Curriculum Map Template
Advanced Spreadsheets

Teacher: Mrs. Lawall

Week	Unit Name (Topic)	Lesson	Objectives	Standards and Eligible Content	Resources	Assessments	Adaptations Modifications	Vocab
1	Office 2013 and Windows - Microsoft Excel Comprehensive 2013 SCS	Windows 10 and File Explorer	Students will learn how to use Windows 10 operating system, File Explorer, keyboard shortcuts, MS Office components	15.4.12.E 15.4.12.F 15.3.12.W	Computer Applications textbook, textbook data files Windows 10 operating system, computer, Teacher website	Windows Screenshot Quiz Project based assignments	Note: Practice test precedes each test Teacher website with links available to: *Help and practice resources *challenge exercises	Windows Operating system terms – link available on teacher website
1-3	Chapter 1- Microsoft Excel 2013 Comprehensive SCS	Creating a Worksheet with a Chart	Students will be learning the following skills: use simple functions, copying cell contents, cell styles, formatting cells, document properties, creating a pie chart	15.3.12.B 15.3.12.D 15.4.12.A 15.4.12.C 15.5.12.B	Computer Applications textbook, textbook data files Microsoft Excel 2013, computer, Teacher website	Project based assignments Excel Chapter 1 Test	Note: Practice test precedes each test Teacher website with links available to: *Help and practice resources *challenge exercises	Chapter 1 terms – link available on teacher website
4-6	Chapter 2- Microsoft Excel 2013 Comprehensive SCS	Formulas, Functions, and Formatting	Students will be learning the following skills: use formulas, functions, themes, conditional formatting, margins, views	15.3.12.B 15.3.12.D 15.4.12.A 15.1.12.E 15.5.12.B	Computer Applications textbook, textbook data files Microsoft Excel 2013, computer, Teacher website	Project based assignments Excel Chapter 2 Test	Note: Practice test precedes each test Teacher website with links available to: *Help and practice resources *challenge exercises	Chapter 2 terms – link available on teacher website

6-7	Lesson 4- Introductory Office 2007 (Pasewark)	Entering Worksheet Formulas	Students will be learning the following skills: distinguishing between relative, absolute, and mixed cell references. Calculating payroll and payroll taxes.	15.1.12.M 15.4.12.1 15.4.12.G 15.5.12.B	Packets from Intro Office 2007 text, textbook data files, textbook data files Microsoft Excel 2013, computer, Teacher website	Project based assignments Excel 2007 Lesson 4 Application Test	Teacher website with links available to: *Help and practice resources *challenge exercises	Excel Lesson 4 terms – link available on teacher website
7-9	Chapter 3- Microsoft Excel 2013 Comprehensive SCS	Working with Large Worksheets, Charting, and What-If Analysis	Students will be learning the following skills: creating series, using absolute and mixed references in formulas, sparkline charts, clustered column charts, filtering data, using goal seek	15.4.12.A 15.4.12.G 15.5.12.I 15.6.12.A 15.5.12.B	Computer Applications textbook, textbook data files Microsoft Excel 2013, computer, Teacher website	Project based assignments Excel Chapter 3 Test	Note: Practice test precedes each test Teacher website with links available to: *Help and practice resources *challenge exercises	Chapter 3 terms – link available on teacher website
10-11	Lesson 5- Introductory Office 2007 (Pasewark)	Using Functions	Students will be learning the following skills: entering formulas with functions. Using functions to solve mathematical, statistical, and financial problems and make decisions.	15.6.12.A 15.6.12.G 15.6.12.H 15.6.12.J 15.6.12.Q	Packets from Intro Office 2007 text, textbook data files, textbook data files Microsoft Excel 2013, computer, Teacher website, Zillow website, Auto buying websites	Project based assignments Excel 2007 Lesson 5 Application Test Project – Research Auto & Home Loan with Presentation	Teacher website with links available to: *Help and practice resources *challenge exercises	Excel Lesson 5 terms – link available on teacher website
12-13	Lesson 6- Introductory Office 2007 (Pasewark)	Enhancing a Worksheet	Students will be learning the following skills: sorting, filtering, conditional formatting, templates, adding graphics and comments.	15.4.12.A 15.4.12.G 15.5.12.B	Packets from Intro Office 2007 text, textbook data files, textbook data files Microsoft Excel 2013, computer,	Project based assignments Excel 2007 Lesson 6 Application Test	Teacher website with links available to: *Help and practice resources *challenge exercises	Excel Lesson 6 terms – link available on teacher website

					Teacher website			
14-15	Lesson 7- Introductory Office 2007 (Pasewark)	Working with Multiple Worksheets and Workbooks	Students will be learning the following skills: Using multiple worksheets, linking workbooks, consolidating data, creating formulas with 3-D cell references	15.6.12.A 15.5.12.B 15.4.12.G	Packets from Intro Office 2007 text, textbook data files, textbook data files Microsoft Excel 2013, computer, Teacher website	Project based assignments Excel 2007 Lesson 7 Application Test	Teacher website with links available to: *Help and practice resources *challenge exercises	Excel Lesson 7 terms – link available on teacher website
16-17	Unit Review - Introductory Office 2007 (Pasewark)	Microsoft Excel Unit Review	Comprehensive Final Review Project	15.1.12.A 15.4.12.A 15.4.12.G 15.5.12.B 15.6.12.A 15.5.12.G	Internet, Microsoft Excel 2013, Computer, Teacher website	Stock Investment worksheet		
16-18	Stock Investment Project	Stock Portfolio	Students will be learning the following skills: Use Excel worksheet and Smart lookup feature to keep track of stock investments	15.6.12.A 15.6.12.B 15.6.12.G				
NOTE: IF TIME ALLOWS, CH 4 & 5 WILL BE COVERED	Chapter 4- Microsoft Excel 2013 Comprehensive SCS	Financial Functions, Data Tables, and Amortization Schedules	Students will be learning the following skills: Assigning cell names, Financial functions, analyzing data in a worksheet by changing values, creating an amortization schedule, cell protection, hiding/unhiding	15.6.12.A 15.6.12.G 15.6.12.H 15.6.12.J	Computer Applications textbook, textbook data files Microsoft Excel 2013, computer, Teacher website	Project based assignments Excel Chapter 4 Test	Note: Practice test precedes each test Teacher website with links available to: *Help and practice resources *challenge exercises	Chapter 4 terms – link available on teacher website

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	Chapter 5- Microsoft Excel 2013 Comprehensive SCS	Working with multiple Worksheets and Workbooks	Using custom format codes, creating styles, using multiple worksheets, linking workbooks, consolidating data, creating formulas with 3-D cell references	15.6.12.A 15.5.12.B 15.4.12.G	Computer Applications textbook, textbook data files, Microsoft Excel 2013, computer, Teacher website	Project based assignments Excel Chapter 5 Test	Note: Practice test precedes each test Teacher website with links available to: *Help and practice resources *challenge exercises	Chapter 5 terms – link available on teacher website

***Big Idea page will be added**