Lesson 35

Planner: Excel: Using Spreadsheets

Objective: I can explore *Excel* and explain at least 5 ways I could use a spreadsheet.

Essential Question: What can I do with a Spreadsheet like Excel?

Standards:

Creativity and Innovation: Students demonstrate creative thinking, construct knowledge, and develop innovative products and processes using technology.

Communication and Collaboration: Students use digital media and environments to communicate and work collaboratively, including at a distance, to support individual learning and contribute to the learning of others.

Research and Information Fluency: Students apply digital tools to gather, evaluate, and use information

WARM UP: 10 MINUTES Keyboard

Activity 1: 5 minutes

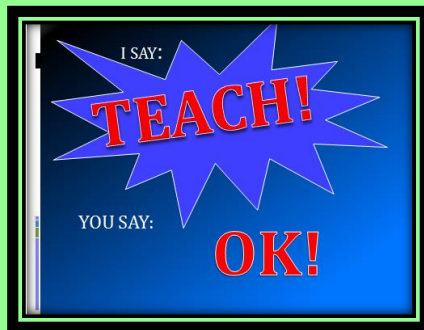## Upload Journal C to the assignment in Edmodo.

Activity 2:

EXPLORE SPREADSHEETS

1. **Open Excel**

I SAY:

TEACH!

YOU SAY:

OK!

2. Explore the templates

3. Choose 2 templates you like

Show them to your partner.

Explain how you might use them

Activity 3

Start a New Journal: Journal D
Audience: Parents

Entry 20/Excel Possibilities/Date

Think about ways you could use a Spreadsheet.

Make a *bulleted list* of at least 5 things for which you could use a spreadsheet.
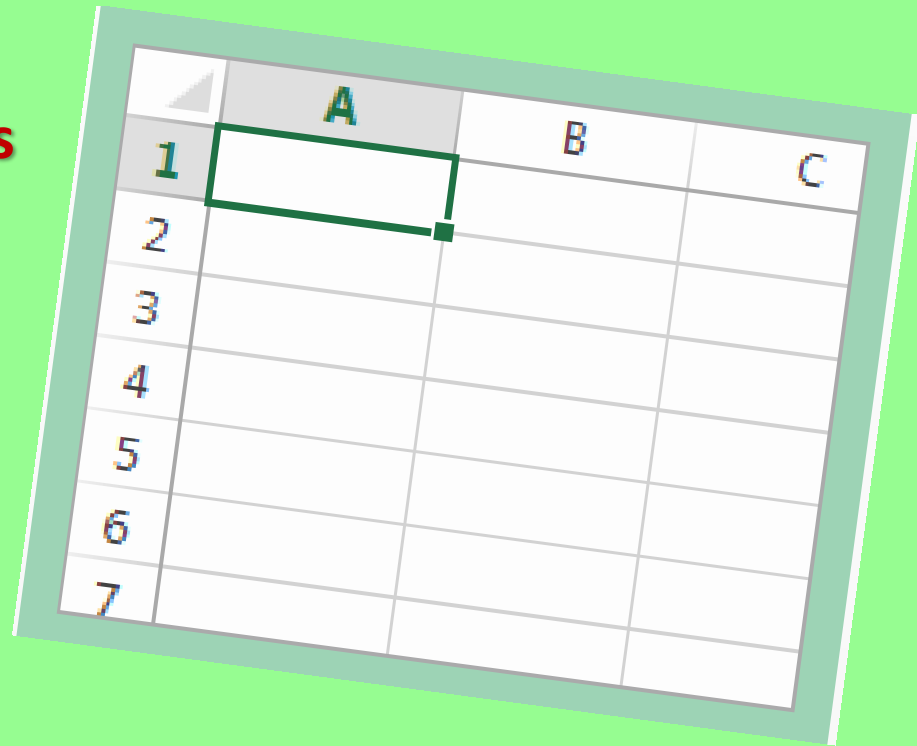
Activity 4

Spreadsheet Basics

Open an Excel

Workbook.

What do you already know?

We will Practice Together

FYI:

There are 1,048,576 rows and 16,384 columns on a worksheet.

You Don't Need to Go There!

Lesson 36

Planner: Practice with Excel

Objective: I can design, enter information, and share a spreadsheet.

Essential Question: How do I set up a Spreadsheet?

WARM UP: 10 MINUTES Keyboard

Activity 1

Worksheet Basics

Vocabulary:

Column: runs vertically (or up and down) in a spreadsheet

Row: runs horizontally (across) in a spreadsheet

Cell: It is the intersection point between a column and row. It is the basic storage unit for data

Header row: A header row is a row containing labels that identify the data in the cells below. It can also be a column with numbers that identify each row.

	A	B	C	D	E
1	Header Row	Name		Invited	Attending
2			COLUMN C		
3					
4	ROW	ROW 4 →	Cell C4	ROW 4 →	
5					
6		Uncle Gus		4	2
7			Column C		
8					
9					
10					
11					

C4   Cell C4

Activity 2

21things for students.net

We will watch the video and discuss.

I SAY:

TEACH!

YOU SAY:

OK!

Activity 3

Open a Workbook

Save As

SAVE IN ONE DRIVE/EXCEL FOLDER: CL(2).(NAME).PARTYPLAN

Lesson 37

Planner: Practice using Spreadsheets
Objective: I can design and enter information into a spreadsheet.
Essential Question: How do I set up a Spreadsheet?

WARM UP

KEYBOARD 10 MINUTES

Activity 1

Follow along with the teacher:

Use the instructions to create a *Party Planner* Spreadsheet

Step 1 - Open a new Spreadsheet and name it: (A1) *Party Planner*.

Step 2 - Title three columns A2, B2, C2 - Name, # Invited, # Attending (make sure all of the titles are capitalized). This is called a Header Row.

Step 3 - Column A: List all of the families, neighbors, and groups invited under NAME. You will need to adjust the column width to fit the names of the people invited.

Step 4 – Column B: List the number of people invited under # INVITED

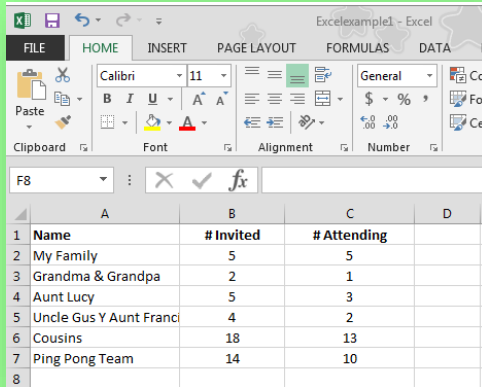**Step 5 – Column C: List the number of people attending under # ATTENDING**

SAVE IN ONE DRIVE/EXCEL FOLDER: CL(2).(NAME).PARTYPLAN

You have invited:

- **Family, all 5** will be there
- **Grandpa and Grandma**, but Grandpa is out of town fishing that day, so **only** Grandma can attend.
- **Aunt Lucy** has **five** people in her family and **three** will be attending.
- **Uncle Gus and Aunt Francis** have **four** in their family, but only **two** can attend that day.
- You also want to invite all **nine** of your **cousins** and you have let them know they can bring a friend, so **13** people will be attending.
- In addition, you can't forget all **12** members on your **team plus** the **two** coaches so an additional **10** people will be attending.

Activity 2
Spreadsheet Formatting

Step 1 - Open the existing Party Planner spreadsheet.

Follow the teacher's instructions to complete the following:

Step 2 - Align the text for column B and C so it is in the center.

Step 3 - Highlight column A and color it light blue, highlight column B and color it light green, and highlight column C and make it light pink.
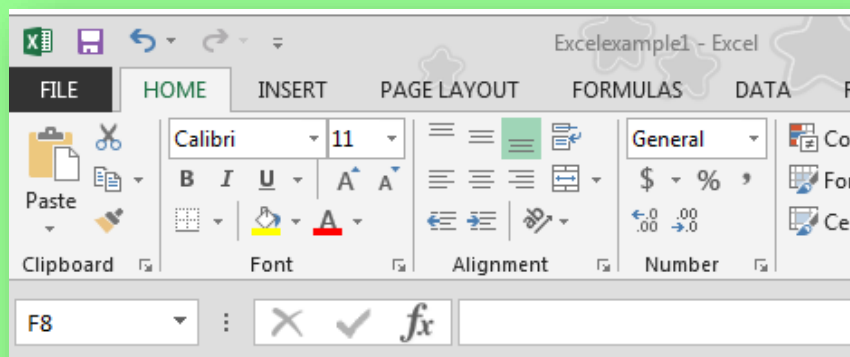
Step 4 - Put a border around each cell.

Step 5 - Have a row labeled TOTALS below the last name and make it bold.

Step 6 - Make the header row bold.

Step 7 - "Fit" the column to the content with a double-click on the line between the columns

Excel Sample:

Party Planner page

Spreadsheet 1 (Excel toolbar view):

	A	B	C
1	Name	# Invited	# Attending
2	My Family	5	5
3	Grandma & Grandpa	2	1
4	Aunt Lucy	5	3
5	Uncle Gus Y Aunt Franci	4	2
6	Cousins	18	13
7	Ping Pong Team	14	10
8			

Spreadsheet 2:

	A	B	C	D
1	Name	# Invited	# Attending	
2	Family	5	5	
3	Grandma and Grandpa	2	1	
4	Uncle Gus Aunt Francis	4	2	
5	9 Cousins + Friend each	18	13	
6	Team + 2 Coaches	14	10	
7	TOTALS			

Lesson 38

Planner: Spreadsheet formulas and charts

Objective: I can demonstrate how to create formulas for spreadsheets

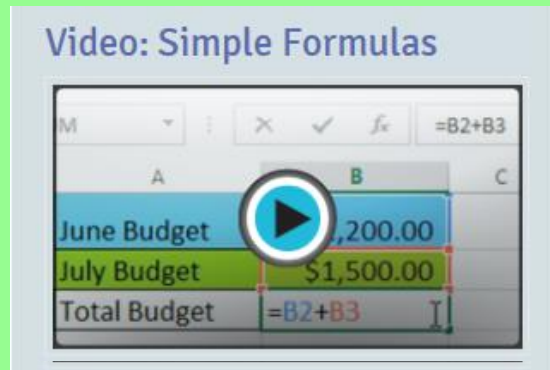**Essential Question:** Will a spreadsheet do calculations for me?

WARM UP

KEYBOARD 10 MINUTES

Activity 1

Learn about Spreadsheet formulas

Video: Simple Formulas

=B2+B3

	A	B	C
June Budget		,200.00	
July Budget		$1,500.00	
Total Budget		=B2+B3	

Activity 2

Practice: Use formulas

- **Open your Excel Party Planner**

- **Create formulas for adding Columns B & C**

- **In C10, Use a formula to calculate the difference of B & C**

- **Auto Sum Function: What & How**

Activity 3

The Order of Operations is Important!

Video: Complex Formulas

Order of Operations

P   E   D   A S

Parenthesis   Exponents   Multiplication & Division   Addition & Subtraction

Journal D

Entry 21

Order of Operations

Date

In a complete paragraph (5 sentences minimum), explain the importance of knowing the order of operations to create formulas for spreadsheets. What would happen without the Order of Operations?
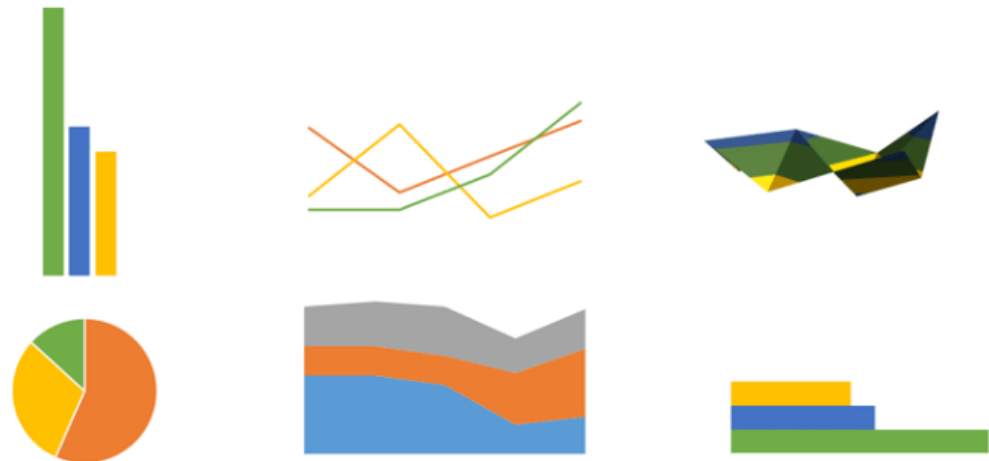
Activity 4

Spreadsheet Charts

Video: Charts

Types of Charts

Excel has a variety of chart types, each with its own advantages. Click the arrows to see some of the different types of charts available in Excel.
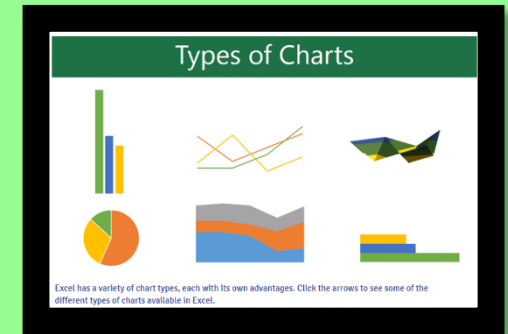
- **Choose Data from you spreadsheet.**
- **Try using different charts.**
- **Which chart is the best representation of the data?**

Activity 5

Types of Charts

Excel has a variety of chart types, each with its own advantages. Click the arrows to see some of the different types of charts available in Excel.

Create a table for 5 of the charts found in Excel.

1. Merge a top row and title it Excel Charts

2. Create a header row with column titles:

    Image, Chart Name, Purpose

3. In column 1, put image captures of the charts.

4. In column 2, name the chart

5. In column 3, tell the main purpose of the chart

(consider how your will get the Images…)

Sample Journal Entry 22

Excel Charts		
Image	**Chart Name**	**Purpose**

Lesson 39

Planner: Practice using Spreadsheets

Objective: I can design and enter information into a spreadsheet.

Essential Question: How do I set up a Spreadsheet?
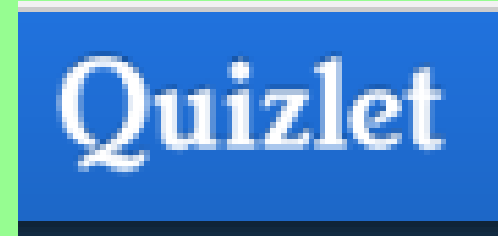
WARM UP

KEYBOARD 10 MINUTES

ACTIVITY 1:

Go to the link for QUIZLET in the Edmodo note.

Practice vocabulary.

https://quizlet.com/545341/spreadsheet-vocabulary-flash-cards/

Activity 2
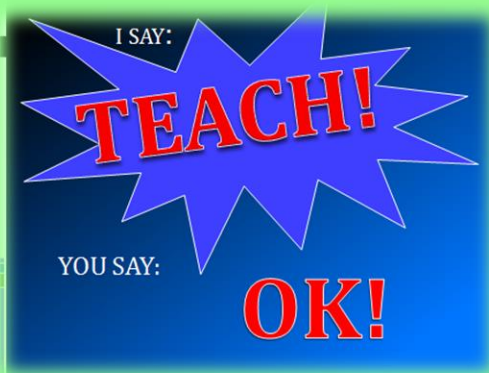
OPEN THE EXCEL PARTY PLANNER FROM LAST CLASS

REVIEW THE FOLLOWING:

CELLS, COLUMNS, ROWS, HEADERS, FORMULAS, CHARTS
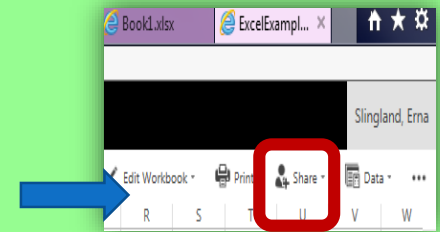
CLOSE THE WORKBOOK

I SAY:

TEACH!

YOU SAY:

OK!

ACTIVITY 3

YOU WILL BE USING A SHARED WORKBOOK

1. One team member: Save your Workbook.
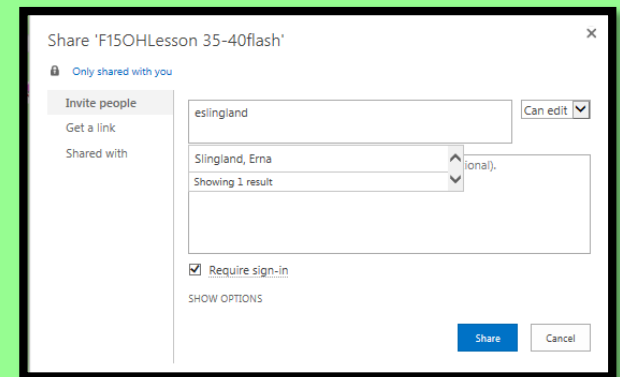   **Save as: Cl(2).(names).OurParty**

2. Open the workbook in Excel Online

3. Click on the Share Icon.

4. Enter the name of your partner in the box. (keep "can edit", no email note)

5. Share with Class Group.

6. Click **Share**

Activity 4

FOLLOW INSTRUCTIONS FOR NAMING SHEETS...

Sheet 1: Guest List

Sheet 2: Food and Supplies

Sheet 3: On Line Shopping

You and your (partner or group) will be using Excel to plan a party of your choosing. You will decide on a theme, create a guest list, and prepare a cost list for food and supplies.

YOU WILL HAVE SPENDING *LIMIT (BUDGET)*

Remember to Follow the instructions to complete your Workbook.

Each TEAM must create and submit a workbook.

Edmodo: key a note telling: partner's name and your party's theme.

Lesson 39 A

Planner: Excel Worksheets: Our Party Planner

Objective: I can effectively work with a partner to plan an event using Excel

I can explain a minimum of 5 features in an Excel workbook.

Standards:

Creativity and Innovation: Students demonstrate creative thinking, construct knowledge, and develop innovative products and processes using technology.

Communication and Collaboration: Students use digital media and environments to communicate and work collaboratively, including at a distance, to support individual learning and contribute to the learning of others.

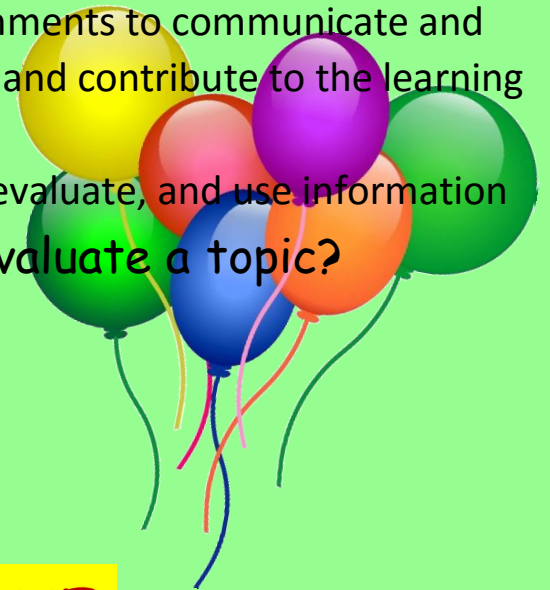**Research and Information Fluency**: Students apply digital tools to gather, evaluate, and use information

Questions: How can I use spreadsheets to plan for and evaluate a topic?

Warm up

Keyboard 10 minutes

PARTY PLANNER WILL BE DUE:

ACTIVITY 1

Decide on the type of party you plan to host.

Create a "catchy" title for your party.

Open a New Excel Worksheet and begin …

1. **In cell A1,** put your names.
2. **In cell A2** put the title for the Party :
   example: Birthday Surprise, Soccer Game Day Barbeque,
3. **In row 3:** Key the word "Guest List"

4. **In row 4**, create the following headers for your guest list
Names, # Invited, # Attending
You will need to have a **minimum of 20 and a maximum of 50.**

5. **Beginning in Row 5,** list the people you will invite and tell how many you think would actually attend.

6. **Skip a row** after your invite list. **Create a row for the total** invited and those actually attending.

7. **Use a formula** to calculate the totals.

8. **Enhance the worksheet according to your preferences**

    Center names, title, headings, and data

    Change any fonts: be certain they are easily read in the worksheet format.

    Add color to the columns or a background the worksheet

9. **Save as: cl(2).(names). OurParty**

edmodo 10. **Edmodo note to class: What type of party are you planning. Why?**

    Next class: Food and Supplies Lists

    Then: On-line shopping

Lesson 40

Planner: Excel Worksheets: Party Planner: Food and Supplies

Objective: I can effectively work with a partner to plan an event using Excel

I can explain a minimum of 5 features in an Excel workbook.

Standards:

Creativity and Innovation: Students demonstrate creative thinking, construct knowledge, and develop innovative products and processes using technology.

Communication and Collaboration: Students use digital media and environments to communicate and work collaboratively, including at a distance, to support individual learning and contribute to the learning of others.

Research and Information Fluency: Students apply digital tools to gather, evaluate, and use information

Questions: How can I use spreadsheets to plan for and evaluate a topic?

Warm Up

Keyboard 10 minutes

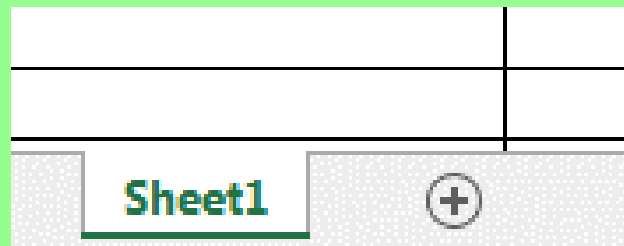COMPLETE THE GUEST WORKSHEET

ACTIVITY 1

REVIEW: FORMULAS

LEARN/ REVIEW: RENAMING WORKSHEETS IN A WORKBOOK

ADDING WORKSHEETS TO A WORKBOOK

ACTIVITY 2 SHOPPING LISTS:

1. **ADD A NEW SHEET TO YOUR WORKBOOK**
   LABEL THE SHEET: SHOPPING LIST

2. **CELL A1**: NAMES
   CELL A2: TITLE OF THE PARTY
   CELL A3: SHOPPING LIST

3. **Merge and Center** the items in #2 to column D

	A	B	C	D	E	F	G	H	I
1		Mrs. Slingland & Mr. Gallagher							
2		Party Planner							
3		Shopping List					Budget	Total Spent	Balance
4									
5	ITEM	PACKAGE/SIZE	QUANTITY	COST PER ITEM	TOTAL				
6									
7									

4.ROW 5: Make a HEADER ROW

A5: ITEM

B5: PACKAGE/SIZE

C5: QUANTITY

D5: COST PER ITEM

E5: TOTAL

H4	▼	:	✕ ✓ *fx*						
	A	B	C	D	E	F	G	H	I
1		Mrs. Slingland & Mr. [ ]lagher							
2		Party Planne[ ]							
3		Shopping L[ ]				Budget	Total Spent	Balance	
4									
5	ITEM	PACKAGE/SIZE	QUANTITY	COST PER ITEM	TOTAL				
6									
7									

Row 3

CELL F3: 'BUDGET'   **CELL G3:** TOTAL SPENT   **CELL H3:** BALANCE

ACTIVITY 3

Make a Shopping List

COLUMN A: create a list of items you will need to purchase for your party
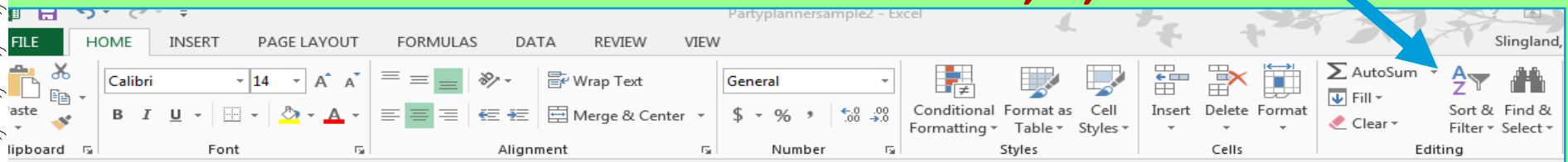
COLUMN B: package sizes

COLUMN C: the number of Items or packages needed

(Remember to include food as well as supplies like paper plates)

ACTIVITY 6

Watch demo

Use the sorting tool to Sort the items into Alphabetical Order.

Remember to select all of Column A, B, & C to sort.

Save as: cl(2).(names). Our_____party

Lesson 40 a

Planner: Excel Worksheets: Party Planner: SHOPPING: Food and Supplies

Objective: I can effectively work with a partner to plan an event using Excel
I can explain a minimum of 5 features in an Excel workbook.

Standards:

Creativity and Innovation: Students demonstrate creative thinking, construct knowledge, and develop innovative products and processes using technology.

Communication and Collaboration: Students use digital media and environments to communicate and work collaboratively, including at a distance, to support individual learning and contribute to the learning of others.

Research and Information Fluency: Students apply digital tools to gather, evaluate, and use information

Critical Thinking/ Decision Making

Questions: How can I use spreadsheets to plan for and evaluate a topic?

WARM-UP:

KEYBOARD 10 MINUTES

ACTIVITY 1

OPEN THE PARTY PLANNING WORKBOOK

GO TO THE SHOPPING PAGE

BUDGET

UNDER "AMOUNT TO SPEND"

YOU WILL BE ABLE TO SPEND $10 PER PERSON

ATTENDING ON YOUR LIST

MULTIPLY THE NUMBER OF PEOPLE ATTENDING BY 10

ENTER THAT AMOUNT in CELL F4

ACTIVITY 2

FOLLOW ALONG TO COMPLETE THE FORMULAS:

CELL E6:

- CREATE A FORMULA FOR MULTIPLYING THE NUMBER OF ITEMS NEEDED (QUANTITY) BY THE PRICE:

=PRODUCT(C6:D6) or =C6*D6

- Use the FILL HANDLE TO DRAG THE FORMULA DOWN ROW D TO THE BOTTOM YOUR LIST

MOVE TO COLUMN G

UNDER "TOTAL SPENT" CREATE A FORMULA FOR THE TOTAL COST OF THE ITEMS YOU WILL NEED TO PURCHASE.
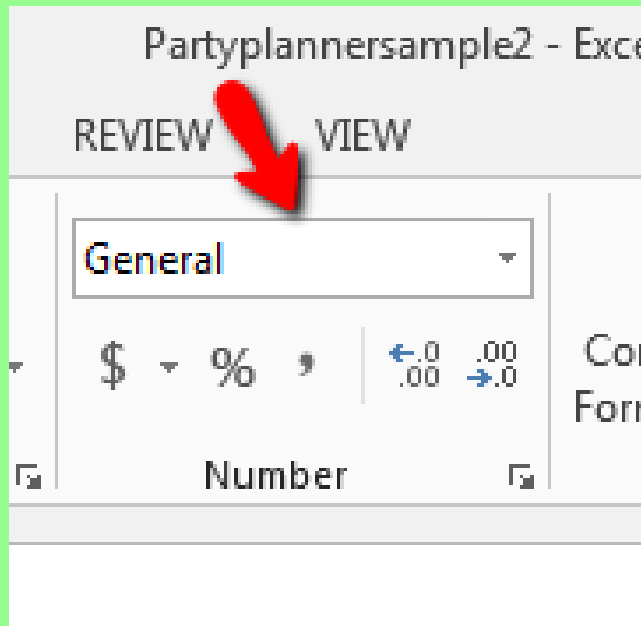
=SUM(:   )

IN CELL H4, CREATE A FORMULA FOR THE BALANCE: THE AMOUNT YOU CAN SPEND (BUDGET) MINUS THE TOTAL COST

EXAMPLE: = _____-_____

ACTIVITY 3

Number Formatting

Change the number formatting

Partyplannersample2 - Exce

REVIEW   VIEW

General

$ ▾ % ,   ←.0 .00   Co
              .00 →.0   For

Number

Currency:

Line up decimals

(Adds $ sign)

Activity 4

SHOPPING TIME:

USE THE INTERNET.

FIND SITES THAT WILL GIVE YOU THE COSTS OF THE ITEMS

ON YOUR LIST:

EXAMPLES: RALEY'S, SMITH'S, WALMART, TARGET, ETC.

FIND:

- **PACKAGE SIZE,**
- **DECIDE ON THE QUANTITY** (how many you will need)
- **COST PER ITEM**

ENTER THE INFORMATION ON THE WORKSHEET.

EXCEL WILL USE THE FORMULAS YOU ENTERED TO TOTAL THE ITEMS AND GIVE YOU A BALANCE.

ACTIVITY 5

Journal D

Journal/open book icon

<mark>Entry 23/Party Planner Shopping 1/Date</mark>

1. Image capture the shopping worksheet you have completed.

2. Tell who you are working with and whose worksheet you are sharing.

3. Discuss any changes you might need to make to your party to stay at/under the amount you are able to spend. Do not change anything until you have completed the Journal Entry23

ACTIVITY 6

MAKE ANY CHANGES!

You cannot spend more than the $12 per person amount

Ideally, the balance should be $0.00

NO NEGATIVE BALANCE.

CHANGE YOUR WORKSHEET TO MAKE THIS HAPPEN