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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 2  Students will be able to: | DAY 3  Students will be able to: | DAY 4  Students 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 |