

Unit 2 – 8th Grade (Microsoft Excel)

Assignment	Technology Skills	Digital Citizenship & ELA Skills
<p style="text-align: center;">Cyberbullying in the World Spreadsheet</p>	<ul style="list-style-type: none"> • Formatting Cells <ul style="list-style-type: none"> ○ Merging, Shading, Borders, Sizing ○ Data types – Percent • Writing Formulas <ul style="list-style-type: none"> ○ SUM formula ○ PERCENT formula ○ Copying formulas • Inserting Charts • Formatting Charts <ul style="list-style-type: none"> ○ Type, Style, Colors, Labels. ○ Switching X&Y axis 	<ul style="list-style-type: none"> • Evaluating Data • Internet Safety
<p>Materials: Excel #1 Instruction Packet, MS Teams Activity</p>		
<p style="text-align: center;">What Happens Online Stays Online Spreadsheet</p>	<ul style="list-style-type: none"> • Formatting Cells <ul style="list-style-type: none"> ○ Merging, Shading, Borders, Sizing • Sorting/Organizing Data • Writing Formulas <ul style="list-style-type: none"> ○ COUNTIF formula ○ Copying formulas • Inserting Charts • Formatting Charts <ul style="list-style-type: none"> ○ Type, Style, Colors, Labels. 	<ul style="list-style-type: none"> • Evaluating Data • Internet Safety
<p>Materials: Excel #2 Instruction Packet, MS Teams Activity</p>		
<p style="text-align: center;">Communicate with Friends Spreadsheet</p>	<ul style="list-style-type: none"> • Formatting Cells <ul style="list-style-type: none"> ○ Merging, Shading, Borders, Sizing • Sorting/Organizing Data • Writing Formulas <ul style="list-style-type: none"> ○ COUNTIFS formula ○ SUM formula ○ Copying formulas 	<ul style="list-style-type: none"> • Evaluating Data • Internet Safety
<p>Materials: Excel #3 Instruction Packet, MS Teams Activity</p>		