



# Microsoft Excel

Mrs. Haynes

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2019-2020

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## Course Description

This course uses various online resources to teach students to use Microsoft Excel (spreadsheet software) at an in-depth level with daily hands-on work. This course requires some basic computer skills and the ability to type 15 words per minute.

Students will have the opportunity to become Microsoft Office Specialists by taking the Microsoft Excel Certification Test. This certification is recognized around the world and is a great resume builder!

**\*Career Technical Education (CTE) state exams CAN NOT BE EXEMPTED!**

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## Major Assignments:

Students will cover 13 Excel Lessons AND 4 Excel Expert Lessons. Each lesson will consist of:

- Vocabulary
- Real World Practice Exercises
- G'Metrix Project
- Lesson Quiz

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## Homework Policy

Due to the nature of the class, homework is rarely given, and ample time is given for work to be completed in class. Students are expected to use their class time wisely.

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## Late Work Policy

Late work will incur a penalty of 10 points a day and will not be accepted after 5 school days except in the case of an excused absence.

**Be in class every day possible!**

**Missing class is the way most people get behind and do not succeed.**

Regular attendance is a must in this course. If you are absent from class, you should plan to make up any missed assignments within three (3) days of your absence.

Working on coursework outside of class will require a computer with internet access, as well as a current version of Microsoft Excel and G'Metrix Software. Mrs. Haynes will be available **by appointment** most days before school starting at 8:00a.m and after school until 4:30 p.m. to allow students use of the computer lab.

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## Computer Lab Expectations

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Computers are to be used for classwork only

NO food or drink in the lab (water in a CLOSED bottle is the only exception)

Log off at the end of class, do not “Shut-Down”

Push Chairs Under when you leave

Notify the teacher immediately if you see something amiss at your computer station

## Student Learning Expectations

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Be professional which means:

1. Be in your seat and ready to work on time.
2. Focus on your classwork during class time.
3. Treat your classmates with respect.
4. Give help and accept help with grace.

## Grading Policy

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Grades will be posted on PowerSchool weekly.

Classwork/Class Participation-50%

Quizzes-30%

Tests-20%

## Preliminary Schedule of Topics, Readings, and Assignments

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Week	Topic	Week	Topic
1	Lesson 1 – Intro to Excel	10	Expert Lesson 1 – Managing and Protecting Workbooks
2	Lesson 2 – Working with Excel Lesson 3 – Using Office Backstage	11	Expert Lesson 1 – Managing and Protecting Workbooks
3	Lesson 4 – Using Basic Formulas Lesson 5 – Using Functions	12	Expert Lesson 2 – Applying Custom Formatting and Layouts
4	Lesson 6 – Formatting Cells and Ranges Lesson 7 – Formatting Worksheets	13	Expert Lesson 3 – Using Advanced Functions and Analyzing Data
5	Lesson 8 – Managing Worksheets Lesson 9 – Working with Data and Macros	14	Expert Lesson 3 – Using Advanced Functions and Analyzing Data
6	Lesson 10 – Using Advanced Formulas Lesson 11 – Securing Workbooks	15	Expert Lesson 4 – Working with Advanced Charts and PivotTables
7	Lesson 12 – Creating Charts	16	Expert Lesson 4 – Working with Advanced Charts and PivotTables
8	Lesson 13 – Adding Pictures and Shapes to a Worksheet	17	<b>Excel Expert Certification Testing</b>
9	<b>Excel Certification Testing</b>	18	<b>Exam Week</b>

Modifications to the course pacing may be made as the semester progresses to best meet student needs.

Sign up for remind to get due date reminders and notifications from Mrs. Haynes about this course.

text @88f2g7 to the number 81010

Up-to-date information on this course can also be found on Mrs. Haynes’ website:

<https://haynesm8.wixsite.com/mysite>

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**Student Last Name**

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**Block**

Please use this space to let me know anything that will help you be successful in class:

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**Receipt of Syllabus**

Student:

Please read the course syllabus and share it with your parents. Then you and your parents should sign this sheet. Please return this sheet by **Monday, January 27th**

**I have read the policies and expectations for Microsoft Excel and understand them.**

Student Printed Name: \_\_\_\_\_ Parent Printed Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Preferred Contact information (optional, but helpful!)**

Student email: \_\_\_\_\_

Parent phone: \_\_\_\_\_

Parent email: \_\_\_\_\_