



**William Wirt Middle School
Educational Technology Professional Development Series**

Agenda

Session 4: Review
Expanding Our Knowledge About Spreadsheets- “EXCEL®”

4:15-4:25: Review
Using Excel you should be able to: (check off the ones you know)

	Find and open the Excel application
	Understand the terms: cell, row, column, sheets
	Know how to change column size
	Know how to cut and paste cells
	Know how to name and save the file
	Understand how to change number of significant figures, dollar or percent
	Know how to change rename the sheets
	Know how to insert a column, row, sheet
	Know how to edit—undo, delete info in a cell(s)
	Know how to delete an entire row/column
	Understand how to add or total a column and/or row
	Understand the summation key
	Know how to copy the summation function—applying to other column/rows
	Understand the commands (how to set it up) for summation and other functions [e.g., =SUM(C2:C20)]
	Know simple functions [e.g., =the name of function (C2:C20)]; SUM, AVERAGE If quizzes 25% and HW 15% and Labs 30% and Tests 30% to get the total AVE quiz score cell *.25 + total AVE HW score cell *.15 + total AVE lab score cell *.30 + Total AVE test score cell *.30
	Know how to set up a grade book
	Know how to arrange cells in ascending/descending order
	Know how to use the up—down—right—left—and tab options
	Know the difference between coping absolute verses relative

Session 5: June 9, 2003

4:25-5:15: Lesson plan review

- Upgrading lesson plans
 - Break up in groups of 3
 - Share lesson plans that are in “need” of updating
 - Brainstorm what could be added (perhaps with technology)
 - Debriefing and other input from larger group (we will have time for only a few)

5:15-end of class—Break when needed

Continue with EXCEL®-advanced and graphics

- Templates
- Exercises 1 (handout)—advanced activities (filters, AVERAGE, MIN, MAX, IF > Yes/NO options, how to convert to letter grade, printing options)
- Exercise 2 (handout)--graphing