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|  **Unit**  | **LEARNING OBJECTIVES/ PERFORMANCE STANDARDS**  | **SAMPLE ACTIVITIES**  | **ASSESSMENT STRATEGIES** | **RESOURCES** | **ASSESSMENT**  |
| Year**Unit II: Microsoft** **Excel** | DAY1 Students will be able to:  | DAY 2Students will be able to:  | DAY 3Students will be able to:  | DAY 4Students will be able to:  | DAY 5 |
| Year 7 / Young learners and further Education |  Create a worksheet and an embedded chart  Use formulas, functions, formatting and web queries  Use what-if analysis, charting, and work with large worksheet  |  Lesson 1, In the Lab  Lesson 2, In the Lab  Lesson 3, In the Lab  | Classwork Lesson 1 Case (test grade) Lesson 2 Case (test grade) Lesson 3 Case (test grade) (graded using school wide rubric #4)  | Microsoft Excel Textbook Internet | Use formulas, functions, formatting and web queries Create a worksheet and an embedded chart  |
| Year 8 / Young learners and further Education |  Create a worksheet and an embedded chart  Use formulas, functions, formatting and web queries  Use what-if analysis, charting, and work with large worksheet  |  Lesson 1, In the Lab  Lesson 2, In the Lab  Lesson 3, In the Lab  | Classwork Lesson 1 Case (test grade) Lesson 2 Case (test grade) Lesson 3 Case (test grade) (graded using school wide rubric #4)  | Microsoft Excel Textbook Internet | Create and edit a Microsoft Excel document Create a research paper Create a worksheet and an embedded chart  Use formulas, functions, formatting and web queries  |
| Year 9 / Young learners and further Education | Create a worksheet and an embedded chart  Use formulas, functions, formatting and web queries  Use what-if analysis, charting, and work with large worksheet  |  Lesson 1, In the Lab  Lesson 2, In the Lab  Lesson 3, In the Lab  | Classwork Lesson 1 Case (test grade) Lesson 2 Case (test grade) Lesson 3 Case (test grade) (graded using school wide rubric #4)  | Microsoft Excel Textbook Internet | Create a web page using Microsoft Excel Use what-if analysis, charting, and work with large worksheet |
| Year 10 / Young learners and further Education |  Create a worksheet and an embedded chart  Use formulas, functions, formatting and web queries  Use what-if analysis, charting, and work with large worksheet  |  Lesson 1, In the Lab  Lesson 2, In the Lab  Lesson 3, In the Lab  | Classwork Lesson 1 Case (test grade) Lesson 2 Case (test grade) Lesson 3 Case (test grade) (graded using school wide rubric #4)  | Microsoft Excel Textbook Internet | Create a worksheet and an embedded chart  Use formulas, functions, formatting and web queries  |
| Year 11 / Young learners and further Education |  Create a worksheet and an embedded chart  Use formulas, functions, formatting and web queries  Use what-if analysis, charting, and work with large worksheet  |  Lesson 1, In the Lab  Lesson 2, In the Lab  Lesson 3, In the Lab  | Classwork Lesson 1 Case (test grade) Lesson 2 Case (test grade) Lesson 3 Case (test grade) (graded using school wide rubric #4)  | Microsoft Excel Textbook Internet | Use what-if analysis, charting, and work with large worksheet  |