

1. What you should be able to do in Google Sheets at the conclusion of this unit:
 - Maneuver the interface of Google Sheets and use basic functions
 - Modify columns, rows, and cells
 - Format cells
 - Work with data in multiple sheets
 - Create simple formulas
 - Create complex formulas
2. Create a new folder within your Digital Literacy folder called Google Sheets
3. Complete [Lessons 8-16 for Google Sheets](#) by watching the video, progressing through the lesson, and completing the Challenge Problem. If you are having problems with your computer volume, watch the videos on your mobile device if you have one or your personal computer.
 - You should be able to complete lessons 8-11 in one class period and 12-16 in another.
4. At the end of each lesson, there is a Challenge Problem. Complete each Challenge Problem and make sure the Google Sheet is in your folder from the previous step. Please name them by lesson number and topic. Please note that each spreadsheet might have more than 1 sheet. Sheets appear at the bottom of the screen. Do not complete multiple Challenge Problems in the same sheet.
5. [Google Sheet Review-](#) Complete in small group
 - Team up in a group of 2-3
 - Have 1 person verbally read the instructions to your partner and the partner should modify the spreadsheet according to the verbal instructions. If you are unsure of an instruction, do your best and do not seek help. When you're done, switch roles. Afterwards, compare your spreadsheets. Are they the same or different? What instructions did you get wrong? Review any of your errors within your group and make sure you know how to use all of the features covered..
 - [Click here after the activity](#) to check your spreadsheet of what it should look like. No cheating!!
6. [Complete Google Sheets Review Kahoot-](#) We will do this together
7. Complete spreadsheet 1 and spreadsheet 2 independently or with a partner. Challenge problems need to be completed before starting these spreadsheets. If you complete the assignment with a partner, the document needs to be in BOTH folders of those working together. Both individuals should be working on the document at the same time. This is easily done within the document itself. You

can also use Google Hangout if you are not sitting close to your partner.

- Spreadsheet 1 Remodel Project
 - [Directions](#)
 - [Spreadsheet](#)
- Spreadsheet 2 Dunder Mifflin Weekly Payroll
 - [Directions](#)
 - [Spreadsheet](#)