



CET2026

COURSE INSTRUCTOR: Prof. Dr. Tufan ADIGUZEL

COURSE NAME: INSTRUCTIONAL DESIGN

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PROBLEM

The problem is that 3rd grade ELT students who have taken CET1101 course at Bahcesehir University cannot use simple functions , they cannot create tables and graphics.

GOAL

This instructional design goal is that 3rd grade ELT students will be able to use the functions on simple problems and table-graphs, they create tables and graphs using specific data.

DATA COLLECTION TOOLS - NEEDS ASSESSMENT TOOLS

The data of this study were collected in two stages.

First Stage:

Interview with Dr. Mustafa Polat.

During the interview, it was learned that the results of the exams made to the students were also averaged about Excel.

As a result of interview, it was concluded that students may have problems in Microsoft Word.

Mustafa Polat added that we can also investigate student' knowledge about Microsoft Word because of students more forced about it and exams results are parallel the situation. Mustafa Polat also show the exam results and average. We compared Excel and Words result. The result are approximately 65 for Excel and 75 for Microsoft Word. We will also measure the student' knowledge about the Word.

At the end of the interview we decided to measure and compare students' informations about Word and Excell. For both, excel and word pre-tests were prepared and these tests were prensented to students through google forms. Tests have two stages; first stage consists questions that we can learn about students' demographic informations, second stage has some questions we can measure students' prior knowledge.

Questions Asked in the Interview

- 1-What is the course code and course full name?
- 2- Which subjects are included in this course?
- 3-Were the students interested in the course?
- 4-Which materials and applications did you use for this course?
- 5-What the contents of the Excel program teaching included
- 6-Were the students able to understand and apply the contents?
- 7-In which area do you think your students have difficulty on Excel?
- 8-Are there any other problems you want to add?

Second Stage:

Pre-tests were applied to the students via Google Form.

As a result of Microsoft Word's pre-test analysis, according to responses there is no serious deficiencies in Microsoft Word. The main problem is in Microsoft Excel.

As a result of Microsoft Excel's pre-test analysis, we concluded that the great majority of the students have lack of the ability to use the functions on the table, to use the if function, to use the functions even in simple tables, to be able to create simple charts and graphics over multiple tables.

Pre-test questions for Microsoft Excel

Pre-test consists of 5 stages. The first stage consists of demographic questions. Other stages of Microsoft Excel on the graphics, functions on Microsoft Excel, Microsoft Excel formatting form and Microsoft Excel consists of general questions

1) In this section please evaluate between 1 and 5. 1for very bad, 2 for bad, 3 for normal, 4 for good, 5 for very good.

This section consists of a set of questions that measure what you know about Microsoft Excel and measure your basic knowledge.

I can create a new Excel file.

I can enter and change data.

I can use simple math operations by creating functions (Addition, Subtraction, Multiplication, Division).

I can select bulk cells.

With the arrow keys, I can easily scroll through the excel file.

I know what different pointer icons on Excel mean.

I can copy, paste and select.

2) In this section please evaluate between 1 and 5. 1for very bad, 2 for bad, 3 for normal, 4 for good, 5 for very good.

This section contains a number of questions about formatting text on Microsoft Excel.

I can make the text bold, italic and underlined.

I can edit borders and rates.

I can change the position of the text. (Right, Justify, Right)

I can add data, such as percentage and currency.

I can save the Excel file.

I can add rows and columns.

I have control over the Excel menus and layout.

3) In this section please evaluate between 1 and 5. 1for very bad, 2 for bad, 3 for normal, 4 for good, 5 for very good.

This section contains a number of questions about the functions on Microsoft Excel.

I can use functions on the table.

I can use the average, maximum and minimum functions.

I can use if function.

I use functions even in simple tables.

4) In this section please evaluate between 1 and 5. 1for very bad, 2 for bad, 3 for normal, 4 for good, 5 for very good.

This section contains a number of questions about the chart on Microsoft Excel.

I can add graphics to an Excel file.

I can create a graph using the data in a table.

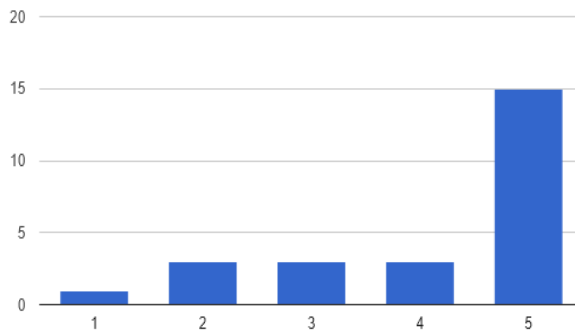
I can change the data, size, color and type of the graph.

I can enter data into an existing chart.

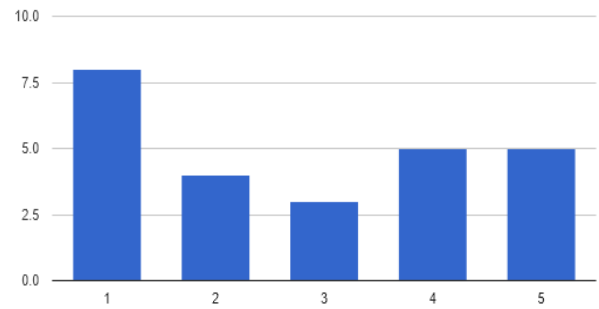
I add graphics even in simple tables.

Analysis

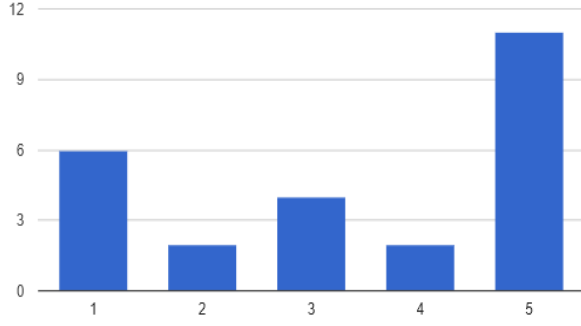
Bu Bölümde 1 ile 5 arasında değerlendiriniz. 1 çok kötü, 2 kötü, 3 normal, 4 iyi, 5 çok iyi [Veri girip, değiştirebiliyorum.] NOT_FOUND
Average: 4.12



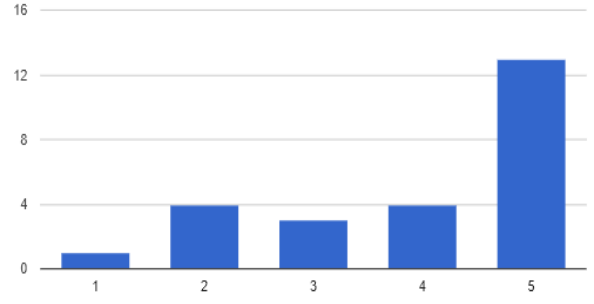
Bu Bölümde 1 ile 5 arasında değerlendiriniz. 1 çok kötü, 2 kötü, 3 normal, 4 iyi, 5 çok iyi [Basit matematik işlemlerini fonksiyon oluşturarak kullanabiliyorum. (Toplama, Çıkarma, Çarpma, Bölme)] NOT_FOUND
Average: 2.80



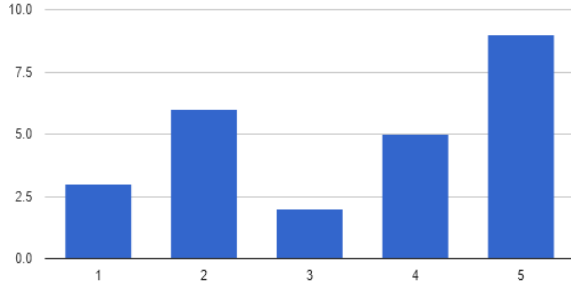
Bu Bölümde 1 ile 5 arasında değerlendiriniz. 1 çok kötü, 2 kötü, 3 normal, 4 iyi, 5 çok iyi [Toplu hücre seçimi yapabiliyorum.] NOT_FOUND
Average: 3.40



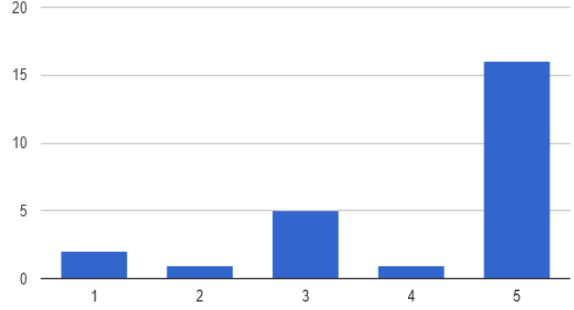
Bu Bölümde 1 ile 5 arasında değerlendiriniz. 1 çok kötü, 2 kötü, 3 normal, 4 iyi, 5 çok iyi [Yön tuşlarıyla excel dosyası üzerinde rahatça dolaşabiliyorum.] NOT_FOUND
Average: 3.96



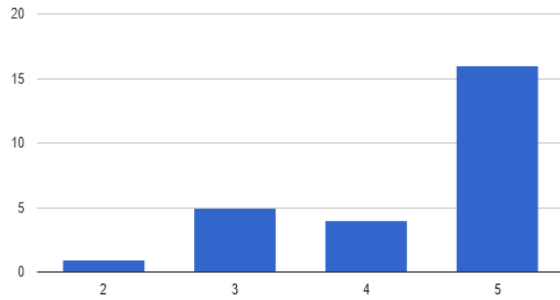
Bu Bölümde 1 ile 5 arasında değerlendiriniz. 1 çok kötü, 2 kötü, 3 normal, 4 iyi, 5 çok iyi [Excel üzerinde oluşan farklı işaretçi simgelerinin ne anlama geldiğini biliyorum.] NOT_FOUND
Average: 3.44



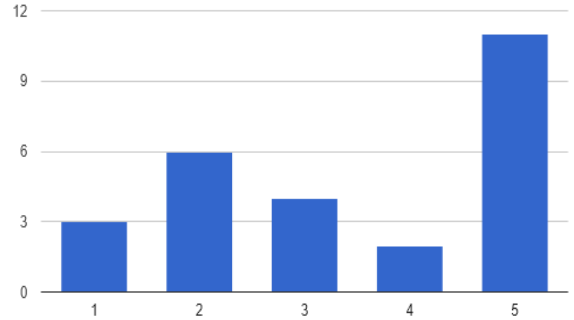
Bu Bölümde 1 ile 5 arasında değerlendiriniz. 1 çok kötü, 2 kötü, 3 normal, 4 iyi, 5 çok iyi [Kopyalama, yapıştırma ve seçim işlemlerini yapabiliyorum.] NOT_FOUND
Average: 4.12



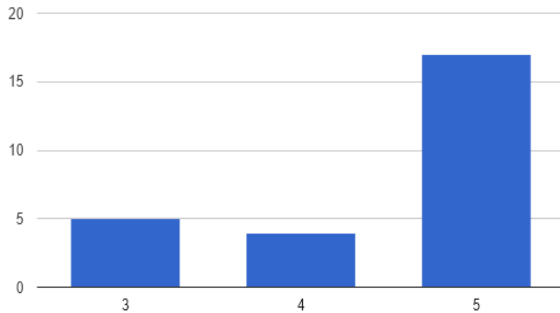
Bu Bölümde 1 ile 5 arasında değerlendiriniz. 1 çok kötü, 2 kötü, 3 normal, 4 iyi, 5 çok iyi [Yazı konumunu değiştirebiliyorum.(Sağa yasla, Sola yasla, Ortala)] NOT_FOUND
Average: 4.35



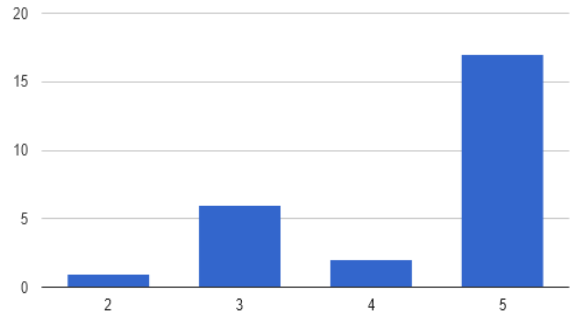
Bu Bölümde 1 ile 5 arasında değerlendiriniz. 1 çok kötü, 2 kötü, 3 normal, 4 iyi, 5 çok iyi [Veriye yüzdelik, para birimi gibi öğeler ekleyebiliyorum.] NOT_FOUND
Average: 3.46



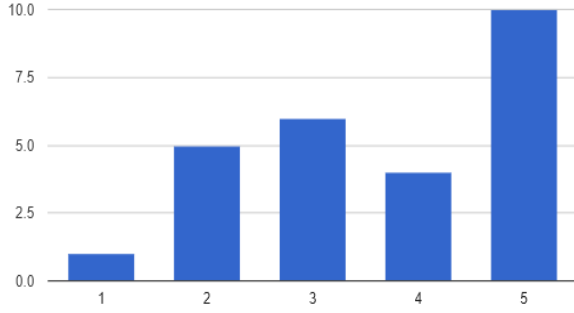
Bu Bölümde 1 ile 5 arasında değerlendiriniz. 1 çok kötü, 2 kötü, 3 normal, 4 iyi, 5 çok iyi [Excel dosyasını kayıt edebiliyorum.] NOT_FOUND
Average: 4.46



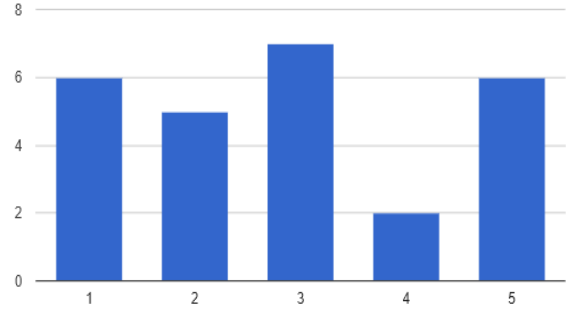
Bu Bölümde 1 ile 5 arasında değerlendiriniz. 1 çok kötü, 2 kötü, 3 normal, 4 iyi, 5 çok iyi [Satır ve Sütun ekleyebiliyorum.] NOT_FOUND
Average: 4.35



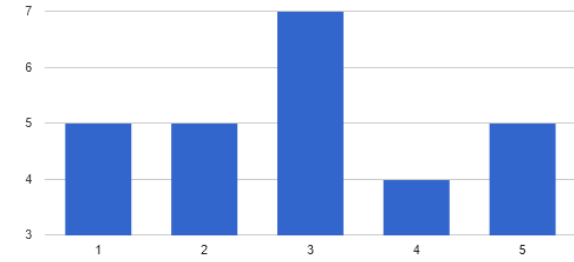
Bu Bölümde 1 ile 5 arasında değerlendiriniz. 1 çok kötü, 2 kötü, 3 normal, 4 iyi, 5 çok iyi [Excel menülerine ve düzenine hâkimim.] NOT_FOUND
Average: 3.65



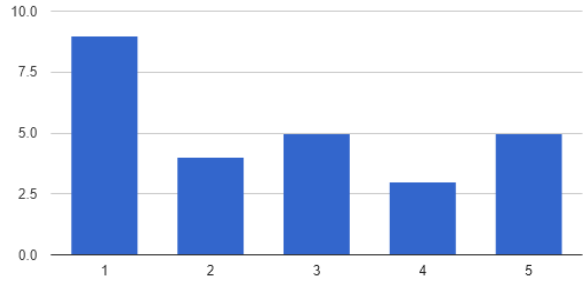
Bu Bölümde 1 ile 5 arasında değerlendiriniz. 1 çok kötü, 2 kötü, 3 normal, 4 iyi, 5 çok iyi [Tablo üzerinde fonksiyonlar kullanabiliyorum.] NOT_FOUND
Average: 2.88



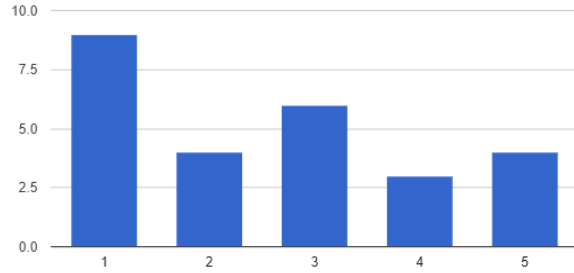
Bu Bölümde 1 ile 5 arasında değerlendiriniz. 1 çok kötü, 2 kötü, 3 normal, 4 iyi, 5 çok iyi [Ortalama, maksimum, minimum fonksiyonlarını kullanabiliyorum.] NOT_FOUND
Average: 2.96



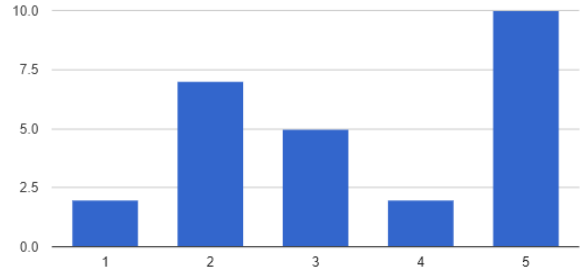
Bu Bölümde 1 ile 5 arasında değerlendiriniz. 1 çok kötü, 2 kötü, 3 normal, 4 iyi, 5 çok iyi [If fonksiyonunu kullanabiliyorum.] NOT_FOUND
Average: 2.65



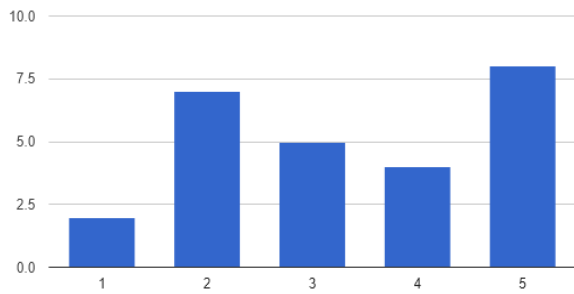
Bu Bölümde 1 ile 5 arasında değerlendiriniz. 1 çok kötü, 2 kötü, 3 normal, 4 iyi, 5 çok iyi [Basit tablolarda dahi fonksiyon kullanırım.] NOT_FOUND
Average: 2.58



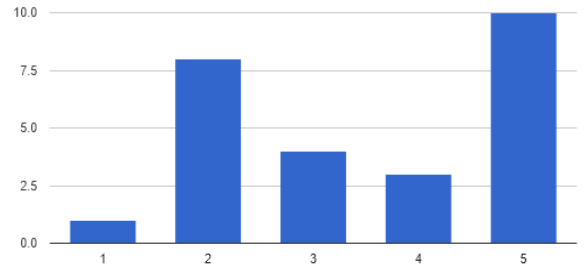
Bu Bölümde 1 ile 5 arasında değerlendiriniz. 1 çok kötü, 2 kötü, 3 normal, 4 iyi, 5 çok iyi [Bir Excel dosyasına grafik ekleyebiliyorum.] NOT_FOUND
Average: 3.42



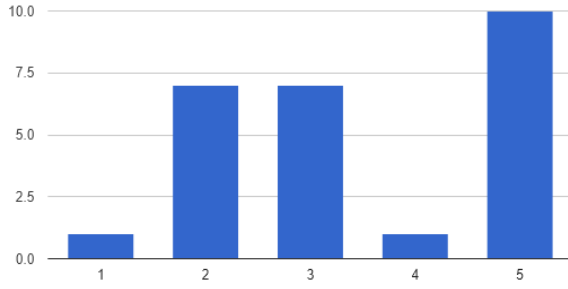
Bu Bölümde 1 ile 5 arasında değerlendiriniz. 1 çok kötü, 2 kötü, 3 normal, 4 iyi, 5 çok iyi [Bir tablodaki verileri kullanarak grafik oluşturabiliyorum.] NOT_FOUND
Average: 3.35



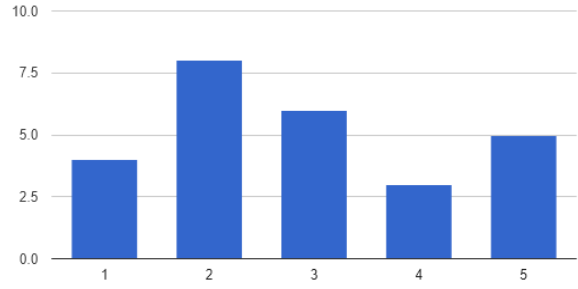
Bu Bölümde 1 ile 5 arasında değerlendiriniz. 1 çok kötü, 2 kötü, 3 normal, 4 iyi, 5 çok iyi [Grafik'in kullandığı verileri, boyutunu, rengini ve tipini değiştirebilirim.] NOT_FOUND
Average: 3.50



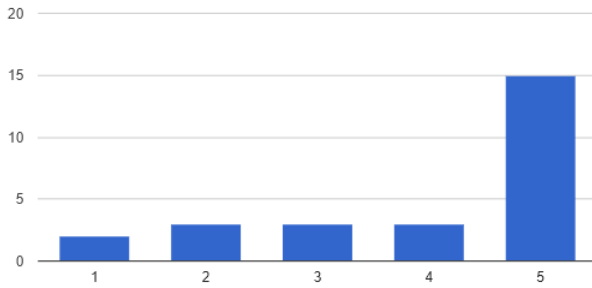
Bu Bölümde 1 ile 5 arasında değerlendiriniz. 1 çok kötü, 2 kötü, 3 normal, 4 iyi, 5 çok iyi [Var olan bir grafiğe veri girebiliyorum.] NOT_FOUND
Average: 3.46



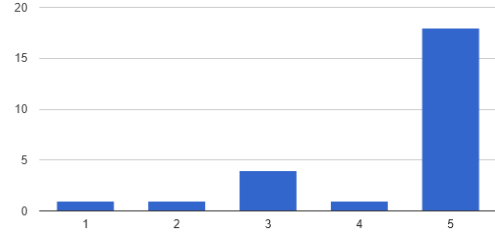
Bu Bölümde 1 ile 5 arasında değerlendiriniz. 1 çok kötü, 2 kötü, 3 normal, 4 iyi, 5 çok iyi [Basit tablolarda dahi grafik eklerim.] NOT_FOUND
Average: 2.88



Bu Bölümde 1 ile 5 arasında değerlendiriniz. 1 çok kötü, 2 kötü, 3 normal, 4 iyi, 5 çok iyi [Kenarlıkları ve oranları düzenleyebiliyorum.] NOT_FOUND
Average: 4.00



Bu Bölümde 1 ile 5 arasında değerlendiriniz. 1 çok kötü, 2 kötü, 3 normal, 4 iyi, 5 çok iyi [Yeni bir Excel Dosyası oluşturabiliyorum.] NOT_FOUND
Average: 4.36



Pre-test questions for Microsoft Word

Questions in this test include clips. Therefore, the subjects to be learned in the questions will be explained.

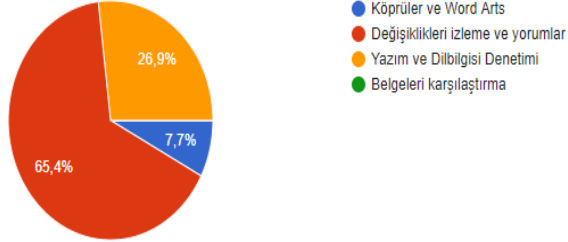
- Monitoring and interpreting changes
- Change margin
- Add column
- Edit page number
- Built-in styles
- Fast typo correction
- Indent setting

Analysis

1.

Aşağıdaki klipte Word'ün özelliklerinden hangileri gösterilir?

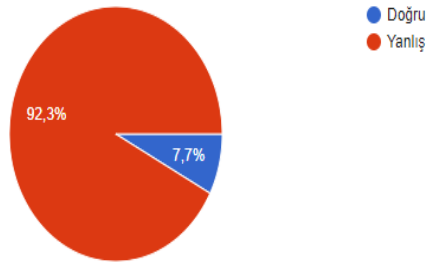
26 yanıt



2.

Word belgeleri için varsayılan kenar boşluğunu değiştiremezsiniz.

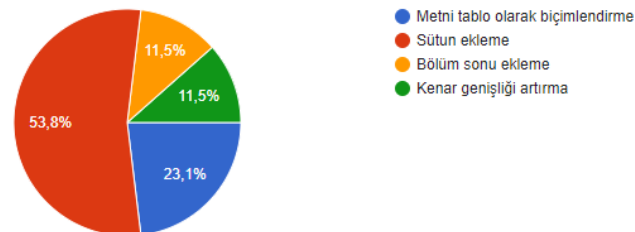
26 yanıt



3.

Aşağıdaki klip hangi formatta gösteriliyor?

26 yanıt

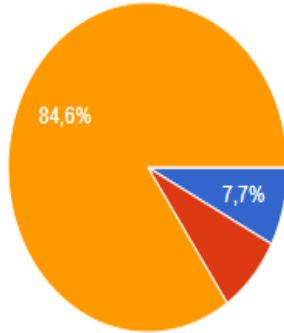


4.

Varsayalım ki, Work Cited bölümümüzün sayfa numaralarını ayarlamak istiyoruz, bunu sayfa 1'den başlatmamız mümkün mü?



26 yanıt

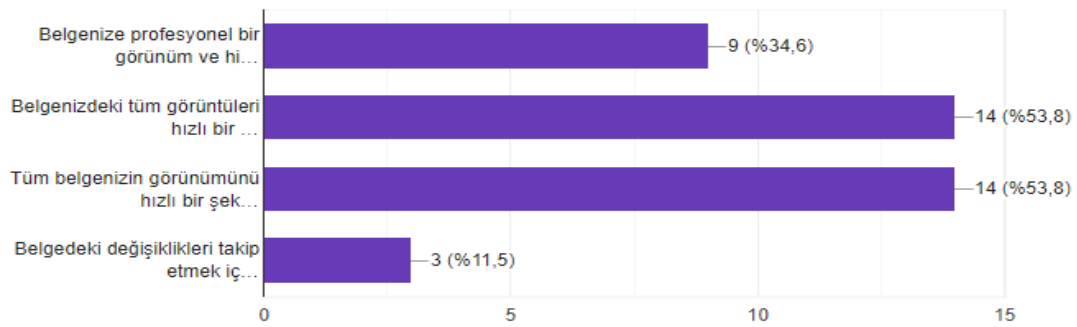


- Hayır, bu mümkün değil. Word, bu şekilde sayfa numaralamasını yeniden başlatamaz.
- Evet mümkün. Tüm sayfa numaralarını silmeniz ve manuel olarak yazmanız gerekir.
- Evet mümkün. Önce bir bölüm sonu eklemeniz, ardından numaralandır...
- Evet, ancak iki ayrı belge oluşturup birleştirirseniz mümkündür.

5.

Aşağıdakilerden hangisinde Word'ün yerleşik stillerini kullanmanın avantajları vardır?

26 yanıt



6.

Belgenizi oluştururken bir hata yaptığınızı fark ettiniz. Çeşitli yerlerde “Ayşe” yerine “Aişe” kelimesini kullandınız. Hatanızı düzeltmenin en hızlı yolu nedir?

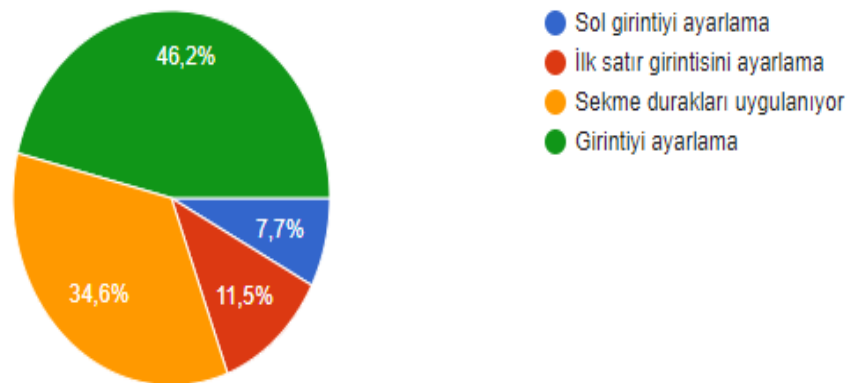
26 yanıt



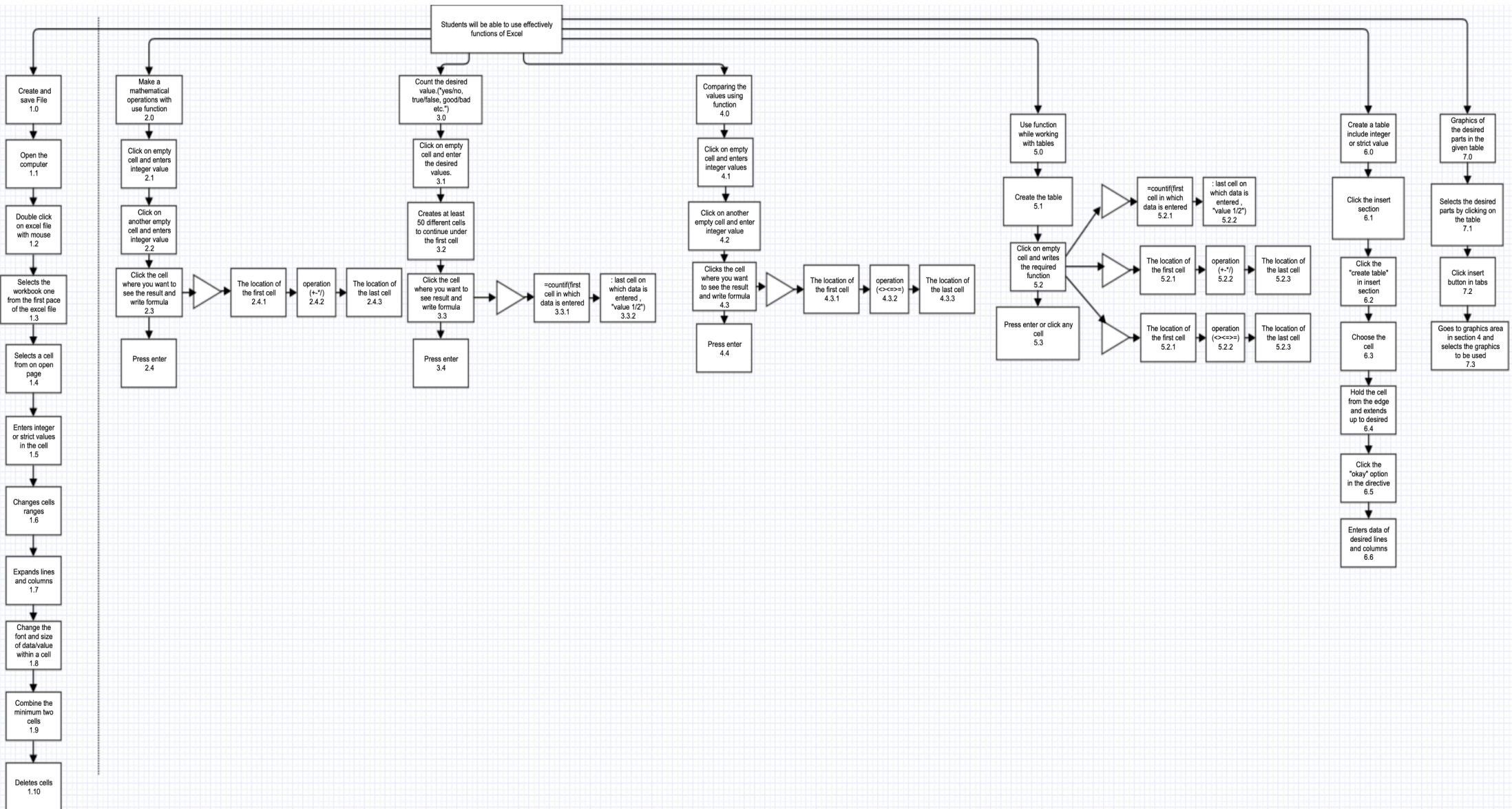
7.

Aşağıdaki klip word'ün hangi özelliğini gösteriliyor?

26 yanıt



Hierarchy



PURPOSE

Students should be able to define and describe the functions such as built-in functions, formatting, table creation-graphics.

a) Use functions effectively.

i) While doing mathematical operations can compare the value of written with the if function.

- Students should be able to use if function while compare two strings, and change the values of string.

ii) In mathematical operations can compare and print the result. In mathematical operations can sum, multiply, divide and subtraction.

- Students should be able to use compare function for compare two numbers and change the value using compare.

- Students should be able to use sum, subtract, multiply and divide operators for mathematical operation

iii) Students should be able to Count number of “Yes” or “No” with Count If function.

- Students should be able to count the number of same variable using Count If function.

iv) Easy to use functions on simple tables and multi tables.

- Students should be able to use tables effectively while they calculate values on the tables.

v) Students can create graphs over simple tables and multiple Tables.

- Students should be able to use graphs and tables together, they should be able to create a graph using table.

LEARNER ANALYSIS

A pre-test was developed to determine the students' difficulties and what they learned from CET1101 course, and the data were collected through this questionnaire via google form.

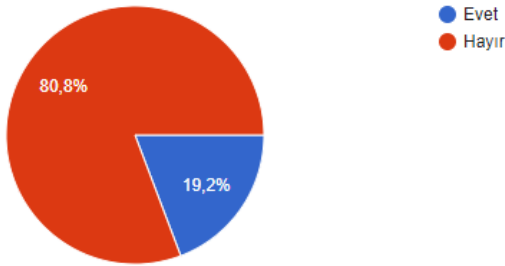
General Features

- Elt students who are study in Bahçeşehir University.
- These students study in faculty of education.
- These students study in department of English Language Teaching.
- They are generally 21 years old.
- They are 26 person.

1) Readiness

Bu dersi almadan önce Microsoft Excel eğitimi aldınız mı?

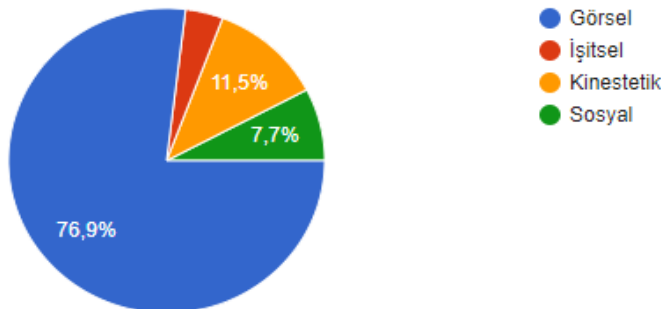
26 yanıt



2) Learning Style

Kendinize en yakın öğrenme stilinizi seçiniz?

26 yanıt



As a result of the survey;

Students should be able to description of operations such as built-in functions, formatting, use function on tables. In Table , Most of the students cannot apply the functions, cannot use the function on table and cannot create graphics very well.

Table :

Questions	Total	People who cannot use and apply very well
I use functions on table	26	20
I can use the mean, maximum, minimum functions.	26	21
I can use if function.	26	21
I use functions even in simple tables.	26	22
I can create graphics even in simple tables	26	21

Objectives

2.0 Make a summation operation with use function

- 2.1 Finding location of the cell which is given.
- 2.2 Find the location of the first cell which is given.
- 2.3 Move location of the mouse to cell which is found.
- 2.4 Click the right button of the mouse and input an integer.
- 2.5 Find the location of the other cell and move mouse location to it.
- 2.6 Click the right button of the mouse and input another integer.
- 2.7 Find the empty cell for show the result and move mouse location to it.
- 2.8 Find the equal symbol on the keyboard and input the equal symbol.
 - 2.8.1 Input 'sum' and find parenthesis on the keyboard then input it.
 - 2.8.2 Find the first cell location and input the location, input a comma.
 - 2.8.3 Find the second cell location and input the location address and find the parenthesis then input.
- 2.9 Find the location of the enter.
 - 2.9.1 Press enter button on the keyboard.

3.0 Count the 'yes' values.

- 3.1 Find the empty cell for input value.
- 3.2 Move mouse location to empty cell and click.
- 3.3 Click the right button of the mouse and input 'yes'.
- 3.4 Find the bottom of the entered cell and input bottom to bottom 50 times 'yes'
- 3.5 Find an empty cell and change mouse location on the top and click the cell.
- 3.6 Input the formula.
 - 3.6.1 Find the equal symbol on the keyboard and input the equal symbol.
 - 3.6.2 Input the 'CountIf' on the keyboard.
 - 3.6.3 Find the parenthesis symbol on the keyboard and input in the cell.
 - 3.6.4 Find the first cell location and input the location, input a double point.
 - 3.6.5 Find the second cell location and input the location address and find the parenthesis then input.
- 3.7 Find the location of the enter on the keyboard.
 - 3.7.1 Press the enter button on the keyboard.

4.0 Compare two value which is entered.

- 4.1 Finding the empty cell for input value.
- 4.2 Move mouse location bottom to cell and click it.
- 4.3 Input the integer value in the found cell.
- 4.4 Finding the empty cell and move mouse to it and click it.
- 4.5 Input the integer value in the found cell.
- 4.6 Find a empty cell and move mouse location to top and click.
- 4.7 Input the formula
 - 4.7.1 Find the equal symbol on the keyboard and input in the cell.
 - 4.7.2 Find the parenthesis on the keyboard and input the parenthesis.
 - 4.7.3 Find the location of first cell and input the location address.
 - 4.7.4 Find the smaller operator on the keyboard
 - 4.7.5 Input the smaller operator.
 - 4.7.6 Find the location of the second entered cell and input the location address.
 - 4.7.7 Find the parenthesis on the keyboard then input parenthesis.
- 4.8 Find the enter button on the keyboard.
 - 4.8.1 Press 'enter' button on the keyboard.

5.0 Create a table include integer or string value.

- 5.1 Find the 'insert' on the menu.
- 5.2 Move mouse and click 'Insert'.
- 5.3 Find the 'Table' in the 'Insert' menu and click it.
- 5.4 Find the location of the cell.
- 5.5 Click the cell where you want to create
- 5.6 Drag the mouse clicking how many cells and columns you want to create.
- 5.7 Drop the mouse clicking.
- 5.8 Find the 'enter' button on the keyboard.
- 5.9 press the enter button.

6.0 Show graphics using the table's value.

- 6.1 Find the desired parts in the table.
- 6.2 Move mouse location to given parts in the table and click left button of the mouse.
- 6.3 Find the 'Insert' button on the menu and move mouse location to 'Insert'.
- 6.4 Click the 'Insert' and find the 'columns' part.
- 6.5 Find the Graphics part and move mouse location to top of the graphics.
- 6.6 Click any graphics which want to show.
- 6.7 Select any graphic for statistic of the table.

7.0 Highlight the 'yes/no' values .

- 7.1 Find the location of the first cell which is started 'yes'.
- 7.2 Move location of the mouse to first cell.
- 7.3 Click the right button of the mouse.
- 7.4 Hold clicked and drag down the mouse location until end of the 'yes'.
- 7.5 Top of the menu, find the 'Home' menu.
- 7.6 Click the 'Home' and in the bottom find the location 'Conditional Formatting'
- 7.7 Move location of the mouse to top of the 'Conditional Formatting' and click it.
- 7.8 Find the 'Highlight Cell Rules' and move location of the mouse of it top.
- 7.9 Find the 'Text that contains...' in the tab and click it.
- 7.10 Find the input box on the drop-down menu and click it.
- 7.11 enter the yes/no which wanted to highlight
- 7.12 find the enter on the keyboard and click it.

Assessment Items

SKILL	OBJECTIVE	ASSESSMENT ITEMS
2.0	Make a summation operation with use function.	What is the sum of salaries Selim Can and Mehmet Bayındır that work in Senpak company?
3.0	Count the 'yes' values.	What is the number of staff receiving the comission in Senpak company? Count the 'yes' values according the given table.
4.0	Compare two value which is entered.	Hatice Sezer and Zeynep Şen. Which employee is hired earlier.
5.0	Create a table include integer or string value.	Create a new table with the data of the first 5 people in the given table.
6.0	Show graphics using the table's value.	Create a graph of the last 5 staff in the table.
7.0	Highlight the 'yes/no' values.	Highlight all the cells that say 'yes' in the commission column.

PERSONE NO	AD	SOYAD	DOĞUM TARİHİ	GİRİŞ TARİHİ	ÜCRET	BÖLÜM NO	BÖLÜM AD	KOMİSYON
1503329	Sevcan	Çakır	1/11/85	2014	3000	10	ACCOUNT	YES
5268965	Ahmet	Selman	2/5/87	2011	5000	20	MARKETING	YES
5963544	Selim	Can	3/5/87	2015	3000	30	ADVERTISING	NO
8563212	Banu	Avar	4/5/87	2010	6000	50	PACKAGING	YES
4859633	Hatice	Sezer	5/5/87	2017	1200	40	CLEANING	NO
4785267	Mehmet	Bayındır	6/5/87	2018	1000	60	PUBLIC RELATION	NO
1236982	Furkan	Kesgin	7/5/87	2009	6000	80	PRODUCT	NO
1254780	Büşra	Meydan	8/5/87	2017	2000	90	SALES	NO
5236987	Sevda	Çiçek	9/5/87	2017	4500	10	ACCOUNT	YES
8965214	Okşan	Dut	10/5/87	2010	6000	10	ACCOUNT	NO
4785362	Ahu	Tuğba	11/5/87	2015	3000	20	MARKETING	YES
1485960	Salim	Selimcan	12/5/87	2008	8000	70	RESEARCH & DEVELOP	NO
8523698	Erol	Evgin	13/5/87	2010	4500	30	ADVERTISING	NO
7896325	Sevgi	Sonkaya	14/5/87	2018	1200	30	ADVERTISING	NO
1452699	Furkan	Demir	15/5/87	2012	3600	20	MARKETING	YES
2054877	Zeynep	Şen	16/5/87	2012	4000	40	CLEANING	YES
4785693	Emre	Bayram	17/5/87	2012	2500	50	PACKAGING	YES
5236987	İsa	Doğan	18/5/87	2012	3000	60	PUBLIC RELATION	NO
1114785	Arda	Arel	19/5/87	2012	3000	80	PRODUCT	YES
2563479	Özge	Öz	20/5/87	2012	3200	70	RESEARCH & DEVELOP	NO
2369854	Neşe	Gül	21/5/87	2012	3600	10	ACCOUNT	NO
1258963	Melih	Gökçek	22/5/87	2012	4500	20	MARKETING	YES
4789652	Ayda	Nal	23/5/87	2011	5200	60	PUBLIC RELATION	NO
3654789	Ela	Ceren	24/5/87	2011	2800	40	CLEANING	NO
2365897	Fevzi	Çekmece	25/5/87	2012	1900	50	PACKAGING	YES
9658742	Ali	Arca	26/5/87	2017	3600	80	PRODUCT	YES
1254785	Zeynep	Öz	27/5/87	2016	4100	90	SALES	YES
2259687	Özlem	Yaprak	28/5/87	2012	2900	30	ADVERTISING	NO
3659974	Ozan	Uz	29/5/87	2012	4600	70	RESEARCH & DEVELOP	YES
1503369	Sena	Akpınar	30/5/87	2012	1900	60	PUBLIC RELATION	NO
1608977	Songül	Bozdemir	31/5/87	2012	2600	40	CLEANING	NO
2506647	Yılmaz	Yılar	1/6/87	2012	3400	30	ADVERTISING	YES
2503395	Aysun	Dal	2/6/87	2007	3600	20	MARKETING	NO
7885964	Ayfer	Tardu	3/6/87	2009	3900	10	ACCOUNT	NO
6348954	Emine	Gürsoy	4/6/87	2013	4500	50	PACKAGING	NO

1- TABLO OLUSTURMA

Burada sizden beklenen; ilk sheet üzerindeki hücreleri kullanarak verilen 'personel' tablosundaki ilk 5 personelin bilgilerinden oluşan yeni bir tablo oluşturmamız.

2-GARFIK OLUSTURMA

Burada sizden beklenen; ikinci sheet üzerindeki hücreleri kullanarak verilen 'personel' tablosundaki son 5 personelin ücret bilgilerinin grafiğini oluşturmak.

3-TOPLAMA

Bu adımda sizden beklenen; 3. sheet üzerindeki hücreleri kullanarak, verilen tablodaki Selim ve Mehmet'in maaşlarının toplamını bir hücreye yazdırmanız.

4-KARSILASTIRMA

Bu adımda sizden beklenen; 3. sheet üzerindeki boş hücreleri kullanarak, verilen tablodaki Salim ve Neşe'nin işe giriş tarihlerini karşılaştırmamız.

5-'EVET' DEGERLERINI SAYMA

Bu adımda sizden beklenen; 4. sheet üzerindeki hücreleri kullanarak, verilen tabloda 'EVET' değerlerini bulup, sayısını boş bir hücreye yazmanız.

6-HÜCRE BOYAMA

Bu adımda sizden beklenen; 5. sheet üzerindeki hücreleri kullanarak, verilen tabloda komisyon olan personelin bilgileri girilen hücreleri renklendirmeniz.

ÇALIŞMA SONUNDA ÖĞRENDİKLERİNİZİ PEKİSTİRMEK İÇİN GCFLEARNFREE.COM'U ZİYARET EDEBİLİRSİNİZ :)

Lesson Plan

The age level of our learners generally 21 years old. The type of learning styles is visual learning. Our instruction has a two different part. First one is part of instructional part and second one is application part. First part will take approximately 40 minutes and application part will take 25-30 minutes.

We divided our objectives six sessions and our content sequence and clustering are as in the following table.

1.Session	2.Session	3.Session	4.Session	5.Session	6.Session
5	6	2	4	3	7
5.1	6.1	2.1	4.1	3.1	7.1
5.2	6.2	2.2	4.2	3.2	7.2
5.3	6.3	2.3	4.3	3.3	7.3
5.4	6.4	2.4	4.4	3.4	7.4
5.5	6.5	2.5	4.5	3.5	7.5
5.6	6.6	2.6	4.6	3.6	7.6
5.7	6.7	2.7	4.7	3.6.1	7.8
5.8		2.8	4.7.1	3.6.2	7.9
5.9		2.8.1	4.7.2	3.6.3	7.10
		2.8.2	4.7.3	3.6.4	7.11
		2.8.3	4.7.4	3.6.5	7.12
			4.7.5	3.7	
			4.7.6	3.7.1	
			4.7.7		
			4.8		
			4.8.1		

Student Grouping

Each learner needs to be individual working during the instruction.

Learning Components

1-Gaining attention	Gaining attention with play kahoot.
2-Informing learner of objectives	Information about achievements in education.
3-Stimulating recall of prior knowledge	Questions that they remember from the course.
4-Presenting the stimulus material	Lectures are made through the presentation prepared for the course.
5-Providing learning guidance	The teacher can guide students by giving examples, providing clues, recalling their prior knowledge and making explanations.
6-Eliciting the performance	The teacher should try to reveal the behavior by asking written and verbal questions to the students. During the lecture, they are asked a question.
7-Providing feedback about performance correctness	Feedback can be given in different ways such as nodding, gesturing movements, smile, saying, acceptance for true according the given question .
8-Assessing the performance	Asking assessment question and check answers after the instruction.
9-Enhancing retention and transfer	Send presentations to help students use when they need.

Selection of Media and Delivery System

Our delivery system is powerpoint presentation. It is include visual and verbal instruction and has application part for assessment questions. Laptops or desktop computers (with mouse and keyboard) , projector, audio system, internet and mobile phone (for kahoot) are will be used for instruction and application part of our instruction.

MÜLAKAT – INTERVIEW

1- Verdiğiniz bu dersin kodu ve tam adı nedir?

CET1101 Information Tech in Education .

2-Bu ders hangi konuları içermektedir?

Dersin genel olarak içeriği ofis programları yani temel ofis uygulamaları excel , word, power point. Ve pratik olarak kullanılabilecek interaktif uygulamaları.

3-Öğrenciler bu derse karşı ilgililer miydi?

Bence asıl sorun algıydı. Öğrencilerde ilk önce derse karşı bir algı sorunu vardı. Öğrenciler ‘biz zaten bunları kullanıyoruz, bir daha niye öğreneceğiz ki?’ tarzında düşünüyorlardı. Özellikle ilk konular çok basit olunca size ve type değiştirmek gibi. Öğrencilere bu derse aslında ihtiyaç olduğunu herkesin aynı seviyede olmadığını göstermek gerekti. seviyelerini belirlemek için pre-test yaptım. Çok iyi biliyorum diyenlerden 70-80 alanlar da oldu. Hani her şeyi bilse bile kavramı bilmiyor mesela resim kullanmayı biliyor ama onun kavramlarını bilmiyor.

4-Hangi materyaller-uygulamalar kullanıyordunuz?

Web2 toolları. Padlet. Kahoot gibi tabi kahoot daha çok hazırlıkta kullanılıyordu. GCF Learn Free sitesi.

5-Excel programı öğretimi içeriğiniz neleri kapsıyordu?

Google formda sorduğunuz soruların konularının hepsini gördüler.

6-Öğrencileriniz bu içerikleri anlayıp uygulayabiliyor muydu?

Sınav yaptım. Ders içinde instructionlar var mesela sınıf listesi oluşturma ya da bir ülke için bilgi bulun bu bilginin 50 kelimesini alın gibisinden bu

8-Öğrencilerinizin Excel üzerinde hangi alanlarda zorluk yaşadığını düşünüyorsunuz?

Excel’in içine sayı falan girince korktular. Ama güzel tarafı net bir sistem Excel. Ve Excel’in sınav ortalaması daha yüksel oldu. En büyük problemi formül yazmada, manuel formül yazmada, yüzdesini alma, işlem önceliği gibi konularda problem yaşadılar. Onları oturtmak epey zaman alıyor. Onun dışında işte finalin yüzde beşini al, mutlak değer hesabı yap gibi konulara girdiğinizde o işlemleri manuel olarak yazarken çok büyük problemler yaşandı. If fonksiyonları vardı.

9- Eklemek istediğiniz başka problemler mevcut mu? Bunlar nelerdir?

Tüm söylediklerime şunu da ekleyebilirim, öğrencilere Excelden çok Word de zorlandılar ki bunu sınav sonuçları da destekliyor . Word de çok sıkıntı yasadılar projenize onları da ekleyebilirsiniz.

Kahoot Questions for Gaining Attention

Q1: Elektronik tablola programı olarak adlandırılan uygulama aşağıdakilerden hangisidir?



30 sec

- | | | |
|--|----------------------|--|
| | Microsoft Windows | |
| | Microsoft Excel | |
| | Microsoft Powerpoint | |
| | Microsoft Access | |

Q2: Excel dosyalarının uzantısı aşağıdakilerden hangisidir?







30 sec

- | | | |
|--|------|--|
| | DOCX | |
| | HLP | |
| | XLSX | |
| | BMP | |

Q3: Hücre içine yazılan formüllerin görüntülendiği ve formüllerin yazıldığı araç çubuğunun adı?







30 sec

- | | | |
|---|---------------|---|
|  | Formül Çubuğu | ✓ |
|  | Resim | ✗ |
|  | Araç Çubuğu | ✗ |
|  | Durum Çubuğu | ✗ |

Q4: Excel'de formüller hangi işaret ile başlamak zorundadır?







30 sec

- | | | |
|--|---|---|
|  | - | ✗ |
|  | = | ✓ |
|  | + | ✗ |
|  | / | ✗ |

Q5: Excel'deki bir tabloda en küçük değeri veren fonksiyon aşağıdakilerden hangisidir?



30 sec

- | | | |
|--|------|---|
|  | =Sum | ✗ |
|  | =If | ✗ |
|  | =Min | ✓ |
|  | =Max | ✗ |

Q6: Excel'de şarta bağlı işlem yapan fonksiyon aşağıdakilerden hangisidir?



30 sec

▲ =SUM

×

◆ =AVG

×

● =IF

✓

■ =Min

×

Q7: Excel'de grafik oluşturmak için kullanılan menü aşağıdakilerden hangisidir?



30 sec

▲ Ekle

✓

◆ Düzen

×

● Görünüm

×

■ Veri

×

Q8: Aşağıdakilerden hangisi hücreye girilen bilgilerden birisi değildir?



30 sec

▲ Metin

×

◆ Girinti

✓

● Formül

×

■ Tarih ve Saat

×

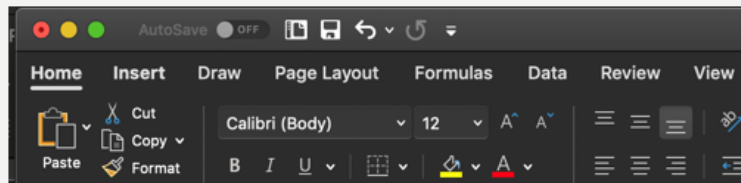
INSTRUCTION MATERIAL

The logo features the words "MICROSOFT" and "EXCEL" in a bold, black, sans-serif font. "MICROSOFT" is positioned above "EXCEL", with a thin red horizontal line separating them. The text is centered within a white, cloud-like shape with a scalloped border. This shape is set against a solid orange background.

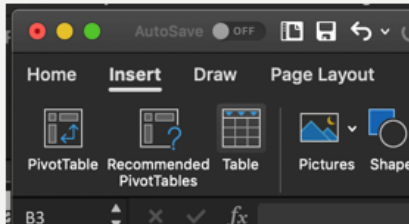
MICROSOFT
EXCEL

ESSENTIAL OF EXCEL FUNCTIONS

CREATING A TABLE

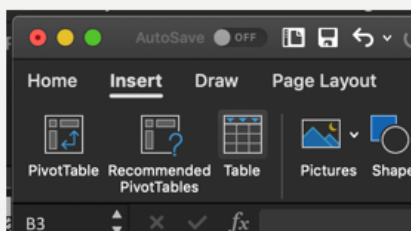


For create a table, first, find the insert button like given photo,



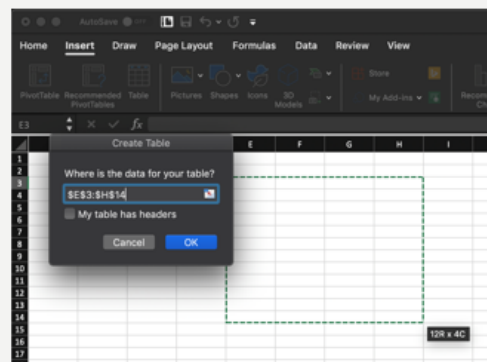
click the insert menu

CREATE A TABLE (CONTINUE)

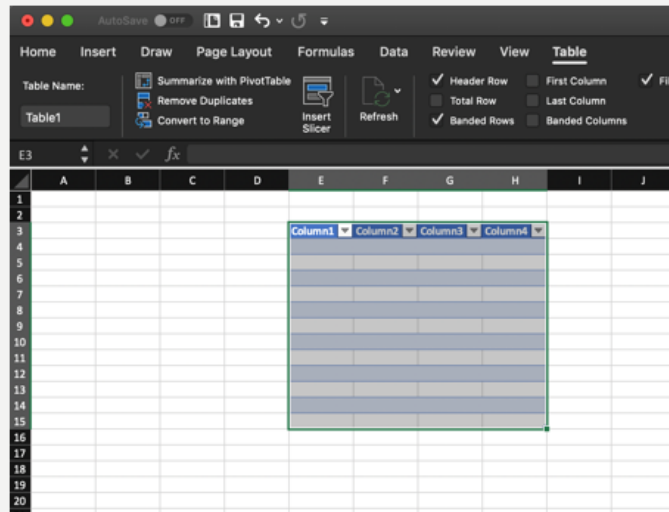


drag and drop the mouse over the cells where you want to create a table like given photo.

Find the Table tab on Insert, and click the table icon.



CREATE TABLE (CONTINUE)

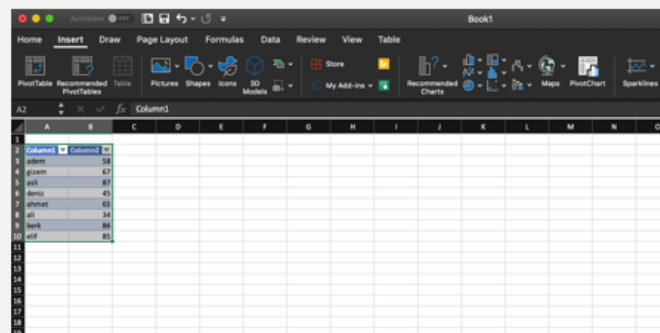


SHOWING THE GRAPH OF GIVEN TABLE

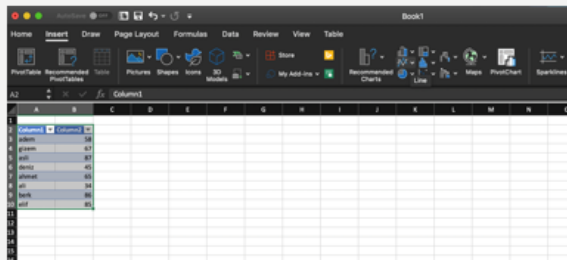
	A	B	C
1			
2	Column1	Column2	
3	adem	58	
4	gizem	67	
5	asli	87	
6	deniz	45	
7	ahmet	65	
8	ali	34	
9	berk	86	
10	elif	85	
11			
12			

For showing the graph of given table, first, drag the mouse over the hole cells of table

In the insert menu find the Graphics part like shown by this photo

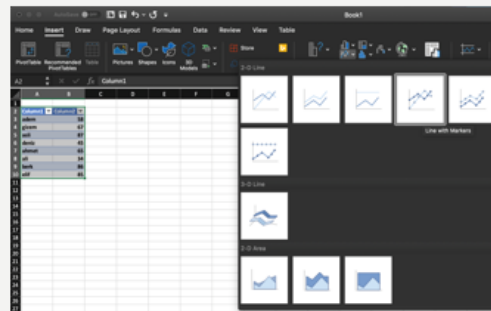


SHOWING THE GRAPH OF GIVEN TABLE

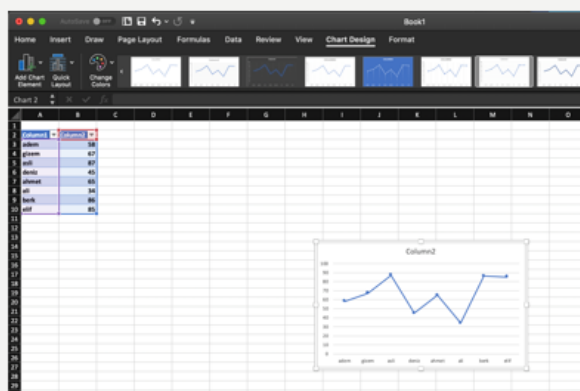


Click the Line menu box. Like the photo opened menu.

Click the Line menu box. Like the photo opened menu, select a graphic like 'Line with Markes



SHOWING THE GRAPH OF GIVEN TABLE



you can see we successfully create our graphics like given photo.

EXCEL SUMMATION OPERATION

	A	B
1		
2	35	
3	66	
4		
5		=sum(a2,a3)
6		
7		

	A	B
1		
2	35	
3	66	
4		
5		101
6		
7		

For make a summation using function, click the cell like on the photo, and write an integer value.
Then click another cell for summation. After that click an empty cell for showing answer. And write the Formulas of the summation which is showing on the photo. =sum(a2,a3) then click enter.

COUNT THE “YES” VALUES

	A	B	C	D
1	yes			
2	yes			
3	no			
4	yes			
5	no			
6	yes		=COUNTIF(A1:A22,"yes")	
7	yes			
8	yes			
9	yes			
10	yes			
11	yes			
12	no			
13	no			
14	no			
15	yes			
16	yes			
17	yes			
18	yes			
19	yes			
20	no			
21	no			
22	yes			

	A	B	C
1	yes		
2	yes		
3	no		
4	yes		
5	no		
6	yes		15
7	yes		
8	yes		
9	yes		
10	yes		
11	yes		
12	no		
13	no		
14	no		
15	yes		
16	yes		
17	yes		
18	yes		
19	yes		
20	no		
21	no		
22	yes		

After that thing how many people agree a idea and ask them. We can count this using countif function in excel

First click a cell like on the photo, and write the answers yes or no bottom to bottom. After those, click an empty cell which you want to show the how many person vote yes or no. In empty cell write showing formulas =countif(a1:a22,"yes") and click enter for show the results of it.

COMPARE TWO VALUE

	A	B	C
1	2		
2	10		
3			
4			= (a1 < a2)
5			
6			
7			
8			
9			

	A	B	C
1	2		
2	10		
3			
4			TRUE
5			
6			
7			
8			

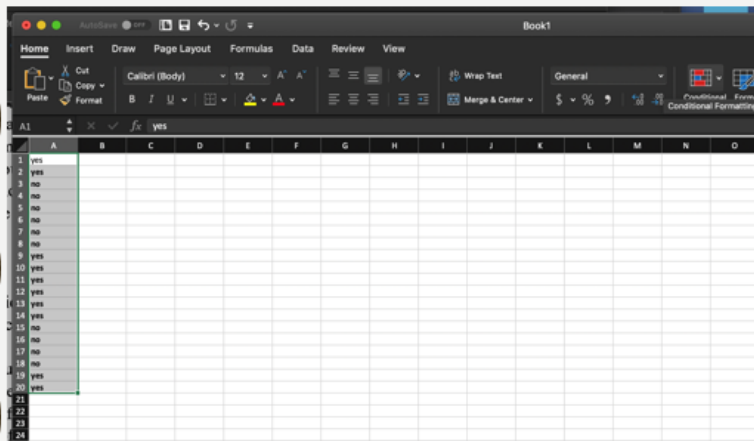
If we want to compare two value basically using functions, you can show in this video, First of all, find a empty cell for input value. Click the cell and input integer value. And find second empty cell and write the integer value like given photo. After that click an empty cell for show the result, and write the formulas = (a1 < a2) and click enter for show the result of it. We can show the result is true or false like on the photo

HIGHLIGHT THE 'YES/NO' VALUES

	A	B	C	D	E
1	yes				
2	yes				
3	no				
4	no				
5	no				
6	no				
7	no				
8	no				
9	yes				
10	yes				
11	yes				
12	yes				
13	yes				
14	yes				
15	no				
16	no				
17	no				
18	no				
19	yes				
20	no				
21					
22					

For highlight the cells for yes values, we are select the cells like given photo

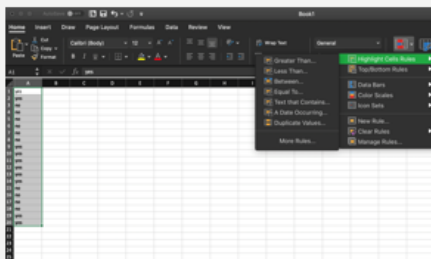
HIGHLIGHT THE 'YES/NO' VALUES (CONTINUE)



select the cells of yes/ no values.

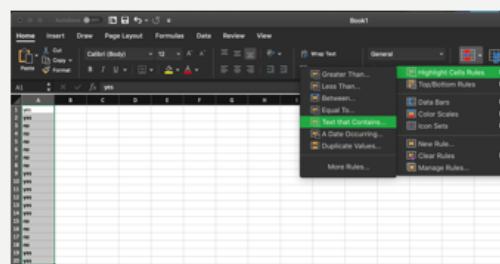
find the home menu, in the home menu find the Conditional formatting. Click this tab.

HIGHLIGHT THE 'YES/NO' VALUES (CONTINUE)

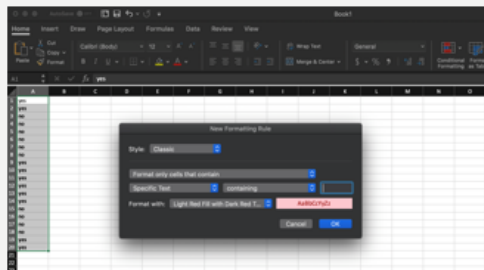


In the opened dropdown menu, find 'highlight cell rules' and move mouse to over that

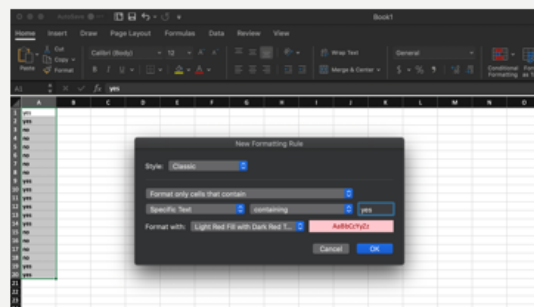
In the opened dropdown menu, find 'highlight cell rules' and move mouse to over that. You can see opened different menu. In that menu find the 'text that contains' and click it.



HIGHLIGHT THE 'YES/NO' VALUES (CONTINUE)

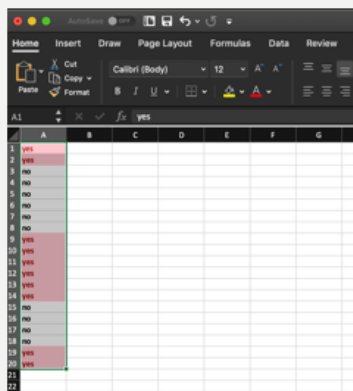


You can see a different window for highlighting. Find a input place on this window and click it.



You can write 'yes' for highlight them.
Then you can click the OK button for complete the job.

HIGHLIGHT THE 'YES/NO' VALUES (CONTINUE)



You can see the highlighted cells in selected cells

Sources:

Essential Microsoft Excel Skills Training

<https://gcflearnfree-assessments.azurewebsites.net/viewer/index.html#!/ba40e4ee-97b3-44b4-a29f-4b693e9ca1fa>

Senior Consultant:

Dr. Mustafa Polat