

WORCESTER DIOCESAN PROFESSIONAL DEVELOPMENT

INTRO TO MS/EXCEL THROUGH THE EYES OF A LESSON
PLANNER

Or...

I'M A TEACHER... WHAT GOOD IS A SPREADSHEET TO ME?

Or...

A FREE LUNCH AND A DAY OFF? COUNT ME IN!

by Brett Penza

A FOUR PART "HANDS-ON" WORKSHOP
WITH MINIMAL (YET THRILLINGLY VIBRANT!)
LECTURE ... ON THE ART OF MICROSOFT EXCEL

- *Creating a GradeBook*
- *A Crossword Puzzle*
- *How to make a LARGE PURCHASE*
- *The Baseball Lesson*

INTRODUCING THE WORKSHEET CREATING A GRADEBOOK.

- *The Rows, Columns, Cells, Numbers, Labels, Alignment, Formatting: Fonts, Sizing, Color.*
- *Doing Math Operations, Using Functions: Sum, Average*
- *Copying, Pasting, Dragging, The Fill Handle.*
- *Developing a Chart. "A's, B's, C's"*
- **THE DEMO GRADEBOOK**

A FUN APPLICATION. THE CROSSWORD PUZZLE.

- *Set Column & Row width, height.*
- *The Comment, Inserting and Viewing*
- *Shading, Gridlines.*
- *Protecting Cells and the Work Sheet.*
- **CROSSWORD DEMO**

MAKING A **LARGE** PURCHASE HOME or AUTO.

- *Advanced Function: PMT()*
- *Setting up the Cells for a Simple Application (protect).*
- *Creating a DATA TABLE for multiple inputs.*
- *THE PMT FUNCTION DEMO*

THE BASEBALL LESSON.

- *Implementing Web information.*
- *Data Cleanup Techniques (eliminating spaces through sort)*
- *More Math Functions.*
- *Preparing and Saving as a Web Page.*
 - The Lesson OVERVIEW
- Baseball Demo Sheet

Summary

ADDITIONAL PDP'S (4 hrs - hw)

- *Develop your own lesson plans.*
- *Submit to me. bpenza@holyname.net*
- *Questions, Comments- e-mail me.*

- *Thanks very much.*