

Intro to MS Excel

Day 2 — Lesson Plan

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| Lesson Plan Day 2 |
| Workshop: INTRO TO MS EXCEL |
| Learning Outcomes: <ul style="list-style-type: none">• How to use the scrolling buttons• Working with Workbooks• Cell Basics• Formatting Attributes• Horizontal text alignment• Colour Cells• Copy Cells |
| Time Required: 3 hours |
| Materials: Registration Forms and Media Release forms Name tags or cards |
| Lesson/Module Delivery: Warm-up: 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 |
| Facilitating Instructions: <ul style="list-style-type: none">• Participants must identify whether if they are working with Windows 7, 8 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 |
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| 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 3-22: How to use the scrolling buttons Working with Workbooks Cell Basics | Exercise 1 |
| 30 min | Slides 23-44: Formatting Attributes Horizontal text alignment Colour Cells Copy Cells | Exercise 2 |