BIM - 1 23-24 Spring Semes
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, centering 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
02/20 - 02/21	Numbers and Formulas: Multi math formulas using parentheses

Date	Topic
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
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	Effective Presentations
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   Effective Presentations