copy, printout, green computing, portrait orientation, landscape orientation, AutoCalculate area, edit mode, in-cell editing, insert mode, overtype mode
Formulas, Functions, and Formatting 1. Entering the Titles and Numbers into the Worksheet 2. Flash Fill	**Formulas, Functions, and Formatting** 1. Use Flash Fill 2. Enter formulas using the keyboard	**Formulas, Functions, and Formatting** LT1. I can use flash fill LT2. I can enter formulas using the keyboard	**Formulas, Functions, and Formatting** NBEA Information Technology Standard II Informational Literacy	**Formulas, Functions, and Formatting** **CFA** = Project - Worksheet with Formulas and Functions	**Formulas, Functions, and Formatting** Textbook: Microsoft

3. Entering Formulas 4. Options Buttons 5. Using the AVERAGE, MAX, and MIN Functions 6. Verifying Formulas Using Range Finder 7. Formatting the Worksheet 8. Checking Spelling 9. Printing the Worksheet 10. Displaying and Printing the Formulas Version of the Worksheet UEQ: •*How to utilize techniques that will enhance ability to create worksheets and draw charts.* •*How to utilize Excel to automatically enter and format values based on a perceived pattern in the existing values.*	3. Enter formulas using Point mode 4. Apply the MAX, MIN, and AVERAGE functions 5. Verify a formula using Range Finder 6. Apply a theme to a workbook 7. Apply a date format to a cell or range 8. Add conditional formatting to cells 9. Change column width and row height 10. Check spelling on a worksheet 11. Change margins and headers in Page Layout view 12. Preview and print versions and sections of a worksheet	LT3. I can enter formulas using Point Mode LT4. I can apply the MAX, MIN, and AVERAGE functions LT5. I can verify a formula using Range Finder LT6. I can apply a theme to a workbook LT7. I can Apply a date format to a cell or range LT8. I can add conditional formatting to cells LT9. I can change column width and row height LT10. I can check spelling on a worksheet LT11. I can change margins on headers in Page Layout view LT12. I can preview and print versions and a sections of a worksheet	NBEA Information Technology Standard V Operating Systems NBEA Information Technology VI Input Technologies NBEA Information Technology Standard VII Applications	**CFA** = Apply Your Knowledge **CFA** = Extend Your Knowledge **CFA** = Expand Your World **CFA** = In the Labs **CSA** = Project/Unit Test	Office 365 Excel 2016 Comprehensive: Module Two Technology: Cengage Mindtap and Microsoft Excel Key Vocabulary: flash fill, formula, circular reference, direct circular reference, indirect circular reference, order of operations, point mode, source range, destination range, MAX function, MIN function, Average function, range finder, theme, character, pixel, best fit, spelling checker, header, margins, debugging,

Working with Large Worksheets, Charting, and What-If Analysis	Working with Large Worksheets, Charting, and What-If Analysis	Working with Large Worksheets, Charting, and What-If Analysis	Working with Large Worksheets, Charting, and What-If Analysis	Working with Large Worksheets, Charting, and What-If Analysis	Working with Large Worksheets, Charting, and What-If Analysis
1. Rotating Text and Using the Fill Handle to Create a Series 2. Copying a Range of Cells to a Nonadjacent Destination Area 3. Inserting and Deleting Cells in a Worksheet 4. Absolute Versus Relative Addressing 5. Making Decisions-The IF Function 6. Adding and Formatting Sparkline Charts 7. Formatting the Worksheet 8. Adding a Clustered Column Chart to the Workbook 9. Organizing the Workbook 10. Changing the View of the Worksheet 11. What-If Analysis 12. Insights	1. Rotate text in a cell 2. Create a series of month names 3. Copy, paste, insert, and delete cells 4. Format numbers using format symbols 5. Enter and format the system date 6. Use absolute and mixed cell references in a formula 7. Use the IF function to perform a logical test 8. Create and format sparklines 9. Change sparkline chart types and styles 10. Use the Format Painter button to format cells 11. Create a clustered column chart on a separate chart sheet 12. Use chart filters to display a subset of data in a chart 13. Change the chart type and style	LT1. I can rotate text in a cell LT2. I can create a series of month names LT3. I can copy, paste, insert, and delete cells LT4. I can format numbers using format symbols LT5. I can enter and format the system date LT6. I can use absolute and mixed cell references in a formula LT7. I can use the IF function to perform a logical test LT8. I can create and format sparklines LT9. I can change sparkline chart types and styles LT10. I can use the Format Painter button to format cells LT11. I can create a clustered column chart on a separate chart sheet LT12. I can use chart filters to display a subset of data in a chart LT13. I can change the chart type and style	NBEA Information Technology Standard II Informational Literacy NBEA Information Technology Standard V Operating Systems NBEA Information Technology VI Input Technologies NBEA Information Technology Standard VII Applications	CFA = Project - Financial Projection Worksheet with the What-if Analysis and Chart CFA = Apply Your Knowledge CFA = Extend Your Knowledge CFA = Expand Your World CFA = In the Labs CSA = Project/Unit Test	Textbook: Microsoft Office 365 Excel 2016 Comprehensive: Module Three Technology: Cengage Mindtap and Microsoft Excel Key Vocabulary: assumptions, office clipboard, drag and drop, #REF, NOW function, absolute cell referencing, relative cell referencing, mixed cell reference, nested IF function, category names, data series, what-if analysis,

	14. Reorder sheet tabs 15. Change the worksheet view 16. Freeze and unfreeze rows and columns 17. Answer what-if questions 18. Goal seek to answer what-if questions 19. Use the Smart Lookup Insight 20. Understand accessibility features	LT14. I can reorder sheet tabs LT15. I can change the worksheet view LT16. I can freeze and unfreeze rows and columns LT17. I can answer what-if questions LT18. I can goal seek to answer what-if questions LT19. I can use Smart Lookup Insight LT20. I can understand accessibility features			
UEQ: •*How to utilize financial functions to determine a monthly payment for a loan and to determine present value of an investment.* •*How to utilize data tables to analyze data.*					
Financial Functions, Data Tables, and Amortization Schedules 1. Creating Cell Names 2. Using a Data Table to Analyze Worksheet Data 3. Creating an Amortization Schedule 4. Printing Sections of	**Financial Functions, Data Tables, and Amortization Schedules** 1. Assign a name to a cell and refer to the cell in a formula using the assigned name 2. Determine the monthly payment of a loan using the financial function PMT	**Financial Functions, Data Tables, and Amortization Schedules** LT1. I can assign a name to a cell and refer to the cell in a formula using the assigned name LT2. I can determine the monthly payment of a loan using the financial function PMT	**Financial Functions, Data Tables, and Amortization Schedules** NBEA Information Technology Standard II Informational Literacy NBEA Information Technology Standard V Operating Systems NBEA Information	**Financial Functions, Data Tables, and Amortization Schedules** **CFA** = Project - Mortgage Payment Calculator with Data Table and Amortization Schedule **CFA** = Apply Your Knowledge	**Financial Functions, Data Tables, and Amortization Schedules** Textbook: Microsoft Office 365 Excel 2016 Comprehensive: Module Four Technology: Mindtap

the Worksheet 5. Protecting and Hiding Worksheets and Workbooks 6. Formula Checking UEQ: •*How to create a cumulative worksheet, enter formulas and functions that reference cells from other worksheets.*	3. Understand the financial functions PV (present value) and FV (future value) 4. Create a data table to analyze data in a worksheet 5. Create an amortization schedule 6. Control the color and thickness of outlines and borders 7. Add a pointer to a data table 8. Analyze worksheet data by changing values 9. Use range names and print sections of a worksheet 10. Set print options 11. Protect and unprotect cells in a worksheet 12. Hide and unhide worksheets and workbooks 13. Use the formula checking features of Excel	LT3. I can understand the financial functions PV (present value) and FV (future value) LT4. I can create a data table to analyze data in a worksheet LT5. I can create an amortization schedule LT6. I can control the color and thickness of outlines and borders LT7. I can add a pointer to a data table LT8. I can analyze worksheet data by changing values LT9. I can use range names and print sections of a worksheet LT10. I can set print options LT11. I can protect and unprotect cells in a worksheet LT12. I can hide and unhide worksheets and workbooks LT13. I can use the formula checking features of Excel	Technology VI Input Technologies NBEA Information Technology Standard VII Applications	**CFA** = Extend Your Knowledge **CFA** = Expand Your World **CFA** = In the Labs **CSA** = Project/Unit Test	and Microsoft Excel Key Vocabulary: data table, amortization schedule, cell protection, formula checker, PMT function, FV function, data table, one-input data table, PV function, annuity, unprotected cells, protected cells

•How to create custom format codes and cell styles. **Working with Multiple Worksheets and Workbooks** 1. Creating the Consolidated Worksheets 2. Fill Series 3. Date, Time, and Round FUnctions 4. Format Codes 5. Creating a Cell Style 6. Working with Multiple Worksheets 7. Referencing Cells Across Worksheets 8. Formatting Pie Charts 9. Creating Separate Files from Worksheets 10. Consolidating Data by Linking Separate Workbooks	**Working with Multiple Worksheets and Workbooks** 1. Format a consolidated worksheet 2. Fill using a linear series 3. Use date, time, and rounding functions 4. Apply a custom format code 5. Create a new cell style 6. Copy a worksheet 7. Drill to add data to multiple worksheets at the same time 8. Select and deselect sheet combinations 9. Enter formulas that use 3-D cell references 10. Use the paste gallery 11. Format a 3-D pie chart with an exploded slice and lead lines 12. Save individual worksheets as a seperate workbook files 13. View and hide multiple	**Working with Multiple Worksheets and Workbooks** LT1. I can format a consolidated worksheet LT2. I can fill using a linear series. LT3. I can use date, time, and rounding functions. LT4. I can apply a custom format code LT5. I can create a new cell style LT6. I can copy a worksheet LT7. I can drill to add data to multiple worksheets at the same time LT8. I can select and deselect sheet combinations LT9. I can enter formulas that use 3-D references LT10. I can use the paste gallery LT11. I can format a 3-D pie chart with an exploded slice and lead lines LT12. I can save individual	**Working with Multiple Worksheets and Workbook** NBEA Information Technology Standard II Informational Literacy NBEA Information Technology Standard V Operating Systems NBEA Information Technology VI Input Technologies NBEA Information Technology Standard VII Applications	**Working with Multiple Worksheets and Workbooks** **CFA** = Project - Consolidated Expenses Worksheet **CFA** = Apply Your Knowledge **CFA** = Extend Your Knowledge **CFA** = Expand Your World **CFA** = In the Labs **CSA** = Project/Unit Test	**Working with Multiple Worksheets and Workbooks** Textbook: Microsoft Office 365 Excel 2016 Comprehensive: Module Five Technology: Cengage Mindtap and Microsoft Excel Key Vocabulary: consolidation, data series, auto fill series, linear series, growth series, serial number, TODAY function, ROUND function, format code, Normal style, drilling an entry, worksheet reference, 3-D range, 3-D reference, linking, link, dependent workbook, workbooks, absolute

	workbooks 14. Consolidate data by linking separate workbooks	worksheets as a seperate workbook files LT13. I can view and hide multiple workbooks LT14. I can consolidate data by linking separate work books			path,
UEQ: •*How to create a table in Excel.* •*How to utilize a table to add and delete records, change the values of fields in records, sort the records so that Excel presents them in a different order, determine subtotals for numeric fields, display records that meet comparison criteria,, and analyze data using database functions.*					
Creating, Sorting, and Querying a Table 1. Creating a Table 2. Using a Lookup Table 3. Adding Calculated Fields to the Table 4. Conditional Formatting 5. Working with Tables in Excel	**Creating, Sorting, and Querying a Table** 1. Create and manipulate a table 2. Delete duplicate records 3. Add calculated columns to a table with structured references 4. Use the VLOOKUP function to look up a	**Creating, Sorting, and Querying a Table** LT1. I can create and manipulate a table LT2. I can delete duplicate records LT3. I can add calculated columns to a table with structured references	**Creating, Sorting, and Querying a Table** NBEA Information Technology Standard II Informational Literacy NBEA Information Technology Standard V Operating Systems NBEA Information Technology VI Input	**Creating, Sorting, and Querying a Table** **CFA** = Project - Coffee Craft Daily Specials **CFA** = Apply Your Knowledge **CFA** = Extend Your Knowledge **CFA** = Expand Your World	**Creating, Sorting, and Querying a Table** Textbook: Microsoft Office 365 Excel 2016 Comprehensive: Module Six Technology: Cengage Mindtap and Microsoft

6. Sorting a table 7. Querying a Table Using AutoFilter 8. Using Criteria and Extract Ranges 9. USing Database Functions 10. Using the Sumif, Countif, Match, and Index Functions 11. Summarizing Data 12. Treemap Charts	value in a table 5. Use icon sets with conditional formatting 6. Insert a total row 7. Sort a table on one field or multiple fields 8. Sort, query, and search a table using AutoFilter 9. Remove filters 10. Create criteria and extract ranges 11. Apply database and statistical functions 12. Use the MATCH and INDEX functions to find a value in a table 13. Display automatic subtotals 14. Use outline features to group, hide, and unhide data 15. Create a treemap chart	LT4. I can use the VLOOKUP function to look up a value in a table LT5. I can use icon sets with conditional formatting LT6. I can insert a total row LT7. I can sort a table on one field or multiple fields LT8. I can sort, query, and search a table using AutoFilter LT9. I can remove filters LT10. I can create criteria and extract ranges LT11. I can apply database and statistical functions LT12. I can use the MATCH and INDEX functions to find a value in a table LT13. I can display automatic subtotals LT14. I can use outline features to group, hide, and unhide data LT15. I can create a treemap chart	Technologies NBEA Information Technology Standard VII Applications	**CFA** = In the Labs **CSA** = Project/Unit Test	Excel Key Vocabulary: table array, lookup table, HLOOKUP function, VLOOKUP function, lookup value, table arguments, return value, column index number, calculated field, computational field, structured reference, sorting, ascending order, descending order, sort keys, criteria, query, search string, DAVERAGE function, DCOUNT function, control field, outline symbols, treemap chart,
UEQ: •*How to create a template and import data.* •*How utilize SmartArt, images, and screenshots.*					
Creating Templates, Importing Data, and	**Creating Templates, Importing Data, and**	**Creating Templates,**	**Creating Templates, Importing Data, and**	**Creating Templates, Importing Data, and**	**Creating Templates,**

Working with SmartArt, Images, and Screenshots	Working with SmartArt, Images, and Screenshots	Importing Data, and Working with SmartArt, Images, and Screenshots	Working with SmartArt, Images, and Screenshots	Working with SmartArt, Images, and Screenshots	Importing Data, and Working with SmartArt, Images, and Screenshots
1. Importing Data 2. Using the Quick Analysis Gallery 3. Using the Find and Replace Commands 4. Inserting a Bar Chart 5. Working with Smartart Graphics 6. Using Screenshots on a Worksheet UEQ: •*How to create a 2-D line chart and add a trendline.*	1. Create and use a template 2. Import data from a text file, an Access database, a webpage, and a Word document 3. Use text functions 4. Paste values and paste text 5. Transpose data while pasting it 6. Convert text to columns 7. Replicate formulas 8. Use the Quick Analysis gallery 9. Find and replace data 10. Insert and format a bar chart 11. Insert and modify a SmartArt graphic 12. Add pictures to a SmartArt Graphic 13. Apply text effects 14. Include a hyperlinked screenshot	LT1. I can create and use a template. LT2. I can import data from a text file, an Access database, a webpage, and a Word document LT3. I can use text functions LT4. I can paste values and paste text LT5. I can transpose data while pasting it LT6. I can convert text to columns LT7. I can replicate formulas LT8. I can use the Quick Analysis gallery LT9. I can find and replace data LT10. I can insert and format a bar chart LT11. I can insert and modify a SmartArt graphic LT12. I can add pictures to a SmartArt Graphic LT13. I can apply text effects LT14. I can include a hyperlinked screenshot	NBEA Information Technology Standard II Informational Literacy NBEA Information Technology Standard V Operating Systems NBEA Information Technology VI Input Technologies NBEA Information Technology Standard VII Applications	**CFA** = Project - Home Security Systems **CFA** = Apply Your Knowledge **CFA** = Extend Your Knowledge **CFA** = Expand Your World **CFA** = In the Labs **CSA** = Project/Unit Test	Textbook: Microsoft Office 365 Excel 2016 Comprehensive: Module Seven Technology: Cengage Mindtap and Microsoft Excel Key Vocabulary: template, import, XML, text file, query, HTML, web query, replication, search string, SmartArt graphic, demote, screen clipping,

•How to create a PivotTable report and PivotChart.. **Working with Trendlines, PivotTables, PivotCharts, and Slicers** 1. Adding a Trendline to a Chart 2. Creating and Formatting PivotTable Reports 3. Summary Functions 4. Creating and Formatting PivotChart Reports 5. Working with Slicers UEQ:	**Working with Trendlines, PivotTables, PivotCharts, and Slicers** 1. Analyze worksheet data using a trendline 2. Create a PivotTable report 3. Format a PivotTable report 4. Apply filters to a PivotTable report 5. Create a PivotChart report 6. Format a PivotChart report 7. Apply filters to a PivotChart report 8. Analyze worksheet data using PivotTable and PivotChart reports 9. Create calculated fields 10. Create slicers to filter PivotTable and PivotChart reports 11. Format slicers 12. Analyze PivotTable and PivotChart reports using slicers	**Working with Trendlines, PivotTables, PivotCharts, and Slicers** LT1. I can analyze worksheet data using a trendline LT2. I can create a PivotTable report LT3. I can format a PivotTable report LT4. I can apply filters to a PivotTable report LT5. I can create a PivotChart report LT6. I can format a PivotChart report LT7. I can apply filters to a PivotChart report LT8. I can analyze worksheet data using PivotTable and PivotChart reports LT9. I can create calculated fields LT10. I can create slicers to filter PivotTable and PivotChart reports LT11. I can format slicers LT12. I can analyze PivotTable and PIvotChart	**Working with Trendlines, PivotTables, PivotCharts, and Slicers** NBEA Information Technology Standard II Informational Literacy NBEA Information Technology Standard V Operating Systems NBEA Information Technology VI Input Technologies NBEA Information Technology Standard VII Applications	**Working with Trendlines, PivotTables, PivotCharts, and Slicers** **CFA** = Project - LinkMe Internet Service Provider **CFA** = Apply Your Knowledge **CFA** = Extend Your Knowledge **CFA** = Expand Your World **CFA** = In the Labs **CSA** = Project/Unit Test	**Working with Trendlines, PivotTables, PivotCharts, and Slicers** Textbook: Microsoft Office 365 Excel 2016 Comprehensive: Module Eight Technology: Cengage Mindtap and Microsoft Excel Key Vocabulary: trendline, R-square value, calculated field

		reports using slicers			
•How to analyze a worksheet using formula auditing techniques and tracer arrows. *•How to establish data validation rules, and informed users about the validation rules.* *•How to solve a complex problem with Excel, including using trial and error, goal seeking, and Solver.* *•How to utilize Scenario Manager to managed different problems in the same worksheet.*					
Formula Auditing, Data Validation, and Complex Problem Solving 1. Formula Auditing 2. Data Validation 3. Customizing Excel Add-Ins 4. Solving Complex Problems 5. Using Solver to Solve Complex Problems 6. Using Scenarios and Scenario Manager to	**Formula Auditing, Data Validation, and Complex Problem Solving** 1. Use formula auditing techniques to analyze a worksheet 2. Trace precedents and dependents 3. Use error checking to identify and correct errors 4. Add data validation rules to cells 5. Enable the Solver add-in 6. Use trial and error to solve a problem on a	**Formula Auditing, Data Validation, and Complex Problem Solving** LT1. I can use formula auditing techniques to analyze a worksheet LT2. I can trace precedents and dependents LT3. I can use error checking to identify and correct errors LT4. I can add data validation rules to cells LT5. I can enable the Solver add-in	**Formula Auditing, Data Validation, and Complex Problem Solving** NBEA Information Technology Standard II Informational Literacy NBEA Information Technology Standard V Operating Systems NBEA Information Technology VI Input Technologies NBEA Information Technology Standard	**Formula Auditing, Data Validation, and Complex Problem Solving** **CFA** = Project - Life Coach Services Scheduling Analysis **CFA** = Apply Your Knowledge **CFA** = Extend Your Knowledge **CFA** = Expand Your World **CFA** = In the Labs **CSA** = Project/Unit Test	**Formula Auditing, Data Validation, and Complex Problem Solving** Textbook: Microsoft Office 365 Excel 2016 Comprehensive: Module Nine Technology: Cengage Mindtap and Microsoft Excel Key Vocabulary:

Analyze Data 7. Summarizing Scenarios	worksheet 7. Use goal seeking to solve a problem 8. Circle invalid data on a worksheet 9. Use Solver to solve a complex problem 10. Use the Scenario Manager to record and save sets of what-if assumptions 11. Create a Scenario Summary report 12. Create a Scenario PivotTable report	LT6. I can use trial and error to solve a problem on a worksheet LT7. I can use goal seeking to solve a problem LT8. I can circle invalid data on a worksheet LT9. I can use Solver to solve a complex problem LT10. I can use the Scenario Manager to record and save sets of what-if assumptions LT11. I can create a Scenario Summary report LT12. I can create a Scenario PivotTable report	VII Applications		formula auditing, data validation, trial and error, constraint, precedent, circular reference, linear programming, decision variable cells, objective cell, scenarios
UEQ: •*How to enable data analysis in workbooks and customize the ribbon.* •*How to import dta, use the Query Editor, and use the Power Pivot.*					
Data Analysis with Power Tools and Creating Macros 1. Get & Transform 2. Power Pivot 3. Power View 4. 3D Maps 5. Power BI Creating a Home Page with Hyperlinks	**Data Analysis with Power Tools and Creating Macros** 1. Explain Excel's power tools 2. Customize the ribbon and enable data analysis 3. Use the Get & Transform data commands 4. Create a query using	**Data Analysis with Power Tools and Creating Macros** LT1. I can explain Excel's power tools LT2. I can customize the ribbon and enable data analysis LT3. I can use the Get &	**Data Analysis with Power Tools and Creating Macros** NBEA Information Technology Standard II Informational Literacy NBEA Information Technology Standard V Operating Systems	**Data Analysis with Power Tools and Creating Macros** **CFA** = Project - Business Decisions Demographics **CFA** = Apply Your Knowledge **CFA** = Extend Your	**Data Analysis with Power Tools and Creating Macros** Textbook: Microsoft Office 365 Excel 2016 Comprehensive: Module Ten

6. Macros	Query Editor 5. Build a PivotTable using Power Pivot 6. Explain data modelling 7. Create a measure 8. View cube functions 9. Use Power View 10. Create tiles in a Power View report 11. Use 3D Maps 12. Save a tour as an animation 13. Explain Power BI 14. Create hyperlinks 15. Use the macro recorder to create a macro 16. Execute a macro	Transform data commands LT4. I can create a query using Query Editor LT5. I can build a PivotTable using Power Pivot LT6. I can explain data modelling LT7. I can create a measure LT8. I can view cube functions LT9. I can use Power View LT10. I can create tiles in a Power View report LT11. I can use 3D Maps LT12. I can save a tour an an animation LT13. I can explain Power BI LT14. I can create hyperlinks LT15. I can use the macro recorder to create a macro LT16. I can execute a macro	NBEA Information Technology VI Input Technologies NBEA Information Technology Standard VII Applications	Knowledge **CFA** = Expand Your World **CFA** = In the Labs **CSA** = Project/Unit Test	Technology: Cengage Mindtap and Microsoft Excel Key Vocabulary: data modelling, data model, relational database, relationship, one-to-many, measure, cube function, data cubes, tile, hyperlink, macro
UEQ: •*How to develop a custom form for recording information, using form controls, ActiveX controls, and VBA code.* •*How to share excel workbooks.*					
User Interfaces, Visual Basic for Applications (VBA), and Collaboration Features in Excel 1. Designing the User	**User Interfaces, Visual Basic for Applications (VBA), and Collaboration Features in Excel** 1. Add and configure	**User Interfaces, Visual Basic for Applications (VBA), and Collaboration Features in Excel**	**User Interfaces, Visual Basic for Applications (VBA), and Collaboration Features in Excel**	**User Interfaces, Visual Basic for Applications (VBA), and Collaboration Features in Excel**	**User Interfaces, Visual Basic for Applications (VBA), and Collaboration**

Interface 2. Sharing and Collaboration 3. Gathering Feedback Using Comments 4. Tracking Changes on a Workbook 5. FInalizing a Workbook	worksheet form controls such as command buttons, option buttons, and check boxes 2. Record user input to another location on the worksheet 3. Understand Visual Basic for Applications (VBA) code and explain event-driven programs 4. Explain sharing and collaboration techniques 5. Use passwords to assign protected and unprotected status to a worksheet 6. Compare and merge workbooks 7. Review a digital signature on a workbook 8. Insert, edit, delete, and review comments in a workbook 9. Manage tracked changes in a shared workbook 10. Format a worksheet background 11. Enhance charts and sparklines 12. Save a custom view of a worksheet	LT1. I can add and configure worksheet form controls such as command buttons, option buttons, and check boxes LT2. I can record user input to another location on the worksheet LT3. I can understand Visual Basic for Applications (VBA) code and explain event-driven programs LT4. I can explain sharing and collaboration techniques LT5. I can use passwords to assign protected and unprotected status to a worksheet LT6. I can compare and merge workbooks LT7. I can review a digital signature on a workbook LT8. I can insert, edit, delete, and review comments in a workbook LT9. I can manage tracked changes in a shared workbook LT10. I can format a worksheet background LT11. I can enhance charts and sparklines LT12. I can save custom view of a worksheet	NBEA Information Technology Standard II Informational Literacy NBEA Information Technology Standard V Operating Systems NBEA Information Technology VI Input Technologies NBEA Information Technology Standard VII Applications	**CFA** = Project - Global Pharmaceutical Company Sales Analysis **CFA** = Apply Your Knowledge **CFA** = Extend Your Knowledge **CFA** = Expand Your World **CFA** = In the Labs **CSA** = Project/Unit Test	**Features in Excel** Textbook: Microsoft Office 365 Excel 2016 Comprehensive: Module Eleven Technology: Cengage Mindtap and Microsoft Excel Key Vocabulary: option buttons, group box, check boxes, procedure, event-driven program, digital signature, digital certificate, certificate authority, self-signed projects, exclusive workbook, watermark, information rights management