

## **Week of January 30 – February 3, 2012**

### **Lesson 11 Advanced Excel Improving Data Accuracy**

#### **Monday – Thursday Objectives**

1. Use advanced sorting
2. Add subtotals to worksheet data
3. Create a validation rule
4. Enter data in a validation range.
5. Circle invalid data
6. Improve data entry accuracy using drop-down lists
7. Convert text to columns
8. Combine text
9. Use a Watch Window

#### **Complete:**

1. Step-by-Steps 1-9
2. Vocabulary Review
3. Review Questions
4. Projects 1-3
5. Critical Thinking Activities 1-2
6. Text pages 53-78

#### **Friday**

Exam View Test over Lesson 11