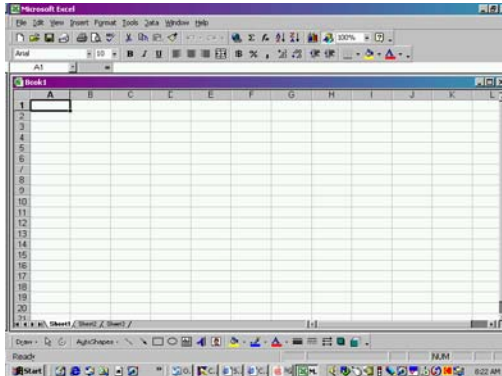


Microsoft EXCEL

Excel is the spreadsheet application of the Office 2000 programs. A spreadsheet is a grid of rows and columns containing numbers, text, and formulas.



Excel Window

During this mini term, you will experience the benefits and uses of using Excel. Mark off the assignments as you complete them.

To complete the PowerPoint study guides, open the presentations from the attachments sent on your e-mail. (If you need them sent to you again, e-mail Mrs. Dayley at tdayley@gaggle.net and they will be forwarded to you.)

My e-mail address is:
@gaggle.net

My password is:

ASSIGNMENTS

Mark off each assignment after it is complete.

- ☐ Using Session 3 of the IC3 section of LearnKey, complete the Working in Excel section of the Expert Training.
- ☐ Exercise 1
- ☐ Exercise 2
- ☐ PowerPoint Study Guide 1
- ☐ Exercise 3
- ☐ Exercise 4
- ☐ Using Session 3 of the IC3 section of LearnKey, complete the Manipulate Data section of the Expert Training.
- ☐ Exercise 5
- ☐ Exercise 6
- ☐ PowerPoint Study Guide 2
- ☐ Exercise 7
- ☐ Exercise 8
- ☐ Study Guide 3
- ☐ Exercise 9
- ☐ Using Session 3 of the IC3 section of LearnKey, complete the Charts and Printing section of the Expert Training.
- ☐ Exercise 10
- ☐ Final Exercise - This exercise is a review assignment to apply all skills learned.

You will complete your buzzers on e-mail. Typing tests and technique evaluations are also part of your grade and will be assigned on a day-to-day basis.

Procedures:

Each exercise is to be printed and turned in the completed work basket WITH THIS BROCHURE. Also, save them to your disc. Be sure your name and hour are on each printout. Turn in study guides as well.

Grading:

Your use of LearnKey will be monitored by your log in time. Points will be given upon completing each section of training. If you miss items of an exercise, you will be given half credit. You may redo work until you are satisfied with your grade.

Asmt.	Breakdown	Total
LearnKey	3 @ 50 points	150
Exercises	10 @ 20 points	200
Final Exercise		100
Study Guides	3 @ 50 points	150
Tech Eval	4 @ 30 points	120
Typing Tests	4 @ 25 points	100
Computer Respect	Maintain your points!	200
Buzzers	4 @ 40 points	160
TOTAL POSSIBLE	1180	

By the end of this mini term, you should be able to answer the following questions:

1. What functions in Excel are available and how can I use those functions in my personal life?
2. What are the benefits of using a spreadsheet program, such as Excel, versus using a document processing software?
3. How is Excel connected to the other Microsoft applications?
4. What application does Excel have to the future career I am considering?
5. How can I modify a spreadsheet in appearance to look professional and custom made?

Needed Web Sites

www.gaggle.net
www.wcsd.onlineexpert.com

Grading Tracker

Learn Key (50 each)

Working in Excel _____
 Manipulate Data _____
 Charts & Printing _____

Study Guides (40 each)

PowerPoint SG 1 _____
 PowerPoint SG 2 _____
 Study Guide 3 _____

Exercises (20 each)

Exercise 1 _____
 Exercise 2 _____
 Exercise 3 _____
 Exercise 4 _____
 Exercise 5 _____
 Exercise 6 _____
 Exercise 7 _____
 Exercise 8 _____
 Exercise 9 _____
 Exercise 10 _____

Final Exercise (100)

Technique Evaluations (30 each)

Week 1 _____
 Week 2 _____
 Week 3 _____
 Week 4 _____

Typing Tests (25 each)

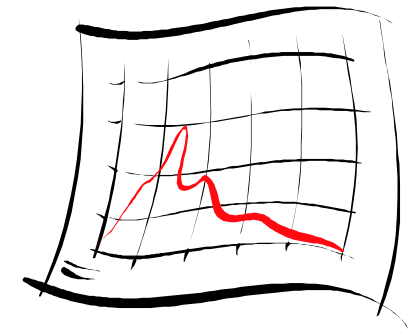
Week 1 _____
 Week 2 _____
 Week 3 _____
 Week 4 _____

Name _____

Hour 4 5

Mini 1 2 3 4 5 6 7 8

EXCEL



Computer Technology

Mrs. Dayley

By the end of this mini term, I will be able to type ____ wpm.

My beginning speed is ____ wpm.