



3.14 Intro to Excel 1

Prerequisite Skills and Knowledge

- ∞ Students should have basic mouse skills.
- ∞ Basic word processing skills
- ∞ Basic printing skills

Time Required

- ∞ Mini-lesson and guided practice: 15 minutes for mini-lesson; 20-25 minutes for guided practice

Materials

- ∞ Computer lab, Microsoft Excel, LCD projector
- ∞ A copy of the directions for activity for each student OR have the directions displayed for students to follow. The directions are included at the bottom of this lesson.

Intended Learning

- ∞ Students will create the word “Hi” to show they understand how to locate and format cells in an Excel spreadsheet.

District Technology Standards Uses Technology Effectively

- ∞ Word Processing Skills
 - Changes font, text size, alignment
- ∞ Vocabulary
 - Selecting, align, text size, formatting toolbar/formatting palette, cells, columns, rows, spreadsheet

Produces Quality Work

- ∞ Spreadsheets

Big Ideas from Everyday Math -

- ∞ Organize, graph, and interpret data
- ∞ Position/Spatial Relationship

Mini-Lesson

Connection - preparing students' thinking

Open Excel: what does this remind you of? Is this a program we'd use to publish a story? Why/Why not? Is this a program we'd use for numbers?

Teaching - Mini Lesson

With students seated in front, explain that today they will be learning what this program is and how to use it including how to format the boxes called cells.

Explain what this program is and what it does. Discuss how spreadsheets are made of **columns and rows** and that each **cell** has it's own name based on

Notes

To learn more about Excel, visit these websites:

<http://www.usd.edu/trio/tut/excel/>

http://www.internet4classrooms.com/online_excel.htm

what column and row it is in. (A1, B5, etc.) The cell name is located in the formula bar.

Show students how to locate the formula bar (view>formula bar).

Explain to students they will be entering the letter X into certain **cells**, and when they're finished, a secret word will be revealed.

Following the directions, model for students how to enter the letter X into the first 3 cells. Tell them they will continue to follow the directions putting the rest of the X's in the cells.

Next, show them how to select a **column** or **row** and then change the alignment: in the center or right or left. Show them how to select all the **cells** with data in it to make it bold or change font or size.

Emphasize vocabulary: cell, row, column, align center, align right, align left, bold, font, text size.

Review how to correct mistakes by using "edit>undo typing."

Last, show students how to resize rows or columns in case the text size they choose is large.

Students will save and print when they are finished.

Active Engagement - Guided Practice

Seated at computers, students will open Excel, add X's in cells according to the directions. They will align the cells as stated in the directions.

Link

Students should work independently to create the mystery word and then format it.

Independent Practice

Teacher

- ∞ Circulate and answer individual questions, progress check for daily participation on class spreadsheet.

Students

- ∞ Working independently, students will create the mystery word by entering X's into the cells according to the directions. They will then align the columns. Last they will format the mystery word, save and then print.

Sharing/Closure

- ∞ Ask students to share their mystery word with a partner.
- ∞ Review what cells are and how they are named.
- ∞ Ask for any difficulties they encountered. What was easy? What was difficult?

Connections to Everyday Math: Graphing & Position/Spatial Relations	Introduction to Excel	Grade 3
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Assessment	
<ul style="list-style-type: none"> ∞ Progress/Monitor for daily participation using a checksheet as you walk around and observe students. Using a rubric with a score of 1-4, a “3” is given for a complete assignment, following the directions given. ∞ Teacher will assess printed work. Using a rubric with a score of 1-4, a “3” is the word “Hi” and is aligned correctly as well as formatted. 	

Directions for Mystery Word

1. Place one X in the following cells:
 - a. A4, C4, D4
 - b. A5, C5
 - c. A6, C6
 - d. Place one X in A7, place 5 X’s in cell B7, place one X in cells C7 and D7
 - e. A8, C8, D8
 - f. A9, C9, D9
 - g. A10, C10, D10
 - h. A11, C11, D11
 - i. A12, C12, D12
2. Make columns A, B, C, and D bold.
3. Align column A on the right.
4. Align column B in the center.
5. Align column C on the left.
6. Align column D on the left.
7. Select cell containing X’s and change the font and size.
8. Click in an empty cell and write your name.