Excel Activity Sheet   BBT 9

Module Start Date: _____

End of unit Multiple Choice Questions:

Unit 1	Unit 2	Unit 3	Unit 4	Unit 5	Unit 6
1. ___	1. ___	1. ___	1. ___	1. ___	1. ___
2. ___	2. ___	2. ___	2. ___	2. ___	2. ___
3. ___	3. ___	3. ___	3. ___	3. ___	3. ___
4. ___	4. ___	4. ___	4. ___	4. ___	4. ___
5. ___	5. ___	5. ___	5. ___	5. ___	5. ___

Value: _____ /30 ÷2= _____/15

Unit Activities:

Show your teacher your work and have them initial in the space provided when you complete the exercises. **DO NOT PRINT YOUR WORK!**

Unit 1: Practice 1 _____, Student List _____, Activity 1 _____;

Unit 2: Technology _____, Activity 2 _____;

Unit 3: Technology Challenge ___, Activity 3 ___;

Unit 4: Class List _____, Payments _____, Class List 2 _____, Activity 4 _____;

Unit 5: Practice 5A _____, Activity 5 _____;

Unit 6: Practice 6 _____, Practice 6A ___, Activity 6 _____.   **Value: _____ /15**

Projects: (Select the correct data so you can include % and category name in the charts)

Project 1: _____   Project 2: _____   Project 3: _____   **Value: _____ /30**

Project 4A (Budget sheet with formulas and a Balance at zero): _____   **Value _____ /10**

4B - Budget sheet Pie chart in its own sheet with Data labels   **Value _____ / 5**

Project 5 (Final Project)

5A - Cell Referencing: (with links, and formulas for totals, and links for top totals)   **Value _____/ 5**

5B - NFK Income Statement: _____   **Value _____ /15**

5C - NFK Logo Inserted in Income Statement: (at the top right of the sheet)   **Value _____/5**

Total Activities _____ / 100

Module Completion Date: _____
Note: You have 5 days after the completion date (outside of class time) to complete the module activities. Make arrangements with your BBT teacher for noon Lab time.

Comments:_____

_____

MS Excel Unit Learning Outcomes & Reflections

Name: _____	Date: _____

Activities	Outcomes	**Reflect** on how you understand and met the outcomes
Unit activities	2: Apply positive, safe and ethical behaviors when using ICT 5.3 create, edit and format a spreadsheet	
Projects 1-3	4: Investigate, design, produce and evaluate technological solutions 5.3 create, edit and format a spreadsheet	
Project 4	SCO 3.2 demonstrate an understanding of the educational and skill requirements for a variety of careers 5.3 create, edit and format a spreadsheet	
Project 5 A&B	5: Communicate effectively by designing, developing, publishing, and presenting multimedia and online products 5.2 identify when a spreadsheet is the appropriate tool for organizing data to enhance or meet the requirements of a project or product 5.3 create, edit and format a spreadsheet	