

## Unit 2 – 6<sup>th</sup> Grade (Microsoft Excel)

Assignment	Technology Skills	Digital Citizenship & ELA Skills
<b>Silence Your Phone Spreadsheet</b>	<ul style="list-style-type: none"> <li>• Formatting Cells                             <ul style="list-style-type: none"> <li>○ Merging, Shading, Borders, Sizing</li> </ul> </li> <li>• Inserting Charts</li> <li>• Formatting Chart                             <ul style="list-style-type: none"> <li>○ Type, Style, Colors, Labels.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Evaluating Data</li> <li>• Internet Safety</li> </ul>
<b>Materials:</b> Excel #1 Instruction Packet, MS Teams Activity		
<b>Favorite App Spreadsheet</b>	<ul style="list-style-type: none"> <li>• Formatting Cells                             <ul style="list-style-type: none"> <li>○ Merging, Shading, Borders, Sizing</li> </ul> </li> <li>• Inserting Charts</li> <li>• Formatting Chart                             <ul style="list-style-type: none"> <li>○ Type, Style, Colors, Labels.</li> </ul> </li> <li>• Writing Formulas                             <ul style="list-style-type: none"> <li>○ SUM formula</li> <li>○ Copying formulas</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Evaluating Data</li> <li>• Internet Safety</li> </ul>
<b>Materials:</b> Excel #2 Instruction Packet, MS Teams Activity		
<b>Right to Say Anything Online Spreadsheet</b>	<ul style="list-style-type: none"> <li>• Formatting Cells                             <ul style="list-style-type: none"> <li>○ Merging, Shading, Borders, Sizing</li> </ul> </li> <li>• Inserting Charts</li> <li>• Formatting Chart                             <ul style="list-style-type: none"> <li>○ Type, Style, Colors, Labels.</li> </ul> </li> <li>• Writing Formulas                             <ul style="list-style-type: none"> <li>○ SUM formula</li> <li>○ Copying formulas</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Evaluating Data</li> <li>• Internet Safety</li> </ul>
<b>Materials:</b> Excel #3 Instruction Packet, MS Teams Activity		