**Excel Day 3**

|  |  |
| --- | --- |
| **Objectives** *Learners will be able to…* | **Materials** |
| ***Computer skill:*** *survey skills*  ***Computer skill:*** *save vs save as*  ***Literacy skill:*** *organizing data*  ***Literacy skill:*** *scanning* | **Make Student Copies**   * **Day 3 Warm-up (Tab 6)** * **Excel Exercise 3: Survey Practice -2 per page, so one page per two students (Tab 7)**   **Props, Technology or Other Resources**   * Projector * Computer for every student * USB Drives |
|  | |
| **Lesson Plan** | Vocabulary |
| **Warm-up:**  Description: Learners should complete the fill in the blank warm-up. Answer key should be with the handout.  Materials/Prep: copies of **Day 3 Warm-up**  **Activity 1: What is a Survey?**  Description: learners will be introduced to the make-up of a survey including vocabulary words data, quantitative and qualitative  Materials/Prep: copies of **Excel Exercise 3: Survey Practice**  **Activity 2: Input Data**  Description: learners will practice navigating and inputting data into a spreadsheet  Materials/Prep:  **Activity 3: Save versus Save As**  Description: explain the difference between Save and Save As  Materials/Prep:  **Activity 4: Scanning**  Description: go over how organization can help you find information quickly, this is a skill known as scanning  Materials/Prep: project **Day 3 Scanning Practice** onto the board | * Survey * Tally marks * Data * Quantitative * Qualitative * Scanning |

**Teacher Directions: Activity 1: What is a Survey? -Excel Exercise 3: Survey Practice**

Step 1: Ask students preferences

Write on the board:

* Coca Cola
* Dr Pepper
* Sprite
* Orange
* None

**Ask** learners which soda they prefer and then place **tally marks** to signify the number of students

Step 2: Context

**Ask** if this information is appropriate to place in an Excel spreadsheet? yes

**Ask** what you are collecting: information, another word for it is **data**

**Data is quantitative (numbers) or qualitative (characteristic rather than numbers) values**

Step 3: Quantitative versus Qualitative

Based on definition, is the information that was gathered about soda quantitative or qualitative?

Examples:

* Qualitative: Freshman Class: friendly, civic minded, environmentalists, positive school spirit
* Quantitative: 672 students, 394 boys and 278 girls, 85% honor roll

**Ask** learners what sort of qualitative data could be gathered about the class: Gender, name, hair color, preferred soda etc.

**Ask** what qualitative data could be gathered: height, number of students, percent test score increase, number of students who prefer orange soda

Step 4: Introduce Survey

**Explain** that the process of gathering quantitative data is taking a **survey**

**Surveys** typically provide numeric information that describes a population

*Examples:* The soda survey from the beginning

* Census- survey of the population regarding gender, ethnicity, income, etc
* *Survey of Open Door Lake Street students to determine average hours spent practicing what they learn in class*

Step 5: Controlled Practice

**Explain** that we will now practice doing a survey of students who live in Minneapolis vs St Paul

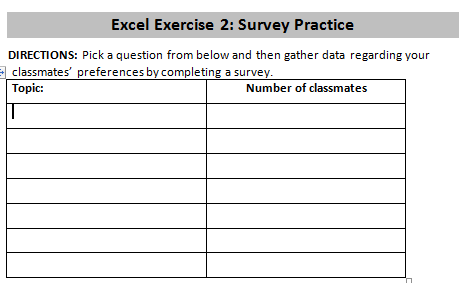
Write on the board as you go

**Ask** what information goes into Column A: *Minneapolis, St Paul*

**Ask** what the population is being surveyed: *Computer and Literacy Class*

**Ask** what question should be asked of this population: *What city do you currently live in?*

Complete the survey; be sure to explain the **tally marks**



Step 6: Individual Practice

Hand out **Excel Exercise3: Survey Practice**

**Explain** that learners will have to get up in order to get information from their classmates

**Teacher Directions: Activity 2: Input Data**

Step 1: Review Opening Excel

Ask students how you open Excel? Three ways

* Desktop icon
* Start Menu
* All Programs

Step 2: Review Excel Vocabulary

**Ask** students what kind of document is created in Excel? ***Spreadsheet***

**Ask** how a column is labeled? *Letters*

How are rows labeled? *Numbers*

**Ask** where the formula bar is? *Top of the page*

**Ask** why it is important to label information? *Makes it easier to find later*

Step 1: Put Data into Excel Together

As a class, review how to enter the data that was collected by the teacher into a spreadsheet

Review enter, tab, arrow keys

Step 2: Individual input

Learners should take the data they have collected through their survey and put it into a spreadsheet

**Remind** them to organize the data accurately

**Teacher Directions: Activity 3: Save versus Save As- make sure learners have USBs**

Step 1: What’s the difference?

**Ask** students what they can do if they want to keep this spreadsheet and come back to it later?

Point out the **menu tabs** at the top of the page, explain that they offer many tools which will be discussed as class goes on

**Instruct** learners to click on **File,** in this menu tab they will see Save and Save As

**Ask** if anyone knows the difference?

**Write on the board:**

**Save As**

* A file that has never been saved
* If the user wants to change the location the file is saved in
* If they user wants to change the name of the file

**Save**

* If the file has already been saved and you simply changed the text inside of the file (the content)

**Ask** which one should be selected for this spreadsheet**:** *Save As*

Step 2: Demonstrate Save As

**File>Save As>My Computer**

**Stop here** and point out the drives in the computer: hard drives versus removable drives

**Locate** the removable disk drive that the USB is in, typically **(E: ) Drive**

**Point out** the Save In: line at the top of the dialogue box: shows you where you are in the computer

**Name** the spreadsheet

**Click Save**

Step 3: Review

Go through those steps again with learners, do not click save this time

Type something into the spreadsheet

**Ask** learners what they should do now, Save or Save As? Why? *Save, changing content*

**Point out** the Save button on the **toolbar**

**Teacher Directions: Activity 4: Reading Comprehension**

Step 1: Scanning

Teacher should **Download Day 3 Scanning Practice** (page 7 in this lesson) and project it onto the board

Explain that when looking for information, where it’s a spreadsheet or any other reading, there is typically some sort of organization to it that allows you to find information quickly

Ask what the 4th Highest grossing was of 2008? How do you find the answer?

* Determine order
* locate labels
* pick out key words from question

Ask what movie was the musical in the top 15?

Ask Distributer developed WALL-E?

Continue with this until class is over

****

**Day 3 Warm-up**

**Word Bank**

Cell

Column

Tab

Columns

Excel

Enter

Rows

Spreadsheet

Microsoft

Arrow

**Maria:**  Mohamed, can you help me? My supervisor asked me to make a

with the names and contact information for everyone in our department. I don’t know how to get started.

**Mohamed:** Don’t worry; I learned how to make spreadsheets with

. It’s easy. First you need to organize the information into and . Write all of the names in A, and all of the phone numbers in B.

**Maria:** How do I move down to A2?

**Mohamed:**  You can use the keys to move up, down and side to side. Another key that only moves you down a row is the key. If you want to move straight over in a row to the next column, you use the key.

**Maria:** Thank you! It is perfect!

**Day 3 Warm-up ANSWER KEY**

**Word Bank**

Cell

Column

Tab

Columns

Excel

Enter

Rows

Spreadsheet

Microsoft

Arrow

**Maria:**  Mohamed, can you help me? My supervisor asked me to make a

**spreadsheet** with the names and contact information for everyone in our department. I don’t know how to get started.

**Mohamed:** Don’t worry; I learned how to make spreadsheets with

**Microsoft Excel** . It’s easy. First you need to organize the information into **columns** and rows . Write all of the names in **Column** A, and all of the phone numbers in **Row** B.

**Maria:** How do I move down to **cell**A2?

**Mohamed:**  You can use the **arrow** keys to move up, down and side to side. Another key that only moves you down a row is the **enter** key. If you want to move straight over in a row to the next column, you use the **tab** key.

**Maria:** Thank you! It is perfect!

**Excel Exercise 3: Survey Practice**

**DIRECTIONS:** Ask your classmates the question listed below and be sure to place a tally mark next to their answer.

|  |  |
| --- | --- |
| **How many states have you lived in?** | **Number of classmates** |
| 1 State |  |
| 2 States |  |
| 3 States |  |
| 4 States |  |
| 5+ States |  |

**Excel Exercise 3: Survey Practice**

**DIRECTIONS:** Ask your classmates the question listed below and be sure to place a tally mark next to their answer.

|  |  |
| --- | --- |
| **How many states have you lived in?** | **Number of classmates** |
| 1 State |  |
| 2 States |  |
| 3 States |  |
| 4 States |  |
| 5+ States |  |

Day 3 Scanning Practice

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Top Grossing Movies of 2008** | | | | |
| **Rank** | **Movie** | **Distributor** | **Genre** | **2008 Gross** |
| 1 | The Dark Knight | Warner Bros | Action | $ 512,374,922.00 |
| 2 | Iron man | Paramount Pictures | Action | $ 318,022,539.00 |
| 3 | Indiana Jones and the Kingdom of the Crystal Skull | Paramount Pictures | Adventure | $ 316,244,191.00 |
| 4 | Hancock | Sony Pictures | Action | $ 277,946,274.00 |
| 5 | WALL-E | Buena Vista | Comedy | $ 219,433,299.00 |
| 6 | King Fu Panda | Paramount Pictures | Adventure | $ 154,529,187.00 |
| 7 | Horton Hears a Who | 20th Century Fox | Adventure | $ 152,600,147.00 |
| 8 | Sex and the City | New Line | Comedy | $ 141,614,023.00 |
| 9 | The Chronicales of Narnia | Buena Vista | Adventure | $ 136,668,530.00 |
| 10 | Mamma Mia! | Universal | Musical | $ 134,533,885.00 |
| 11 | The Incredible Hulk | Universal | Adventure | $ 134,178,500.00 |
| 12 | Wanted | Universal | Action | $ 128,610,088.00 |
| 13 | Get Smart | Warner Bros | Comedy | $ 117,477,046.00 |
| 14 | Juno | Fox Searchlight | Comedy | $ 100,644,710.00 |
| 15 | The Mummy | Universal | Adventure | $ 100,018,837.00 |