Henrico County Public Schools
Technology Integration Lesson Plan
Advanced Computer Information Systems 6613

Lesson Title:

Creating Templates and Working with Multiple Worksheets and Workbooks

Teacher: Hunter Thomas   **School:** Godwin High School

Grade Level: 9-12

List specific tasks and related SOLs which will be taught during this lesson:

Task/Competency Number:	BUS6613.008	SOL#	C/T 12.2
Task/Competency Number:	BUS6613.011	SOL#	C/T 12.2
Task/Competency Number:	BUS6613.012	SOL#	C/T 12.3
Task/Competency Number:		SOL#	

Lesson Overview:
Students will create a workbook with multiple worksheets using a template. They will also analyze the data and create a complex graph to show their answer.

Objectives and Goals:
1. To create a template
2. To copy data among worksheets in a workbook
3. To drill an entry through worksheets
4. To create formulas that use 3-D references to cells in different sheets in a workbook
5. To create and reformat complex graphs

Approximate Time Required to Complete the Lesson:
60 minutes

Tools Needed:
Microsoft Excel