

BUSINESS & COMPUTER SCIENCE/BUSINESS MANAGEMENT
Computer Applications
Unit 4: Excel

Essential Understandings	▪ Excel is used to create a visual representation of numbers and trends. ▪ Toolbars and menus are used to create a variety of spreadsheets.
Essential Questions	▪ What is the correct format/style to use for each spreadsheet document? ▪ What is a function and why is it important? ▪ What is a range of cells? ▪ How charts created and what are the different styles? ▪ What is a “what if” analysis? ▪ What is an absolute reference?
Essential Knowledge	▪ Spreadsheets present economical and statistical information visually to assist in the decision making process. ▪ Formulas are the engine that makes excel work for business, science, and economics.
Vocabulary	▪ <u>Terms:</u> ○ average, min and max, date functions, multiple lines, absolute values, pointing mode, font, text alignment, formula display, linking of files, styles, cell format, x-axis, y-axis, tick marks, labels and legends
Essential Skills	▪ Format excel documents correctly. ▪ Create charts. ▪ Apply formulas. ▪ Verify correct formulas. ▪ Rename sheets. ▪ Import graphics. ▪ Align text. ▪ Preview worksheets. ▪ Apply functions.

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Related Maine Learning Results	<u>Career and Education Development</u> B. Learning About and Exploring Education and Career and Life Roles B2.Skills for Individual/Personal Success in the 21st Century Students evaluate strategies to improve skills that lead to lifelong learning and success in the classroom, and the achievement of schoolwork, work and career, and personal life goals. b. Critical thinking skills d. Information and communication technology (ICT) literacy e. Other academic skills and knowledge B3.Education and Career Information Students use previously acquired knowledge and skills to evaluate and utilize a variety of resources to articulate a plan and make decisions for post-secondary education, training, and career choices.
Sample Lessons And Activities	▪ Create graphs and spreadsheets. ▪ Format data sheets. ▪ Produce spreadsheets with formulas and graphics.
Sample Classroom Assessment Methods	▪ Quizzes ▪ Tests ▪ Observations ▪ Projects
Sample Resources	▪ <u>Other Resources:</u> ○ Teacher Created Materials