

Intro to MS Excel

Day 1 — Lesson Plan

Lesson Plan Day 1
Workshop: INTRO TO MS EXCEL
Learning Outcomes: <ul style="list-style-type: none">• Start by knowing how to open Excel• Understand Cell Basics: Rows, Columns• Customizing the Ribbon• Editing a Worksheet• Add Name to a Worksheet• Rename a Worksheet• Copy a Worksheet• Move a Worksheet• Change the colour to a Worksheet
Time Required: 3 hours
Materials: Registration Forms and Media Release forms Name tags or cards
Lesson/Module Delivery: <u>Warm-up:</u> 15 minutes Housekeeping: <ul style="list-style-type: none">• Introductions• Hand in Registration and Media Release forms• Computer lab policies and user agreement (Slide 2)• Review course outline (Slide 3)• Short icebreaker – your choice
<u>Facilitating Instructions:</u>

- Participants must identify whether if they are working with Windows 7, 8, 10 or iOS 7
- The presentation is set up so that the participants practice as the slide presentation progresses. There are specific tasks at the end of each section for additional review and practice of the material.

Course Outline and Overview

In this introductory course to Excel, participants will explore Excel activities that go beyond the basic. After successful completion of this session, participants can expect to have the skills required to work efficiently in an existing worksheet and to also create new worksheets from a template and from scratch.

Topics Include

Create a basic worksheet by entering text, values, and formulas.

Change the appearance of worksheet data by using a variety of formatting techniques.

Create formulas by using some of Excel's built-in functions.

Filter and sort Excel data.

Plan, create and modify charts.

Prepare a document for printing by using a variety of printing options.

Time	Topic	Material / Practice Task
15 min	Housekeeping and Warm up: <ul style="list-style-type: none"> • Participants sign in and fill out registration and media release forms. • Instructor and participant introductions/warm-up. • Review course outline and learning outcomes for today's class. 	Registration Form. Media Release Form
30 min	Slides 5-18: Opening Excel. Customizing the Ribbon: Start by knowing how to open Excel Understand Cell Basics: Rows, Columns Customizing the Ribbon	Exercise 1
30 min	Slides 19-33: Editing a Worksheet: Add Name to a Worksheet Rename a Worksheet Copy a Worksheet Move a Worksheet Change the colour to a Worksheet	Exercise 2