

ADVANCED EXCEL 2007: Business Finances, Unit Opener, p. 1

Why It Matters Discuss with students how being able to use Excel 2007 will help them both at school and work. Students should identify an Excel function that they would like to learn. Encourage students to explain how they would like to apply this Excel skill.

☛ See page **TM53** of the Teacher Annotated Edition for an overview of unit level resources.

ADVANCED EXCEL Careers and Technology, How Can You Use Excel to Make Decisions in the Workplace?, p. 2

☛ Reading Check

1. Answers will vary, but students should recognize that Excel has tools for gathering, analyzing, and interpreting data and that knowing how to use these tools will prepare them to make decisions and troubleshoot errors.
2. Answers may vary. A new account clerk would earn between \$14 and \$15 per hour. On average, new account clerks would earn approximately \$29,100 to \$31,200 per year.
3. Answers will vary. Students may say that a financial analyst has more responsibility than a teller, and that the job requires more skills, training, and experience.

Differentiated Instruction/Advanced Students Ask students to key a paragraph describing how they might use Excel to prepare for a career in banking.

NLCB/Math (Representation) Ask students to go online to learn more about math theory behind reading charts.

ADVANCED EXCEL 2007: Business Finances, Unit Closer

Academic Connections, Create a Chart to Summarize Data, p. 129

Answer to Academic Connections Go to the **Online Learning Center** at **glencoe.com** to access the rubric for this activity. If students need help remembering how to complete specific skills, ask them to turn to the page number listed after selected steps.

Ethics in Action, Honesty in the Workplace, p. 130

☛ You Decide and Application Activity Answers

1. Fred tells himself that taking office supplies is a bonus of his job.
2. Answers will vary. Students may respond as follows.
 - a. “You cannot decide for yourself that you are entitled to the company’s supplies for personal use.”
 - b. “You cannot speak for the company; the supplies may well be missed.”
 - c. “I work here, so it is my business; I am also your coworker, and I do not want you to get in trouble.”
 - d. “I am honest, and I feel obligated to speak up when I see dishonesty.”

3. Students' worksheets might list a notebook for \$2.50, a box of pens for \$7.98, a pair of scissors for \$6.14, markers for \$2.89, and a ruler for a \$1.00. The total is \$20.51. In a year, Fred's stealing would cost the company \$246.12.

UNIT 1 Portfolio Project, Stock Market Expert

Part 1: Create a Template, p. 131

LEVEL This is a beginning level project.

Answers Rubrics for each part of the Portfolio Project are available at **glencoe.com** and on the Teacher CD. You may want to download the rubrics and make them available to students as they complete each project.

Part 2: Make Your First Report, p. 132

LEVEL This is an intermediate level project.

Part 3: Create a Chart, p. 133

LEVEL This is an advanced level project.

Part 4: Protect the Work, p.134

LEVEL This is an advanced level project.