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| **TECHNOLOGY PLUG-IN T2 – Basic Skills Using Excel** |

**LEARNING OUTCOMES**

1. Describe how to open, close, and save an Excel workbook.

To **open** an Excel workbook:

* + Click the **Office** button, and then click.
  + The Open dialog box appears; make sure the location in the **Look in:** box is correct.
  + Select the **workbook name** in the large list box.
  + Click the **Open** button in the dialog box

To **close** an Excel workbook:

* Click the **Office** button and select **Close Window.**
* Click **Yes** in the dialog box.

To **save** an Excel workbook:

* Click the Office button and select **Save As** and then select **Excel Workbook** from the Save as type: drop-down list.
* Click the **Create New Folder** button to the right of the Save in: box.
* Enter the name for the new folder in the dialog box that appears.
* Click **OK.**
* Enter the name for the fi le in the File **name:** box.
* Click the **Save** button.

1. Explain how to insert and delete an Excel worksheet.

To **insert** an Excel worksheet:

* Right-click on any Sheet tab.
* Select **Insert** from the shortcut menu.
  + To insert a simple worksheet, click the **Worksheet** icon in the dialog box.
  + To insert a formatted worksheet, click the **Spreadsheet Solutions** tab, and click any of the template icons.
* Click **OK**.

To **delete** an Excel worksheet:

* Right-click on a Sheet tab.
* Select **Delete** from the menu.

1. Describe how to insert, delete, merge, and split cells in an Excel worksheet.

To **insert** a cell in an Excel worksheet:

* Click the **Home** tab.
* Click the **Insert Cells** button arrow, and then click **Insert Cells.**
* Click the **Shift cells right** or **Shift cells down** radio button.
* Click **OK.**

To **delete** a cell in an Excel worksheet:

* Click the **Home** tab.
* Click the **Delete Cells** button arrow, and then click **Delete Cells.**
* Click the **Shift cells left** or **Shift cells up** radio button.
* Click **OK.**

To **merge** cells in an Excel worksheet:

* Select the cells you want to merge, making sure the text you want centered is in the uppermost left cell.
* Click the **Home** tab.
* Click the **Merge & Center** button

To **split** merged cells:

* + Select the **merged cell** you want to split into several cells.
  + Click the **Home** tab.
  + Click the **Merge & Center** button arrow, and then click **Unmerge Cells.**

1. Explain how to set up a worksheet in Excel for printing.

To set up a page to print:

* + Click the **Page Layout** tab.
    1. To change the page orientation click the **Orientation** button. Click **Portrait** or **Landscape** from the submenu.
    2. To change the page size, click the **Size** button from the submenu.
  + Click the **Office** button, select **Print,** then click on the **Print Preview** button to see what your printed worksheet will look like.

1. Describe how to insert and delete rows and columns in an Excel worksheet.

To insert a row:

* Click the row immediately below the location of the row you want to insert.
* Click the **Home** tab.
* Click the **Insert** button arrow, and click **Insert Sheet Rows.**

To insert a column:

* Click to the right of the location of the new column you want to insert.
* Click the **Home** tab.
* Click the **Insert** button arrow, and click **Insert Sheet Columns**

To delete a row or column:

* Select the row header or column header you want to delete.
* Click the **Home** tab.
* Click the **Delete** button arrow and then click **Delete Sheet Rows** or **Delete Sheet**
* **Columns.**

1. Explain how to create and edit formulas in Excel using the formula bar.

To enter a formula in the formula bar:

* Select the cell in which you want to add the formula.
* In the formula bar, type an equal sign (**=**).
* Enter the formula, (including any functions, operators, references, and/or constants).
* Click outside the cell or press **Enter**.

1. Describe how to create a chart using Excel.

To create a chart:

* Select the data you want to use to create a chart.
* Click the **Insert** tab.
* Use one of the following methods:
  + **Basic Chart Types.** Click a **chart button** (Column, Line, Pie, Bar, Area, Scatter, Other Charts) in the Charts group, and then click the chart type you want.
  + **All Chart Types.** Click the **Charts Dialog Box Launcher,** click a **category** in the left pane, click a **chart,** and then click **OK.**

**CLASSROOM EXERCISE**

Demonstrate a few interactive reference guides to students quickly learn where Office 2003 commands are located in the new 2007 Office system interface.

<http://office.microsoft.com/en-us/training/HA102295841033.aspx>

**EXTENDING THE CORE MATERIAL**

**Microsoft Office Online**

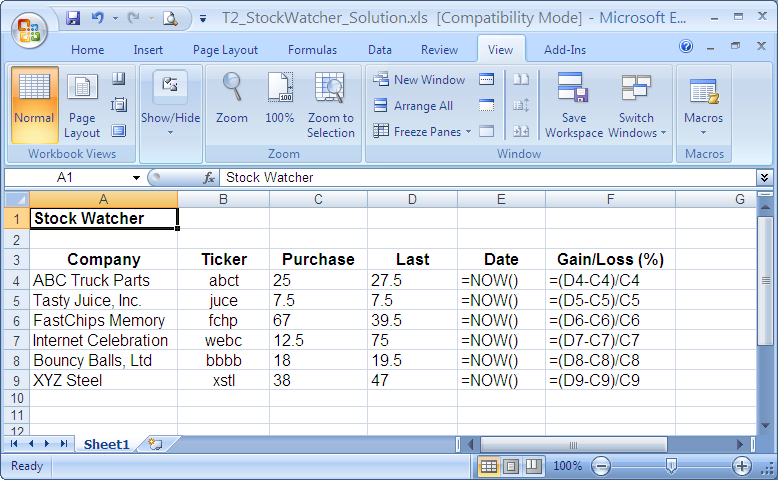
There are a variety of online resources that students can use, such as Microsoft Office Online <http://office.microsoft.com/en-us/FX010858001033.aspx>. You might want to demonstrate this resource in class, especially the **Demo** section. Here students will find a variety of formats (including audio and visual assistance) to help them learn more about Excel.

**MAKING BUSINESS DECISIONS**

1. **Stock Watcher**

**Project Purpose:** To begin to use the basic features and functions of Excel.

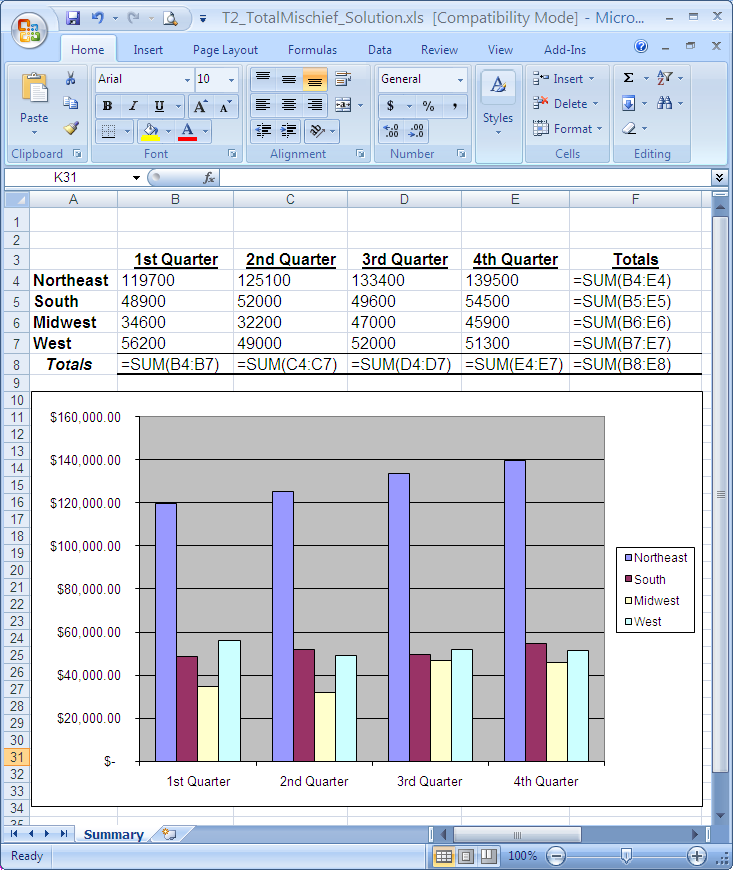
**Potential Responses:** This assignment is easier than some students might think, especially if they have never used Excel before. First of all, the “toughest” formula for this worksheet is actually printed in Figure T2.29 on the formula bar. Hopefully, the savvy students will figure that out. Review **T2\_StockWatcher\_Solution.xls**. Here is a screen shot of the formulas:



1. **Total Mischief**

**Project Purpose:** To begin to use the basic features and functions of Excel including building an Excel chart.

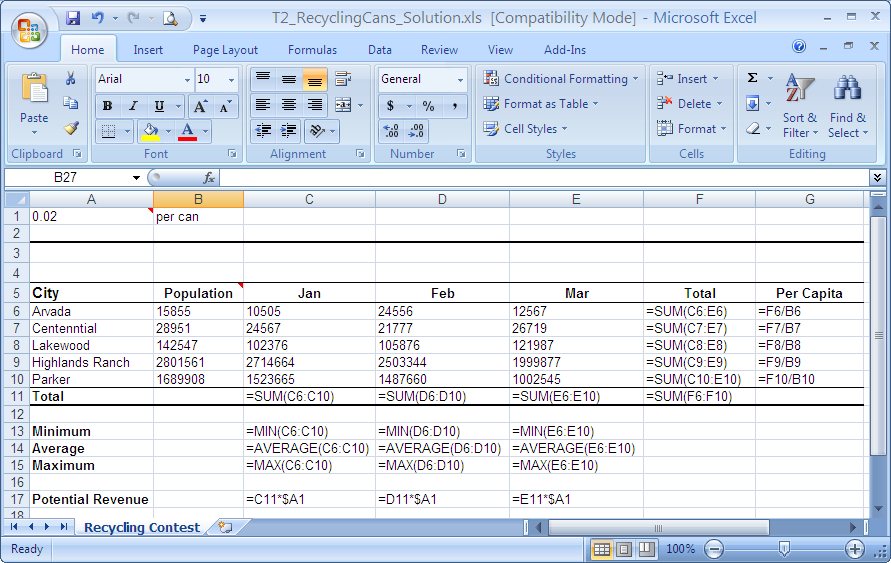
**Potential Responses:** The only formula that students need to use with this assignment is the SUM function. The real challenging part of this assignment is getting the clustered column chart to reflect Figure T2.30. Review **T2\_TotalMischief\_Solution.xls**. Here is a screen shot of the formulas:



1. **Recycling Cans**

**Project Purpose:** To begin to use the min, max, and average functions of Excel, as well as absolute and relative cell referencing.

**Potential Responses:** Make sure that students are not worried about the aesthetics of this worksheet. They haven’t had the exposure yet to that.They actually can complete this assignment without using an absolute or mixed reference, however, encourage them to do so. Review **T2\_RecyclingCans\_Solution.xls**. Here is a screen shot of the formulas:



1. **MusicPlayerz Sales Projections**

**Project Purpose:** To begin to understand the variety of formulas used to solve a problem.

**Potential Responses:** This assignment is certainly a more challenging one. Again, make sure that students are not worried about the aesthetics of this worksheet. Review **T2\_MusicPlayerz\_Solution.xls**. Here is a screen shot of the formulas:

