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 &	Office 2016 & Windows	Office 2016 & Windows 10:	Office 2016 &	Office 2016 &	Office 2016 &
Windows 10: Essential	10: Essential Concepts and	Essential Concepts and	windows 10: Essential	Windows 10: Essential	windows 10: Essential
Concepts and Skills	SKIIIS	SKIIIS	NDEA Information	Concepts and Skills $CEA = Apply Vour$	Concepts and Skills
1. Introduction to the	2 Perform basic mouse	LT1. I can use a touch screen	Technology Standard U	CFA = Apply Your	Office 365 Excel 2016
Windows 10	2. renorm basic mouse	mouse operations	Informational Literacy	$\mathbf{CFA} = \text{Extend Vour}$	Comprehensive:
Operating System	3 Start Windows and sign	I T3 L can start Windows and	NREA Information	Knowledge	Microsoft Office 2016
 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: Essentia Concepts and Skills Textbook: Microsoft Office 365 Excel 2016 Comprehensive: Microsoft Office 2016

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

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5. Using the Fill Handle	sum a range of cells	LT3. I can use the sum button	Technology Standard V	Knowledge	Module One
to Copy a Cell to	4. Enter a simple function	to sum a range of cells	Operating Systems	CFA = Extend Your	
Adjacent Cells	5. Copy the contents of a	LT4. I can enter a simple	NBEA Information	Knowledge	Technology: Cengage
6. Formatting a	cell to a range of cells	function	Technology VI Input	CFA = Expand Your	Mindtap and Microsoft
Worksheet	using the fill handle	LT5. I can copy the contents	Technologies	World	Excel
7. Adding a Pie Chart to	6. Create a 3-D pie chart	of a cell to a range of cells	NBEA Information	$\mathbf{CFA} = $ In the Labs	
a Worksheet	7. Change a worksheet	using the fill handle	Technology Standard	CSA = Project/Unit Test	Key Vocabulary: select,
8. Changing the Sheet	name and sheet tab color	LT6. I can create a 3-D pie	VII Applications		text, AutoCorrect,
Tab Names	8. Change document	chart	NBEA Informational		number, SUM function,
9. Printing a Worksheet	properties	LT7. I can change a	Technology Standard		range, source area, copy
10. Autocalculate	9. Preview and print a	worksheet name	XIV Information		area, destination area,
11. Correcting Errors	worksheet	LT8. I can change document	Technology Planning		paste area, fill handle,
	10. Use the AutoCalculate	properties	and Acquisition		format, font, font style,
	area to display statistics	LT9. I can preview and print			font size, point size,
	11. Correct errors on a	a worksheet			font colors, cell style,
	worksheet	LT10.			merging cells, chart
		I can use the AutoCalculate			sheet, data series,
		area to display statistics			document properties,
UEQ:		LT11. I can correct errors on			standard properties,
• <i>How to create a</i>		a worksheet			automatically updated
worksheet with formulas					properties, hard copy,
and functions					printout, green
•How to format a					computing, portrait
worksheet wor make it					orientation, landscape
easier to read.					orientation,
					AutoCalculate area, edit
Formulas, Functions,					mode, in-cell editing,
and Formatting	Formulas, Functions, and	Formulas, Functions, and	Formulas, Functions,	Formulas, Functions,	insert mode, overtype
1. Entering the Titles	Formatting	Formatting	and Formatting	and Formatting	mode
and Numbers into the	1. Use Flash Fill	LTI. I can use flash fill	NBEA Information	CFA = Project -	Formulas, Functions,
Worksheet	2. Enter formulas using the	L12. I can enter formulas	Technology Standard II	Worksheet with	and Formatting
2. Flash Fill	keyboard	using the keyboard	Informational Literacy	Formulas and Functions	Textbook: Microsoft

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3. 4. 5. 6. 7. 8. 9. 10	 Entering Formulas Options Buttons Using the AVERAGE, MAX, and MIN Functions Verifying Formulas Using Range Finder Formatting the Worksheet Checking Spelling Printing the Worksheet Displaying and Printing the Formulas Version of the Worksheet 	 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 	Enter formulas using Point mode Apply the MAX, MIN, and AVERAGE functions Verify a formula using Range Finder Apply a theme to a workbook Apply a date format to a cell or range Add conditional formatting to cells Change column width and row height Check spelling on a worksheet Change margins and headers in Page Layout view 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 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, 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,
v c u f F	worksheets and draw charts. How to utilize Excel to automatically enter and format values based on a perceived pattern in the existing values.						

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

Colli	ings		Accor	unting II/9th - 12th Grade	St. Michael-Albertville High School		
UEQ: •How to function monthly loan an present investm •How to tables t	o utilize financial ns to determine a y payment for a nd to determine t value of an nent. o utilize data to analyze data.	 14. 15. 16. 17. 18. 19. 20. 	Reorder sheet tabs Change the worksheet view Freeze and unfreeze rows and columns Answer what-if questions Goal seek to answer what-if questions Use the Smart Lookup Insight 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			
Financ	ial Functions,						
Data T	ables, and	Fi	nancial Functions, Data	Financial Functions, Data	Financial Functions,	Financial Functions,	
Amorti	ization	Te	bles, and Amortization	Tables, and Amortization	Data Tables, and	Data Tables, and	Financial Functions,
Scheau	lles		Agging a name to a call	Schedules	Amortization	Amortization	Data Tables, and
I. Clea	ang Cen Names	1.	Assign a name to a cen	call and refer to the call in a	NREA Information	CEA - Project	Amortization
Δno^2	ly a Data Table to		formula using the	formula using the assigned	Technology Standard II	Mortange Payment	Textbook: Microsoft
Data			assigned name	name	Informational Literacy	Calculator with Data	Office 365 Excel 2016
Crea	ı atina an	2	Determine the monthly	I T2 I can determine the	NRFA Information	Table and Amortization	Comprehensive
Λm	ortization	۷.	navment of a loan using	monthly navment of a loan	Technology Standard V	Schedule	Module Four
Soho	adula		the financial function	using the financial function	Operating Systems	CEA = Apply Vour	wiodule roui
	ting Spatiang of				NDEA Information	CFA – Apply Toul	Tashnalagu Mindtar
+. Prin	ung Sections of		PIVI I	PIVI I	NBEA Information	Knowledge	rechnology: Mindtap

Collings Acco		inting II/9th - 12th Grade		St. Michael-Albertville High School			
	 the Worksheet 5. Protecting and Hiding Worksheets and Workbooks 6. Formula Checking 	3.	Understand the financial functions PV (present value) and FV (future value) Create a data table to analyze data in a	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	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
	UEQ: •How to create a cumulative worksheet, enter formulas and functions that reference	 5. 6. 7. 8. 9. 10 11 12 13 	 worksheet Create an amortization schedule Control the color and thickness of outlines and borders Add a pointer to a data table Analyze worksheet data by changing values Use range names and print sections of a worksheet Set print options Protect and unprotect cells in a worksheet Hide and unhide worksheets and workbooks Use the formula checking features of Excel 	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			checker, PMT function, FV function, data table, one-input data table, PV function, annuity, unprotected cells, protected cells
	cells from other worksheets.						

•How to create custom format codes and cell styles.						
Working with Multiple Worksheets and Workbooks	W	orking with Multiple	Working with Multiple Worksheets and	Working with Multiple Worksheets and	Working with Multiple Worksheets and	Working with
1 Creating the	v v	orkhooks	Workbooks	Workbook	Workbooks	Multinle Worksheets
Consolidated	1	Format a consolidated	I T1 I can format a	NBEA Information	CEA = Project -	and Workbooks
Worksheets	1.	worksheet	consolidated worksheet	Technology Standard II	Consolidated Expenses	Textbook: Microsoft
7 Fill Series	2	Fill using a linear series	LT2 L can fill using a linear	Informational Literacy	Worksheet	Office 365 Excel 2016
3 Date Time and	3	Use date time and	series	NBEA Information	CFA = Apply Your	Comprehensive:
Round FUnctions	5.	rounding functions	LT3. I can use date, time, and	Technology Standard V	Knowledge	Module Five
4. Format Codes	4.	Apply a custom format	rounding functions.	Operating Systems	CFA = Extend Your	
5. Creating a Cell Style		code	LT4. I can apply a custom	NBEA Information	Knowledge	Technology: Cengage
6. Working with	5.	Create a new cell style	format code	Technology VI Input	CFA = Expand Your	Mindtap and Microsoft
Multiple Worksheets	6.	Copy a worksheet	LT5. I can create a new cell	Technologies	World	Excel
7. Referencing Cells	7.	Drill to add data to	style	NBEA Information	CFA = In the Labs	
Across Worksheets		multiple worksheets at	LT6. I can copy a worksheet	Technology Standard	CSA = Project/Unit Test	Key Vocabulary:
8. Formatting Pie Charts		the same time	LT7. I can drill to add data to	VII Applications		consolidation, data
9. Creating Separate	8.	Select and deselect sheet	multiple worksheets at the			series, auto fill series,
Files from		combinations	same time			linear series, growth
Worksheets	9.	Enter formulas that use	LT8. I can select and deselect			series, serial number,
10. Consolidating Data		3-D cell references	sheet combinations			TODAY function,
by Linking Separate	10.	Use the paste gallery	LT9. I can enter formulas that			ROUND function,
Workbooks	11.	Format a 3-D pie chart	use 3-D references			format code, Normal
		with an exploded slice	LT10. I can use the paste			style, drilling an entry,
		and lead lines	gallery			worksheet reference,
	12.	Save individual	LT11. I can format a 3-D pie			3-D range, 3-D
		worksheets as a seperate	chart with an exploded slice			reference, linking, link,
		workbook files	and lead lines			dependent workbook,
	13.	View and hide multiple	LT12. I can save individual			workbooks, absolute

Collings	Acco	ounting II/9th - 12th Grade	St. Michael-Albertville High School		
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.	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,
Creating, Sorting, and	Creating Sorting and		Creating Souting and	Creating Sorting and	
1 Creating a Table	Ouerving a Table	Creating, Sorting, and	Ouerving a Table	Ouerving a Table	Creating, Sorting, and
2. Using a Lookup	1. Create and manipulate a	Ouerving a Table	NBEA Information	CFA = Project - Coffee	Ouerving a Table
Table	table	LT1. I can create and	Technology Standard II	Craft Daily Specials	Textbook: Microsoft
3. Adding Calculated	2. Delete duplicate records	manipulate a table	Informational Literacy	CFA = Apply Your	Office 365 Excel 2016
Fields to the Table	3. Add calculated columns	LT2. I can delete duplicate	NBEA Information	Knowledge	Comprehensive:
4. Conditional	to a table with structured	records	Technology Standard V	CFA = Extend Your	Module Six
Formatting	references	LT3. I can add calculated	Operating Systems	Knowledge	
5. Working with Tables	4. Use the VLOOKUP	columns to a table with	NBEA Information	CFA = Expand Your	Technology: Cengage
in Excel	function to look up a	structured references	Technology VI Input	World	Mindtap and Microsoft

Collings	Acco	ounting II/9th - 12th Grade		St. Michael-Albertville High School	
 Sorting a table Querying a Table Using AutoFilter Using Criteria and Extract Ranges USing Database Functions Using the Sumif, Countif, Match, and Index Functions Summarizing Data 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	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.	Creating Templates.	features to group, hide, and unhide data LT15. I can create a treemap chart	Creating Templates.	Creating Templates.	
Importing Data, and	Importing Data, and	Creating Templates,	Importing Data, and	Importing Data, and	Creating Templates,

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

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

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

Collings	Acco	unting II/9th - 12th Grade	St. Michael-Albertville High School			
Analyze Data 7. Summarizing 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.	 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	
Data Analysis with Power Tools and	Data Analysis with Power		Data Analysis with	Data Analysis with		
Creating Macros	Tools and Creating Macros	Data Analysis with Power	Power Tools and	Power Tools and	Data Analysis with	
1. Get & Transform	1. Explain Excel's power	Tools and Creating Macros	Creating Macros	Creating Macros	Power Tools and	
2. Power Pivot	tools	LT1. I can explain Excel's	NBEA Information	CFA = Project -	Creating Macros	
3. Power View	2. Customize the ribbon and	power tools	Technology Standard II	Business Decisions	Textbook: Microsoft	
4. 3D Maps	enable data analysis	LT2. I can customize the	Informational Literacy	Demographics	Office 365 Excel 2016	
5. Power BI Creating a	3. Use the Get & Transform	ribbon and enable data	NBEA Information	CFA = Apply Your	Comprehensive:	
Home Page with	data commands	analysis	Technology Standard V	Knowledge	Module Ten	
Hyperlinks	4. Create a query using	LT3. I can use the Get &	Operating Systems	CFA = Extend Your		

Collings	Accou	unting II/9th - 12th Grade	St. Michael-Albertville High School		
 6. Macros 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 	Query Editor5.Build a PivotTable using Power Pivot6.Explain data modelling7.Create a measure8.View cube functions9.Use Power View10.Create tiles in a Power View report11.Use 3D Maps12.Save a tour as an animation13.Explain Power BI14.Create hyperlinks15.Use the macro recorder to create a macro16.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
Basic for Applications	User Interfaces, Visual		User Interfaces, Visual	User Interfaces, Visual	
(VBA), and	Basic for Applications	User Interfaces, Visual	Basic for Applications	Basic for Applications	User Interfaces, Visual
Collaboration Features	(VBA), and Collaboration	Basic for Applications	(VBA), and	(VBA), and	Basic for Applications
in Excel	Features in Excel	(VBA), and Collaboration	Collaboration Features	Collaboration Features	(VBA), and
1. Designing the User	1. Add and configure	Features in Excel	in Excel	in Excel	Collaboration

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