

Curriculum Guide

LESSON

NEW SKILLS

Spreadsheets

Part 1: Introduction to Spreadsheets

Part 2: Worksheet Basics and Page Layout

1	Generation What?	<i>Creating Your First Workbook</i>	Creating, Naming, and Saving a Workbook • Identifying Rows, Columns, and Cell Addresses • Previewing and Printing a Worksheet • Closing a Worksheet
2	NBA Hall of Fame	<i>Working with Columns and Rows</i>	Resizing Rows and Columns • Centering Text Vertically in a Cell • Wrapping Text in a Cell • Setting the Print Area
3	So You Think You Can Dance Season Winners	<i>Editing Basics</i>	Inserting and Deleting Rows • Selecting Cells • Using Cut • Using Copy • Using Paste
4	Best-Selling Books	<i>Editing Your Workbook</i>	Inserting and Deleting Columns • Freezing Panes • Adding Worksheets • Renaming a Worksheet
5	Best-Selling Books 2	<i>Retrieving and Proofing Your Worksheet</i>	Revising, Renaming, and Saving an Existing Workbook • Using Spell Check and Thesaurus • Changing Page Orientation • Adjusting Page Scaling
6	Amazon	<i>Using Headers and Footers</i>	Inserting a Header • Inserting a Footer • Changing Page Margins • Printing Gridlines • Printing Row and Column Headings

Part 3: Formatting Data

7	Market Analysis	<i>Formatting Data</i>	Changing Font • Changing Font Size • Applying Bold, Italics, and Underline • Aligning Text in Columns Horizontally
8	AT40	<i>Formatting Cells and Centering a Page</i>	Formatting Cells as Text • Centering on a Page Horizontally and Vertically
9	TV Legend Interviews	<i>Using Additional Number Formats</i>	Formatting Cells as Duration • Using Merge and Center • Adding Borders
10	Excel Art	<i>Formatting Cells</i>	Applying Fill Color • Applying Font Color

Part 4: Working with Numbers and Formulas

11	Forever 21	<i>Formatting Numbers</i>	Formatting Cells as Numbers with Zero Decimals • Increasing/Decreasing Decimal Places
12	Accounts Payable—Nike Store	<i>Formatting Currency and Percent</i>	Formatting Cells as Currency • Formatting Cells as Percentages
13	Top 10 Most Expensive Flights	<i>Applying Accounting Style</i>	Formatting Cells as Accounting
14	Party Invitation List	<i>Sorting Data</i>	Sorting Data in Ascending Order • Sorting Data in Descending Order • Selecting Non-Adjacent Cells
15	You Say It's Your Birthday	<i>Formatting Dates</i>	Formatting Cells as Dates

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16	Major Holidays	<i>Sequencing Made Easy</i>	Using AutoFill to Complete a Sequence
17	Presentation Rubric	<i>Using Basic Calculations</i>	Using Basic Formulas: Addition • Copying and Pasting Formulas • Displaying Formulas • Using Cell References
18	My Check Register	<i>Adding Adjacent Cells</i>	Using AutoSum • Using SUM • Using Basic Formulas: Subtraction
19	Town Camp Summer Payroll	<i>Using Multi-Math Formulas</i>	Using Basic Formulas: Multiplication • Using Parentheses for Multi-Math Formulas
20	Event Budget	<i>Practicing Cell References</i>	There are no new skills being introduced in this reinforcement lesson.
21	Basic Baseball Stats	<i>Calculating Statistics</i>	Using Basic Formulas: Division
22	Accounts Payable	<i>Commonly Used Formulas</i>	Using Average, Maximum, and Minimum
23	Skittles	<i>Formatting Fractions</i>	Formatting Cells as Fractions
24	2016 World Series Champions	<i>Using the Order of Operations</i>	Creating Complex Formulas
25	Teen World Payroll Register	<i>Computing Payroll Amounts</i>	Identifying and Using Appropriate Formulas
26	Sales Projection	<i>Working with Absolute Cell Reference</i>	Using Absolute Cell References
27	Forever 21 Part 2	<i>Determining the Number of Items</i>	Using the COUNTIF Function
28	The Ultimate Pay Raise	<i>Working with Conditions</i>	Using Conditions in Formulas
29	Dream House Mortgage	<i>Determining Loan Payments</i>	Using the Payment (PMT) Function
30	College Savings	<i>Determining the Future Value of Savings</i>	Using the Future Value (FV) Function
31	Town Camp Summer Payroll 2	<i>Calculating Payroll Deductions</i>	Using the ROUND Function • Rotating Cell Orientation
32	Ice Cream Shop Inventory	<i>Creating Predictions and Estimations</i>	Using the Forecast Function

Part 5: Working with Shapes and Elements

33	Dinner Menu	<i>Working with Illustrations</i>	Inserting a Clip Art Image
34	Paying the Bills	<i>Annotating a Worksheet</i>	Inserting and Removing Comments or Notes for Cells
35	Take a Ride	<i>Adding Text Elements</i>	Inserting WordArt
36	Binge Watch List	<i>Adding Shapes</i>	Inserting Shapes
37	Shoes, Shoes, Shoes!	<i>Using Multiple Worksheets</i>	Referencing Cells from Other Worksheets • Printing Multiple Worksheets

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Part 6: Working with Charts and Graphs

38	Most Popular Features	<i>Creating a Pie Chart</i>	Inserting a Pie Chart • Formatting a Pie Chart
39	Sales History	<i>Creating a Line Graph</i>	Creating a Line Graph • Formatting a Line Graph • Using the Fill Effects Feature in a Graph
40	Sales Forecast	<i>Creating a Column Chart</i>	Creating a Column Chart • Formatting a Column Chart • Aligning Text in a Chart
41	Fast-Food Nutrition	<i>Creating a Bar Chart</i>	Inserting a Bar Chart • Formatting a Bar Chart
42	Exercise Habits	<i>Creating an Exploded Pie Chart</i>	Inserting an Exploded Pie Chart • Formatting an Exploded Pie Chart
43	Customer Traffic Pattern Analysis	<i>Creating, Editing, Collaborating, and Sharing</i>	Creating, Editing, and Sharing an Online Spreadsheet • Collaborating Using Online Spreadsheet Software
44	Competitive Pricing Comparisons	<i>Using Online Charts and Graphs</i>	Creating a Bar Chart in an Online Spreadsheet
45	Comparing Enrollment	<i>Creating an Infographic</i>	Creating an Infographic • Formatting an Infographic
46	Student Enrollment	<i>Forecasting Data</i>	Creating a Forecast Worksheet