Unit 3: Excel/Spreadsheets

Content Area: **Technology**
Course(s):
Time Period: **November**
Length: **3-4 weeks**
Status: **Published**

Enduring Understandings

Digital tools can be used to collect, organize, and analyze data to support conclusions.

A spreadsheet program is used to enter and organize data.

Essential Questions

What digital tools can I use to enter, organize, and analyze data?

What aspects of a spreadsheet program can help me understand data I have collected?

What math tools exist on the computer to help me improve my math skills?

Content

Use main features of Excel and spreadsheet terminology.

Skills

Survey class or research information to create a spreadsheet/graph of their findings

Analyze data

Enter data in appropriate cells.

Formatting cells/borders/centering/fill color

Insert and format a graph of the data collected and analyzed

- Legend
- Chart titles
- Axis Titles
- Labels

- Cell

- Row
- Column
- Formula bar
- Worksheets
- Merge cells
- Auto Sum

Resources

Data Collected

Standards

CRP.K-12.CRP2	Apply appropriate academic and technical skills.
CRP.K-12.CRP3	Attend to personal health and financial well-being.
CRP.K-12.CRP4	Communicate clearly and effectively and with reason.
TECH.8.1.5	Educational Technology: All students will use digital tools to access, manage, evaluate, and synthesize information in order to solve problems individually and collaborate and to create and communicate knowledge.
TECH.8.1.5.A	Technology Operations and Concepts: Students demonstrate a sound understanding of technology concepts, systems and operations.
TECH.8.1.5.A.1	Select and use the appropriate digital tools and resources to accomplish a variety of tasks including solving problems.
TECH.8.1.5.A.2	Format a document using a word processing application to enhance text and include graphics, symbols and/or pictures.
TECH.8.1.5.A.4	Graph data using a spreadsheet, analyze and produce a report that explains the analysis of the data.
TECH.8.1.5.F	Critical thinking, problem solving, and decision making: Students use critical thinking skills to plan and conduct research, manage projects, solve problems, and make informed decisions using appropriate digital tools and resources.
TECH.8.1.5.F.1	Apply digital tools to collect, organize, and analyze data that support a scientific finding.
TECH.8.2.5	Technology Education, Engineering, Design, and Computational Thinking - Programming: All students will develop an understanding of the nature and impact of technology, engineering, technological design, computational thinking and the designed world as they relate to the individual, global society, and the environment.
TECH.8.2.5.C	Design: The design process is a systematic approach to solving problems.
TECH.8.2.5.C.7	Work with peers to redesign an existing product for a different purpose.