

Digital Literacy Microsoft Excel Unit Schedule

Week 1	4/7	Setup Account and 5.1 Introduction to Excel
	4/8	5.2 Creating and Managing Workbooks
	4/9	5.2 Creating and Managing Workbooks (cont.)
	4/10	5.2 Creating and Managing Workbooks (cont.)
Week 2	4/13	5.3 Organizing and Entering Data
	4/14	5.3 Organizing and Entering Data (cont.)
	4/15	5.3 Organizing and Entering Data (cont.)
	4/16	5.3 Organizing and Entering Data (cont.)
	4/17	5.3 Organizing and Entering Data (cont.)
Week 3	4/20	5.4 Changing Properties and Printing Worksheets
	4/21	5.4 Changing Properties and Printing Worksheets (cont.)
	4/22	5.4 Changing Properties and Printing Worksheets (cont.)
	4/23	5.5 Formatting Cells
	4/24	5.5 Formatting Cells (cont.)
Week 4	4/27	5.5 Formatting Cells (cont.)
	4/28	5.5 Formatting Cells (cont.)
	4/29	5.6 Entering Simple Formulas
	4/30	5.6 Entering Simple Formulas (cont.)
	5/1	5.6 Entering Simple Formulas (cont.)
Week 5	5/4	5.8 Displaying Data in Charts
	5/5	5.8 Displaying Data in Charts (cont.)
	5/6	5.8 Displaying Data in Charts (cont.)
	5/7	5.8 Displaying Data in Charts (cont.)
	5/8	5.8 Displaying Data in Charts (cont.)