Unit 2 – 7th Grade (Microsoft Excel)

Assignment	Technology Skills	Digital Citizenship & ELA Skills

Checking & Posting on Social Media Spreadsheet	• Formatting Cells
	   o Merging, Shading, Borders, Sizing
	   o Data types – numbers & decimals
	• Writing Formulas
	   o AVERAGE formula
	   o Copying formulas
	• Inserting Charts
	• Formatting Charts
	   o Type, Style, Colors, Labels.
	• Formatting workbooks
	   o Adding/Renaming pages.
		• Evaluating Data
		• Internet Safety

Materials: Excel #1 Instruction Packet, MS Teams Activity		

Hate Speech Spreadsheet	• Formatting Cells
	   o Merging, Shading, Borders, Sizing
	   o Data types – Percent
	• Writing Formulas
	   o PERCENT formula
	   o Copying formulas
	   o $ sign in formulas
	• Inserting Charts
	• Formatting Charts
	   o Type, Style, Colors, Labels.
		• Evaluating Data
		• Internet Safety

Materials: Excel #2 Instruction Packet, MS Teams Activity		