Date 10/5-10/9	Standards	Learning Target(s)	Activating Strategy	Agenda	Closing Strategy	Due Dates/ Assignments
Monday	F. 3 F. 4 F. 8	• Enter dates • Fill a series • Use flash fill • Align data in a cell • Wrap text in cells • Change column width and row height • Use keyboard shortcuts	1. Words to know vocabulary	2. The teacher will elaborate more on cell entries and formatting. 3. The students will demonstrate understanding by defining the words to know in lesson 5 and completing the practice/apply assignments. 4. Teacher will assign quarter project.	4. Level of understanding poll	None
Tuesday	F. 3 F. 4 F. 8	• Select ranges • Enter data by range • Make a range entry using the collapse and expand dialog buttons	1. Words to know vocabulary	2. The teacher will explain how to work with ranges. 3. The students will demonstrate understanding by defining the words to know in lesson 6 and completing the practice/apply assignments.	4. Level of understanding poll	Quarter Project

Wednesday	I. a.i.	• Enter a formula • Use arithmetic operators • Edit a formula • Copy a formula using the fill handle • Use the SUM function	1. Words to know vocabulary	2. The teacher will explain how to create a formula in Excel. 3. The students will demonstrate understanding by defining the words to know in lesson 7 and completing the practice/apply assignments.	4. Level of understanding poll	Quarter Project
Thursday	I. a.i.	I can: • Copy, cut, and paste data • Copy formats • Copy formulas containing a relative reference • Copy a formula containing an absolute reference • Insert and delete cells • Insert, delete, hide, and unhide columns and rows • Cut and paste data • Use drag-and-drop editing • Transpose columns and rows	1. Words to know vocabulary	2. The teacher will explain how to copy and paste in Excel. 3. The students will demonstrate understanding by defining the words to know in lesson 8 and completing the practice/apply assignments. 4. The teacher will explain the techniques to move data in Excel.	6. Level of understanding poll	Quarter Project due Friday

Friday	F. 4	• Display, print, and hide formulas • Print titles • Change orientation • Scale a printout to fit • Preview and print a worksheet	1. Words to know vocabulary	2. The teacher will explain how to use sheet, display, and print operations. 3. The students will demonstrate understanding by defining the words to know in lesson 10 and completing the assignments.	4. Level of understanding vocabulary	Quarter Project DUE! Have a great weekend!