

Virtual Learning Academy
Jefferson County Educational Service Center
Academic Content Standards
Microsoft Excel

Excel Lessons 01 and 02 – Unit A: Getting Started with Excel; Skills Review and Practice

Excel - Lesson 01 - Unit A Getting Started with Excel

Standard Benchmark and Indicator
S03. Standard 3:
B. Identify, select and apply appropriate technology tools and resources to produce creative works and to construct technology-enhanced models. (09-12)
02. Demonstrate proficiency in all productivity tools (e.g., word processing, spreadsheet, database, desktop publishing). (09)
03. Identify/recognize state-of-the-art technology tools for solving problems and managing personal/professional information. (10)

Excel - Lesson 02 - Unit A Skills Review and Practice

Standard Benchmark and Indicator
S03. Standard 3:
B. Identify, select and apply appropriate technology tools and resources to produce creative works and to construct technology-enhanced models. (09-12)
02. Demonstrate proficiency in all productivity tools (e.g., word processing, spreadsheet, database, desktop publishing). (09)
03. Identify/recognize state-of-the-art technology tools for solving problems and managing personal/professional information. (10)

Excel Lessons 03 and 04 – Unit B: Building and Editing Worksheets; Skills Review and Practice

Excel - Lesson 03 - Unit B Building and Editing Worksheets

Standard Benchmark and Indicator
S03. Standard 3:
B. Identify, select and apply appropriate technology tools and resources to produce creative works and to construct technology-enhanced models. (09-12)
02. Demonstrate proficiency in all productivity tools (e.g., word processing, spreadsheet, database, desktop publishing). (09)
03. Identify/recognize state-of-the-art technology tools for solving problems and managing personal/professional information. (10)

Excel - Lesson 04 - Unit B Skills Review and Practice

Standard Benchmark and Indicator
S03. Standard 3:
B. Identify, select and apply appropriate technology tools and resources to produce creative works and to construct technology-enhanced models. (09-12)
02. Demonstrate proficiency in all productivity tools (e.g., word processing, spreadsheet, database, desktop publishing). (09)
03. Identify/recognize state-of-the-art technology tools for solving problems and

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managing personal/professional information. (10)
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Excel Lessons 05 and 06 – Unit C: Formatting a Worksheet; Skills Review and Practice

Excel - Lesson 05 - Unit C Formatting a Worksheet

Standard Benchmark and Indicator
S03. Standard 3:
B. Identify, select and apply appropriate technology tools and resources to produce creative works and to construct technology-enhanced models. (09-12)
02. Demonstrate proficiency in all productivity tools (e.g., word processing, spreadsheet, database, desktop publishing). (09)
03. Identify/recognize state-of-the-art technology tools for solving problems and managing personal/professional information. (10)
S06. Standard 6:
A. Identify and produce a product or system using a design process, evaluate the final solution and communicate the findings. (09-12)
02. Apply common statistical tools to solve problems (e.g., statistical process control). (10)

Excel - Lesson 06 - Unit C Skills Review and Practice

Standard Benchmark and Indicator
S03. Standard 3:
B. Identify, select and apply appropriate technology tools and resources to produce creative works and to construct technology-enhanced models. (09-12)
02. Demonstrate proficiency in all productivity tools (e.g., word processing, spreadsheet, database, desktop publishing). (09)
03. Identify/recognize state-of-the-art technology tools for solving problems and managing personal/professional information. (10)
S06. Standard 6:
A. Identify and produce a product or system using a design process, evaluate the final solution and communicate the findings. (09-12)
02. Apply common statistical tools to solve problems (e.g., statistical process control). (10)

Excel Lesson 07 and 08 – Unit D: Working with Charts; Skills Review and Practice

Excel - Lesson 07 - Unit D Working with Charts

Standard Benchmark and Indicator

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B. Identify, select and apply appropriate technology tools and resources to produce creative works and to construct technology-enhanced models. (09-12)
02. Demonstrate proficiency in all productivity tools (e.g., word processing, spreadsheet, database, desktop publishing). (09)
03. Identify/recognize state-of-the-art technology tools for solving problems and managing personal/professional information. (10)

Excel - Lesson 08 - Unit D Skills Review and Practice

Standard Benchmark and Indicator
S02. Standard 2:
E. Forecast the impact of technological products and systems. (09-12)
02. Produce graphs and/or charts to describe trends and visualize data. (10)
S03. Standard 3:
B. Identify, select and apply appropriate technology tools and resources to produce creative works and to construct technology-enhanced models. (09-12)
02. Demonstrate proficiency in all productivity tools (e.g., word processing, spreadsheet, database, desktop publishing). (09)
03. Identify/recognize state-of-the-art technology tools for solving problems and managing personal/professional information. (10)

Excel Lesson 09 – Midterm Exam

Excel Lessons 10 and 11 – Unit E: Working with Formulas and Functions; Skills Review and Practice

Excel - Lesson 10 - Unit E Working with Formulas and Functions

Standard Benchmark and Indicator
B. Identify, select and apply appropriate technology tools and resources to produce creative works and to construct technology-enhanced models. (09-12)
02. Demonstrate proficiency in all productivity tools (e.g., word processing, spreadsheet, database, desktop publishing). (09)
03. Identify/recognize state-of-the-art technology tools for solving problems and managing personal/professional information. (10)
S05. Standard 5:
B. Apply a research process model to conduct research and meet information needs. (09-12)
01. Determine the essential questions and plan research strategies. (09)
01. Select the essential question to be examined by the research. (10)
04. Identify relevant facts, check facts for accuracy and record appropriate information. (09)
04. Organize and analyze information, finding connections that lead to a final product. (10)
S06. Standard 6:
A. Identify and produce a product or system using a design process, evaluate the final solution and communicate the findings. (09-12)

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A. Identify and produce a product or system using a design process, evaluate the final solution and communicate the findings. (09-12)
02. Apply common statistical tools to solve problems (e.g., statistical process control). (10)

Excel - Lesson 11 - Unit E Skills Review and Practice

Standard Benchmark and Indicator
S03. Standard 3:
B. Identify, select and apply appropriate technology tools and resources to produce creative works and to construct technology-enhanced models. (09-12)
02. Demonstrate proficiency in all productivity tools (e.g., word processing, spreadsheet, database, desktop publishing). (09)
03. Identify/recognize state-of-the-art technology tools for solving problems and managing personal/professional information. (10)
S05. Standard 5:
B. Apply a research process model to conduct research and meet information needs. (09-12)
01. Determine the essential questions and plan research strategies. (09)
01. Select the essential question to be examined by the research. (10)
04. Identify relevant facts, check facts for accuracy and record appropriate information. (09)
04. Organize and analyze information, finding connections that lead to a final product. (10)
S06. Standard 6:
A. Identify and produce a product or system using a design process, evaluate the final solution and communicate the findings. (09-12)
02. Apply common statistical tools to solve problems (e.g., statistical process control). (10)

Excel Lessons 12 and 13 – Unit F: Managing Workbooks and Preparing Them for the Web; Skills Review and Practice

Excel - Lesson 12 - Unit F Managing Workbooks and Preparing Them for the Web

Standard Benchmark and Indicator
S03. Standard 3:
B. Identify, select and apply appropriate technology tools and resources to produce creative works and to construct technology-enhanced models. (09-12)
02. Demonstrate proficiency in all productivity tools (e.g., word processing, spreadsheet, database, desktop publishing). (09)
03. Identify/recognize state-of-the-art technology tools for solving problems and managing personal/professional information. (10)
S04. Standard 4:
B. Create, publish and present information, utilizing formats appropriate to the content and audience. (09-12)
01. Publish information in printed and electronic version, and select appropriate publication format (e.g., paper, Web, video). (10)
02. Use technology to publish information in electronic form (e.g., Web, multimedia, digital video, electronic portfolio). (09)

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02. Use technology to publish information in electronic form (e.g., Web, multimedia, digital video, electronic portfolio). (09)

Excel - Lesson 13 - Unit F Skills Review and Practice

Standard Benchmark and Indicator
S03. Standard 3:
B. Identify, select and apply appropriate technology tools and resources to produce creative works and to construct technology-enhanced models. (09-12)
02. Demonstrate proficiency in all productivity tools (e.g., word processing, spreadsheet, database, desktop publishing). (09)
03. Identify/recognize state-of-the-art technology tools for solving problems and managing personal/professional information. (10)
S04. Standard 4:
B. Create, publish and present information, utilizing formats appropriate to the content and audience. (09-12)
01. Publish information in printed and electronic version, and select appropriate publication format (e.g., paper, Web, video). (10)
02. Use technology to publish information in electronic form (e.g., Web, multimedia, digital video, electronic portfolio). (09)

Excel Lessons 14 and 15 – Unit G: Automating Worksheet Tasks; Skills Review and Practice

Excel - Lesson 14 - Unit G Automating Worksheet Tasks

Standard Benchmark and Indicator
S03. Standard 3:
B. Identify, select and apply appropriate technology tools and resources to produce creative works and to construct technology-enhanced models. (09-12)
02. Demonstrate proficiency in all productivity tools (e.g., word processing, spreadsheet, database, desktop publishing). (09)
03. Identify/recognize state-of-the-art technology tools for solving problems and managing personal/professional information. (10)

Excel - Lesson 15 - Unit G Skills Review and Practice

Standard Benchmark and Indicator
S03. Standard 3:
B. Identify, select and apply appropriate technology tools and resources to produce creative works and to construct technology-enhanced models. (09-12)
02. Demonstrate proficiency in all productivity tools (e.g., word processing, spreadsheet, database, desktop publishing). (09)
03. Identify/recognize state-of-the-art technology tools for solving problems and managing personal/professional information. (10)

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Excel Lessons 16 and 17 – Unit H: Using Lists; Skills Review and Practice

Excel - Lesson 16 - Unit H Using Lists

Standard Benchmark and Indicator
S03. Standard 3:
B. Identify, select and apply appropriate technology tools and resources to produce creative works and to construct technology-enhanced models. (09-12)
02. Demonstrate proficiency in all productivity tools (e.g., word processing, spreadsheet, database, desktop publishing). (09)
03. Identify/recognize state-of-the-art technology tools for solving problems and managing personal/professional information. (10)

Excel - Lesson 17 - Unit H Skills Review and Practice

Standard Benchmark and Indicator
S03. Standard 3:
B. Identify, select and apply appropriate technology tools and resources to produce creative works and to construct technology-enhanced models. (09-12)
02. Demonstrate proficiency in all productivity tools (e.g., word processing, spreadsheet, database, desktop publishing). (09)
03. Identify/recognize state-of-the-art technology tools for solving problems and managing personal/professional information. (10)

Excel Lesson 18 – Exam