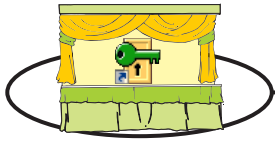# Part 2

Spreadsheet for Kids:
MaxCount

Learning Objectives

After completing this part, you should be able to:

- get informed about MaxCount;

- launch MaxCount;

- familiarize the basic operations usually done in MaxCount;

- name the parts of MaxCount window;

- apply text color effects;

- format text;

- work with shapes;

- insert pictures;

- add header and/or footer; and
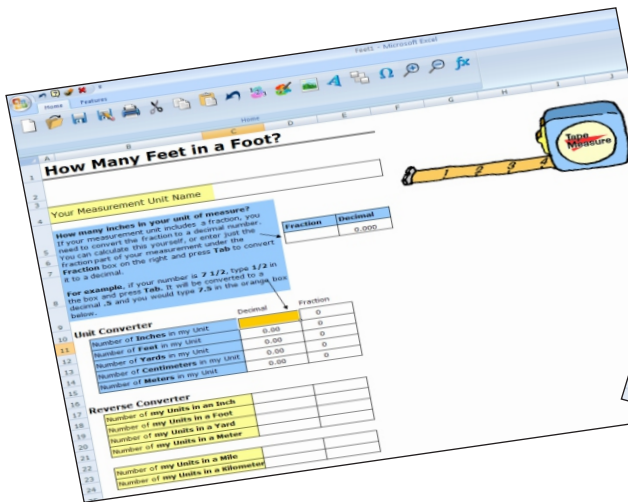
- use some of the simple math functions.
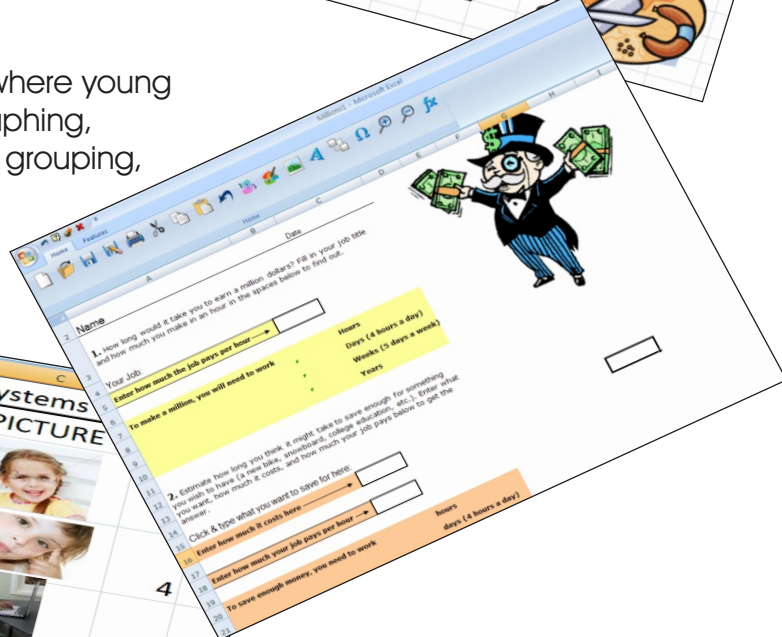
Word Power

MaxCount
Title Bar
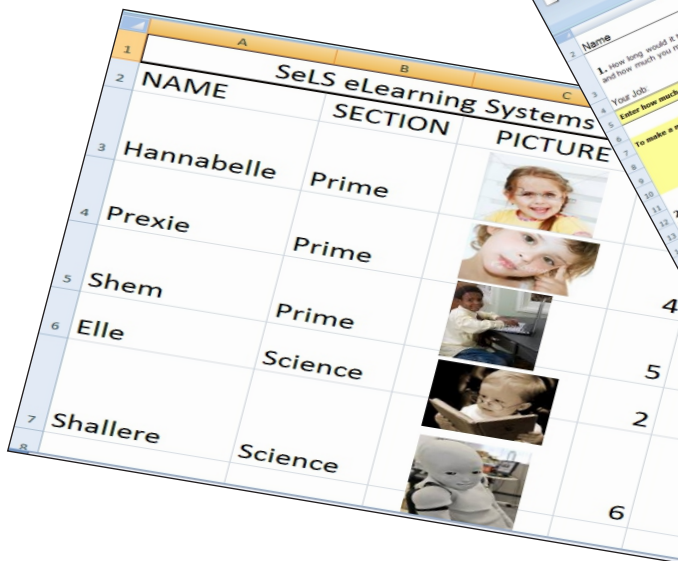Menu Bar
Standard Toolbar
Formatting Toolbar
Worksheet
Workbook
Color Effects Toolbar
Random Color Letter
Random Color Words
Formatting Toolbar
Callouts
Header
Footer
Formula Bar
Average Function
Maximum Function
Minimum Function
Sum Function

MaxCount is a spreadsheet program that you can use to organize, analyze and attractively present data or information such as pupils' records, schools' enrolment records and sales report. It is like the widely known Microsoft Excel, but it is primarily made for kids like you.

MaxCount also provides areas where young pupils learn the basic skills in graphing, counting, table making, sorting, grouping, matching and even performing mathematical operations.

It exposes pupils to graphing with fun and ready-to-go activities.

With MaxCount, students can create calendars and class lists while teachers can record grades, write lesson plan and monitor students progress through tables and graphs and or charts.

MaxCount Features
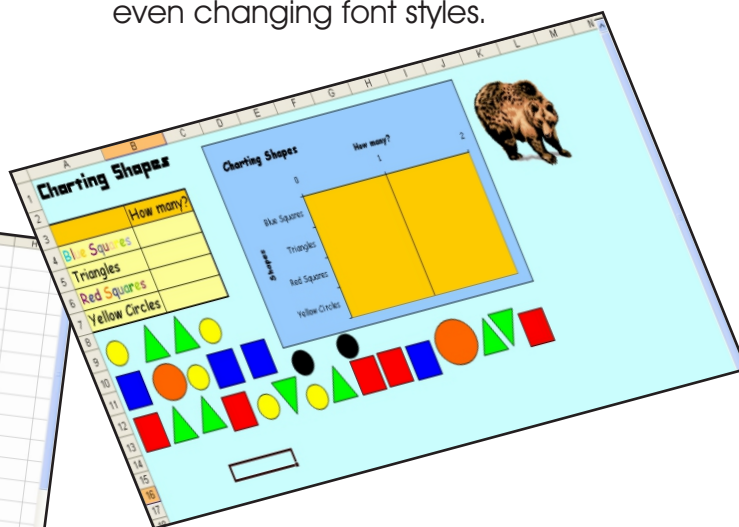
MaxCount features enable you to do the following:

A. Enter And Edit Information Or Data
You can enter and edit information to organize data like pupils' names, addresses, grades, sections and more.

B. Design Worksheets
MaxCount includes many capabilities to improve the appearance of your worksheets like adding pictures, colors and even changing font styles.
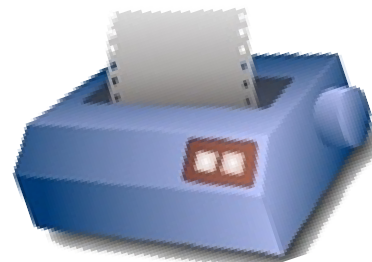
C. Create Charts and Graphics
You can create graphs or charts using the information or data that you have organized.

D. Print Worksheets
MaxCount is capable of printing or producing a paper copy of the worksheet that you have just organized using the printer. You can also adjust margins of your information or data in MaxCount to fit into the paper.
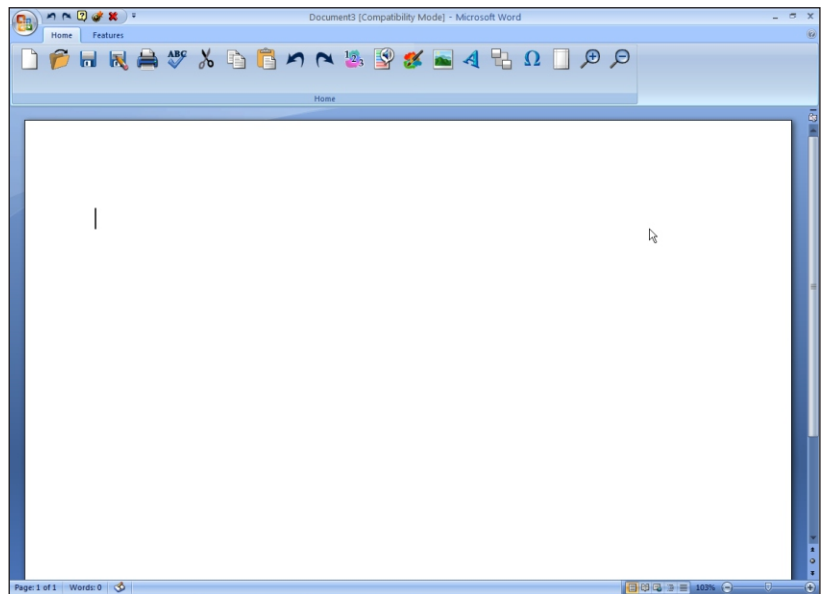
Scholastic Keys Interface

Interface

The simple bright interface allows for easy access to all Scholastic Keys features using the new Office 2007 ribbon system.

Scholastic Keys consists of Home tab and a Features tab. The Home tab displays the most common features for MaxWrite, MaxCount and MaxShow. The Features tab displays additional application-specific features and "split buttons" that users can click to display additional feature groups (e.g. clicking the Tables button displays the tables features group on the ribbon.)
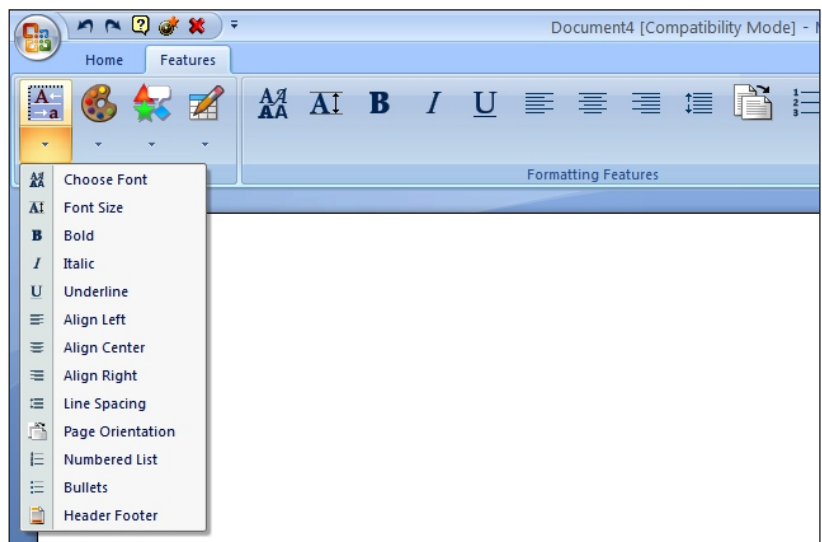

A split button enables you to perform two actions:

- Clicking the group button displays the associated features in a new group to the right.
- Clicking the arrow below the group button displays the features in a drop down menu.

Dialogs

Scholastic Keys has common buttons and dialog boxes that perform certain functions throughout the suite.
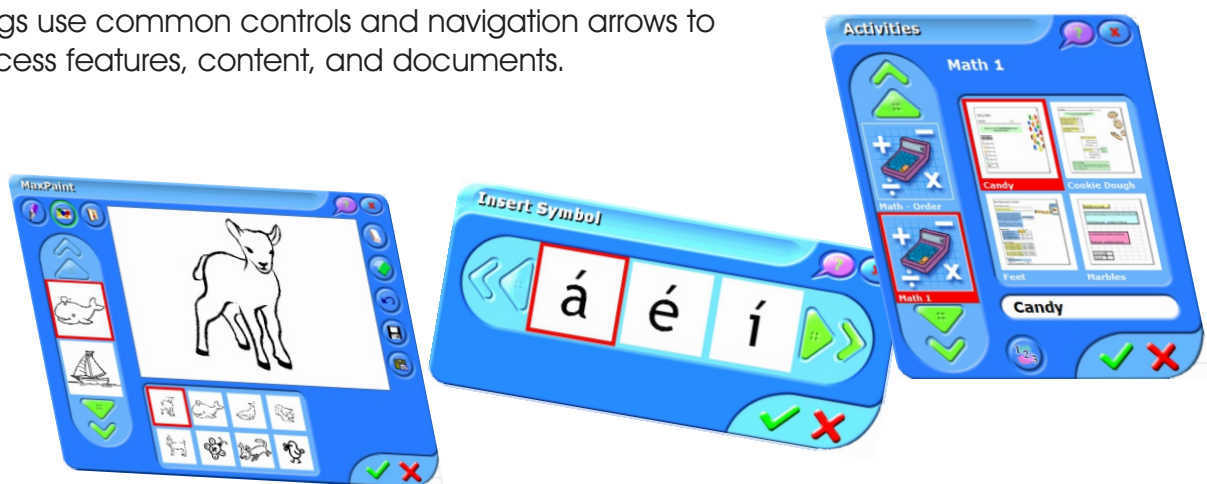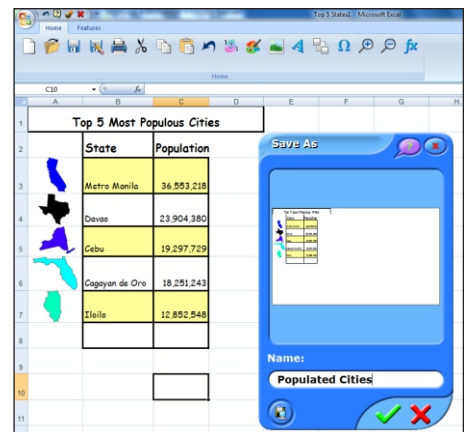
Dialogs

MaxCount has common buttons and dialog boxes that perform certain functions throughout the suite.

Dialog Boxes

All the dialog boxes within MaxCount have a common look and feel as shown below.

The dialogs use common controls and navigation arrows to easily access features, content, and documents.

Navigation

Navigating through lists of items comes easy with the following navigation buttons:

◄ **Previous Item** button   ▶ **Next Item** button

‹ **First Item** button   › **Last item** button

The ✕ **Close** button in the top right-hand corner closes the dialog without performing actions.

Each dialog provides an online help. If you need help at any time, just click the 💬 **Help** button.

I Am MaxCount

Activity 40

Score

In MaxCount, kids like you can be a genius in arithmetic.

Direction:

Identify the term being described in each sentence. Write your answer in the blanks provided.

1. _____ It is like the widely known Microsoft Excel, but it is primarily made for kids like you.

2. _____ It is one of the functions of MaxCount that includes solving numerical data.

3. _____ It is one of the features of MaxCount which you can organize data like pupil's names, addresses, grades, section and more.

4. _____ It is one of the features of MaxCount, which includes many capabilities to improve the appearance of your worksheets.

5. _____ It is capable of printing or producing a paper copy of the worksheet that you have just organized using the printer.

6. _____ It is one of the features of MaxCount, which enables you to make graphs and charts.

7. _____ He/she is the one who will monitor your progress through tables and graphs and/or charts.

8. _____ Give an example of a graph.

9. _____ Give an example of a table.

10. _____ Give an example of a chart.

I Can Do That

Activity 41

Directions:

Score

1. Answer the following mathematical problems.

MaxCount can perform Mathematical Operations.

1. Addition	2. Subtraction

1. Addition

a. $\begin{array}{r} 462 \\ + 574 \\ \hline \end{array}$ b. $\begin{array}{r} 918 \\ + 359 \\ \hline \end{array}$

c. $\begin{array}{r} 386 \\ + 745 \\ \hline \end{array}$ d. $\begin{array}{r} 295 \\ + 764 \\ \hline \end{array}$

2. Subtraction

a. $\begin{array}{r} 4,172 \\ - 2,785 \\ \hline \end{array}$ b. $\begin{array}{r} 1,825 \\ - 495 \\ \hline \end{array}$

c. $\begin{array}{r} 491 \\ - 399 \\ \hline \end{array}$ d. $\begin{array}{r} 398 \\ - 149 \\ \hline \end{array}$

3. Multiplication

a. $\begin{array}{r} 251 \\ \times 4 \\ \hline \end{array}$ b. $\begin{array}{r} 523 \\ \times 3 \\ \hline \end{array}$

c. $\begin{array}{r} 431 \\ \times 7 \\ \hline \end{array}$ d. $\begin{array}{r} 874 \\ \times 15 \\ \hline \end{array}$

4. Division

a. $10\overline{)110}$ b. $4\overline{)884}$

c. $3\overline{)968}$ d. $15\overline{)1158}$

Activity 42

Directions:

1. In the space below, compose a table with 6 rows and 4 columns. Ask for a guide from your teacher since Rows and Columns are to be discussed in the upcoming lessons.

2. Key in the Name, Date of Birth, Age and Gender in the first column of the table.

3. Fill in the name of your four friends or classmates together with their personal data in the tables, including yours.

  * This time you make a table manually, but in upcoming lesson you will enjoy doing this in MaxCount.

Who Am I?

Activity 43
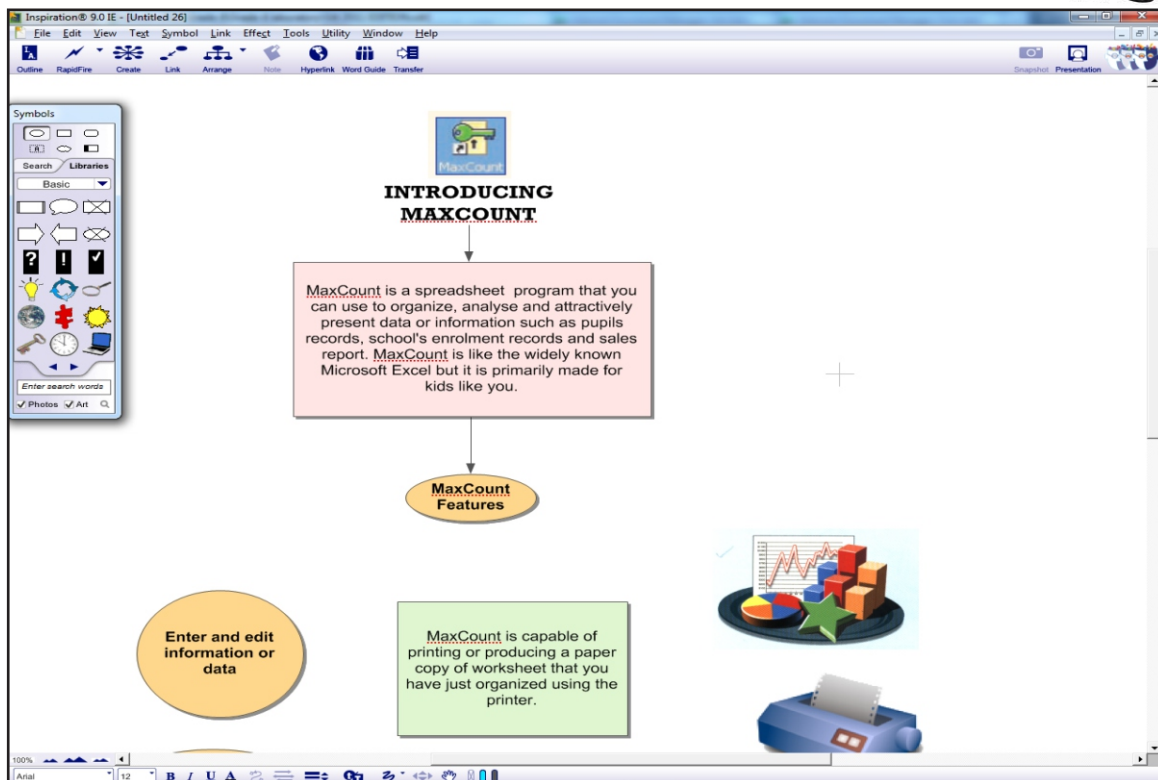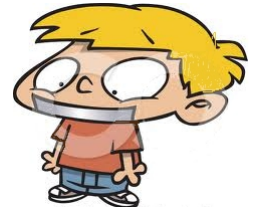
Score

Directions:

1. Launch Inspiration.
2. Open and answer Lesson 15 Activity 43 **Who am I**.
3. Link each feature of MaxCount to its proper description and picture using the Link tool.

Preview:

4. Save the activity as **Who am I**.

How To Get In

Activity 44

Score

Directions:

1. Launch your Computer.
2. Follow the steps on how to launch, navigate and exit from MaxCount. Refer to your worktext for your guide.
3. When you are in MaxCount Window, familiarize the tools by pointing the mouse on each button.
4. Repeat all the operations until you master all the steps.

Preview: