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| **BIM - 1 23-24 Spring Semester** |
| **Fourth Six Weeks** |
| **Date** |  |  |  |  |  |
| 01/08 -01/09 |  | Introduction to Excel -Spreadsheets, Vocabulary, Identifying parts of a spreadsheet |  |  |  |
| 01/10 - 01/11 |  | Worksheet Basics and Page Layout:Creating, naming, and saving a workbook.Identifying rows, columns and cell addresses |  |  |  |
| 01/12 - 01/16 |  | Worksheet Basics and Page Layout: Resizing rows and columns, centerting text vertically, wrapping text in a cell, establishing print area |  |  |  |
| 01/17 - 01/18 |  | Worksheet Basics and Page Layout: Inserting and deleting rows, selecting cells, cut, copy, paste |  |  |  |
| 01/19 - 01/22 |  | Worksheet Basics and Page Layout: resizing rows and columns, centering text vertically in cells, freezing panes, renaming a worksheet |  |  |  |
| 01/23 - 01/24 |  | Fourth Six Weeks Test 1  |  |  |  |
| 01/25 - 01/26 |  | Formatting data: Format cells, font size, text alignmnet, centering a page,  |  |  |  |
| 01/29 - 01/30 |  | Formatting data: Format cells as duration, merge and center, add borders, size, identify type |  |  |  |
| 01/31 -02/01 |  | Formatting data: Format cells by size, fill colors, and font colors |  |  |  |
| 02/02 - 02/05 |  | Numbers and Formulas: Format cells using numbers, decimal values, sort increasing / decreasing values |  |  |  |
| 02/06 - 02/07 |  | Numbers and Formulas: Format cells using numbers, decimal values, sort increasing / decreasing values |  |  |  |
| 02/08 - 02/09 |  | Numbers and Formulas: Sorting data, non adjacent cells, autofill feature |  |  |  |
| 02/12 - 02/13 |  | Numbers and Formulas: Basic formulas |  |  |  |
| 02/14 - 02/16 |  | Fourth Six Weeks Test 2  |  |  |  |

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| **BIM - 1 23-24 Spring Semester** |
| **Fifth Six Weeks** |
| Date |  |  |  |  |  |
| 02/20 - 02/21 |  | Numbers and Formulas: Multi math formulas using parentheses |  |  |  |
| 02/22 - 02/23 |  | Numbers and Formulas: Conditions, amortization, future value, calculate payroll  |  |  |  |
| 02/26 - 02/27 |  | Numbers and Formulas: Conditions, amortization, future value, calculate payroll  |  |  |  |
| 02/28 - 02/29 |  | Fifth Six Weeks Test 1  |  |  |  |
| 03/01 - 03/04 |  | Shapes and Elements: Illustrations, text elements, shapes, multiple worksheets |  |  |  |
| 03/05 -03-06 |  | Shapes and Elements: Illustrations, text elements, shapes, multiple worksheets |  |  |  |
| 03/07 - 03/08 |  | Charts and Graphs: Pie, Line graph, column, bar  |  |  |  |
| 03/18 - 03/19 |  | Charts and Graphs: Pie, Line graph, column, bar  |  |  |  |
| 03/20 - 03/21 |  | Charts and Graphs: Pie, Line graph, column, bar  |  |  |  |
| 03/22 - 03/25 |  | Fifth Six Weeks Test 2 |  |  |  |
| 03/26 - 03/27 |  | Power Point: Introduction to Presentations |  |  |  |
| 03/28 - 04/03 |  | Presentation Basics: Creating, text basics, formatting, shapes |  |  |  |
| 04/04 - 04/05 |  | Presentation Basics: Creating, text basics, formatting, shapes |  |  |  |
| 04/08 - 04/09 |  | Customizing Presentations: Shapes, text box, deleting slides |  |  |  |
| 04/10 - 04/12 |  | Customizing Presentations: Shapes, text box, deleting slides |  |  |  |

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| **BIM - 1 23-24 Spring Semester** |
| **Sixth Six Weeks** |
| Date |  |  |  |  |  |
| 04/15 - 04/16 |  | Enhancing Slide Elements: Images, alignmnet, styles, borders effects, backgrounds |  |  |  |
| 04/17 - 04/18 |  | Enhancing Slide Elements: Images, alignmnet, styles, borders effects, backgrounds |  |  |  |
| 04/19 - 04/22 |  | Sixth Six Weeks Test 1  |  |  |  |
| 04/23 - 04/24 |  | Design Themes and Templates |  |  |  |
| 04/25 - 04/26 |  | Design Themes and Templates |  |  |  |
| 04/29 - 04/30 |  | Transitions and Animation |  |  |  |
| 05/01 - 05/02 |  | Transitions and Animation |  |  |  |
| 05/03 - 05/06 |  | Transitions and Animation |  |  |  |
| 05/07 - 05/08 |  | Effective Presentations |  |  |  |
| 05/09 - 05/10 |  | Individual Project |  |  |  |
| 05/13 - 05/14 |  | Individual Project |  |  |  |
| 05/15 - 05/16 |  | Individual Project |  |  |  |
| 05/17 - 05/20 |  | Final Review |  |  |  |
| 05/21 - 05/22 |  | Final Review |  |  |  |
| 05/23 - 05/24 |  | Finals |  |  |  |
| 05/28 - 05/30 |  | Finals |  |  |  |
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