IT Fundamentals Pro: Chapter 9.3 Data Analysis

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Grade	**11/12**
Unit of Study	**Information Technology Fundamentals**
Length of Unit	**60 Min**

Missouri Learning Standards	
15.1202-A9: Demonstrate basic word processing skills (e.g., spreadsheet, slide presentation, database and Internet)	

Unit 9.3: Learning Targets

I can:
• Describe the importance of data-driven business decisions.
• Describe the relationship between data and information assets.
• Identify the basic steps in the data analytics process.
• Use Microsoft Excel tables and charts to analyze data.
o Format cells as a table with total rows.
o Sort table columns to better interpret data.
o Use Excel charts to display aggregate data.
o Modify Excel chart settings to better interpret data.
• Analyze data using Microsoft Access reports.
o Open an Access report based on a sales query.
o Interpret Access reports.

Intervention and Enrichment

Assessments	
MLS (Learning Goal)	**Description or Location**

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• 15.1202-A9	Ch. 9 Exam
	ITF+ (FCo-U61) Exam

Vocabulary			
Data Analytics	Microsoft Excel		

Instructional Materials

Video/Demo
9.3.1 Data and Information Assets
9.3.3 Microsoft Excel Chart Types
9.3.4 Use Microsoft Excel Tables to Analyze Data
9.3.6 Use Microsoft Excel Charts to Analyze Data
9.3.8 Use Microsoft Access Reports to Analyze Data

Lab/Activity

Additional Instructional Resources

9.3.5 Use Microsoft Excel Tables to Analyze Data
9.3.7 Use Microsoft Excel Charts to Analyze Data

Reflections for Future Revisions