

Slide4

In this room you will be using the “HOME” tab

Things you will do:

Conditional Formatting

Two snowmen are standing on a white surface against a dark blue background with a starry pattern.

Follow the steps ?? Part 1

Follow the steps – Part 1

STUDENTID	STUDENTFIRSTNAME	STUDENTLASTNAME	Letter Grade	GRADE	ENROLLMENTDATE	TEACHER	Intervention Specialist
10116	Abraham	Lincoln		4	3/4/1861	Amy Helm Borchers	Marie Mueller
10117	Andrew	Johnson		5	4/15/1865	Kris Stewart	
10107	Andrew	Jackson		5	3/4/1829	Debbie Wotring	
10144	Barack	Obama		12	1/20/2009	Amy Booth	Peggy Landers
10123	Benjamin	Harrison		10	3/4/1889	Debbie Wotring	
10162	RJ	Clinton		9	1/20/1983	Johnna McClure	Heidi Baier

- 1) Open Student Roster
- 2) Select Column E (Grade)
- 3) Click on “Conditional Formatting”
- 4) Select “Highlight Cell Rules” → “Greater than”
- 5) When the pop up box opens, type “4” in the “greater than” open box
- 6) In the same box – after the word “with” use the drop down to select “custom format”
- 7) Click the tab called “fill” (at the top)
- 8) Select BLUE
- 9) Click “OK” and then “ok” again!

Follow the steps ?? part 2

Follow the steps – part 2

The screenshot shows a Microsoft Excel spreadsheet titled "Follow the steps – part 2". The spreadsheet contains a student roster with columns for STUDENT ID, STUDENT FIRST NAME, STUDENT LAST NAME, Letter Grade, GRADE, ENROLLMENT DATE, TEACHER, and Intervention Specialist. Column B (Student First Name) is highlighted with a red border. The Conditional Formatting button in the Home tab ribbon is also highlighted with a red box. A callout box on the left provides step-by-step instructions:

- 1) Open Student Roster
- 2) Select Column B (Students first name)
- 3) Click on "Conditional Formatting"
- 4) Select "Highlight Cell Rules" → "duplicate values"
- 5) In the pop up box – after the words "values with" use the drop down to select "green fill with dark green text"
- 6) Click "ok"



A	B	C	D	E	F	G	H	I	J	K	L	M
STUDENT ID	STUDENT FIRST NAME	STUDENT LAST NAME	Letter Grade	GRADE	ENROLLMENT DATE	TEACHER	Intervention Specialist					
10116	Abraham	Lincoln		4	3/4/1861	Amy Helm Borchers	Marie Mueller					
10117	Andrew	Johnson		5	4/15/1865	Kris Stewart						
10107	Andrew	Jackson		5	3/4/1829	Debbie Wotring						
10144	Barack	Obama		12	1/20/2009	Amy Booth	Peggy Landers					
10123	Benjamin	Harrison		10	3/4/1889	Debbie Wotring						
10143	Bill	Clinton		9	1/20/1993	Johnna McGuire	Heidi Baker					

Check Your Work! If you match you get a Gold Star! Move to the next room!

• Check Your Work!
• If you match you get a Gold Star!
Move to the next room!

STUDENTID	STUDENTFIRSTNAME	STUDENTLASTNAME	Letter Grade	GRADE	ENROLLMENTDATE
10116	Abraham	Lincoln		4	3/4/1861
10107	Andrew	Jackson		5	3/4/1829
10117	Andrew	Johnson		5	4/15/1865
10144	Barack	Obama		12	1/20/2009
10123	Benjamin	Harrison		10	3/4/1889
10142	Bill	Clinton		9	1/20/1993
10130	Calvin	Coolidge		3	8/2/1923
10121	Chester	Arthur	C	9	9/19/1881
10145	Donald	Trump		4	1/20/2017
10134	Dwight	Eisenhower		9	1/20/1953
10114	Franklin	Pierce		2	3/4/1853
10132	Franklin	Roosevelt		7	3/4/1933
10141	George	Bush	B	6	1/20/1989
10101	George	Washington		4	4/30/1789
10143	George W1	Bush	C	11	1/20/2001

Slide11

In this room you will be using the “Formulas” tab

Things you will do:

Sum
Average
Count
Today

Follow the steps

Follow the steps

1) Open the tab named Numbers
2) In Column E2 us the function =SUM(A2:A16) to figure out the sum of A2:A16 (the cost column)
3) In Column E2 us the function =Average(A2:A16) to figure out the sum of A2:A16 (the cost column)
4) In Column E2 us the function =Count(A2:A16) to figure out the sum of A2:A16 (the cost column)
5) In Column F2 us the function =Today() to figure out the sum of A2:A16 (the cost column)
6) Explore the "function library" to see if there are any other cool functions you can try!

Check Your Work! If you match you get a Gold Star! Move to the next room!

• Check Your Work!

If you match you get a Gold Star!
Move to the next room!



A	B	C	D	E	F	G
1 Cost						
2 \$1,000.00				Sum:	\$3,145.59	
3 \$435.12				Average:	\$209.71	
4 \$53.00				Count:	15	
5 \$62.31				Today:	11/29/2018	
6 \$99.99						
7 \$195.00						
8 \$12.00						
9 \$102.36						
10 \$942.23						
11 \$14.00						
12 \$1.00						
13 \$0.99						
14 \$53.00						
15 \$123.00						
16 \$51.59						
17						

Slide46

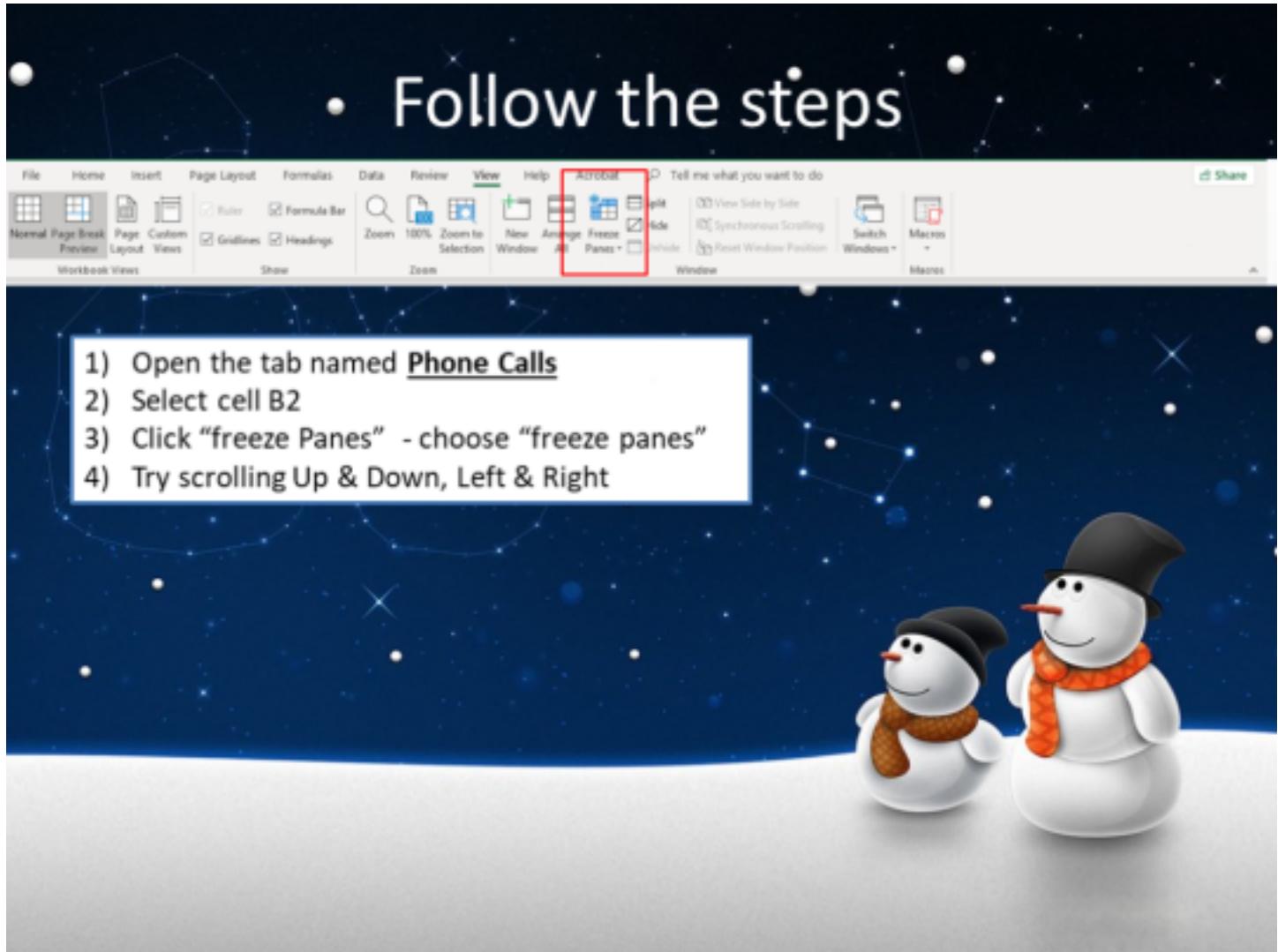
In this room you will be using the “View” tab

Things you will do:

Freeze Panes

Two snowmen are standing on a white surface against a dark blue background with a starry pattern.

Follow the steps



Check Your Work! If you match you get a Gold Star! Move to the next room!

• Check Your Work!
• If you match you get a Gold Star!
Move to the next room!

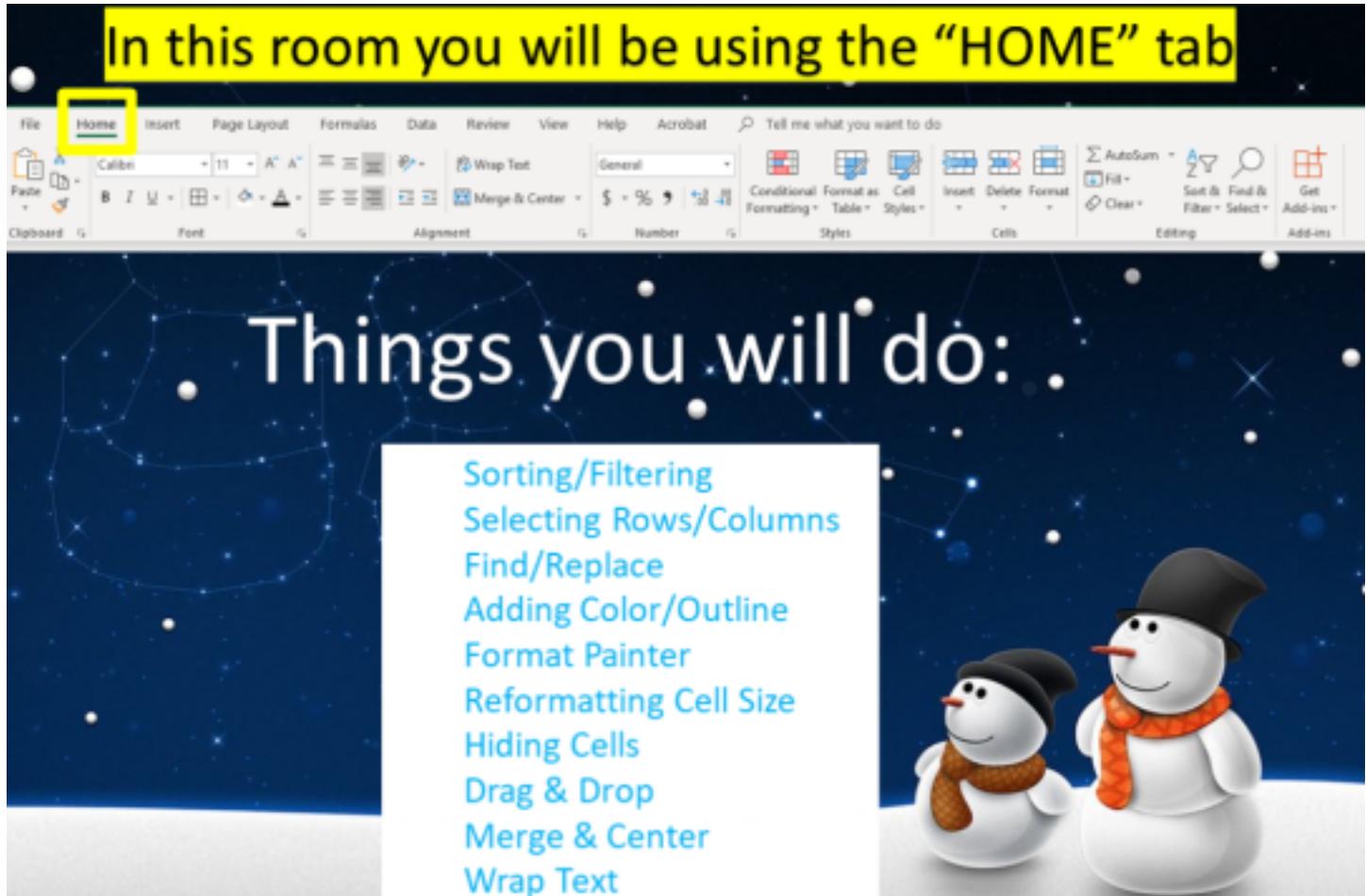


A	B	C	D	E	F
Student ID	Phone Numbers	First Name	Last Name	Grades	Notes
10145		Donald	Trump		Today Donald was absent in class. I left a message with his learning coach.
10134		Dwight	Eisenhower		Dwight was called today to congratulate him on passing his EOY test.
10114		Franklin	Pierce		Franklin did not turn in his assignment today.
10132		Franklin	Roosevelt		Left message
10141		George	Bush		On vacation until 12/23/18
10101		George	Washington		George did an excellent job demonstrating his work in class today.
10143		George W1	Bush		George's Learning Coach Left a message to give him a call - there was no answer.



Slide4

In this room you will be using the “HOME” tab



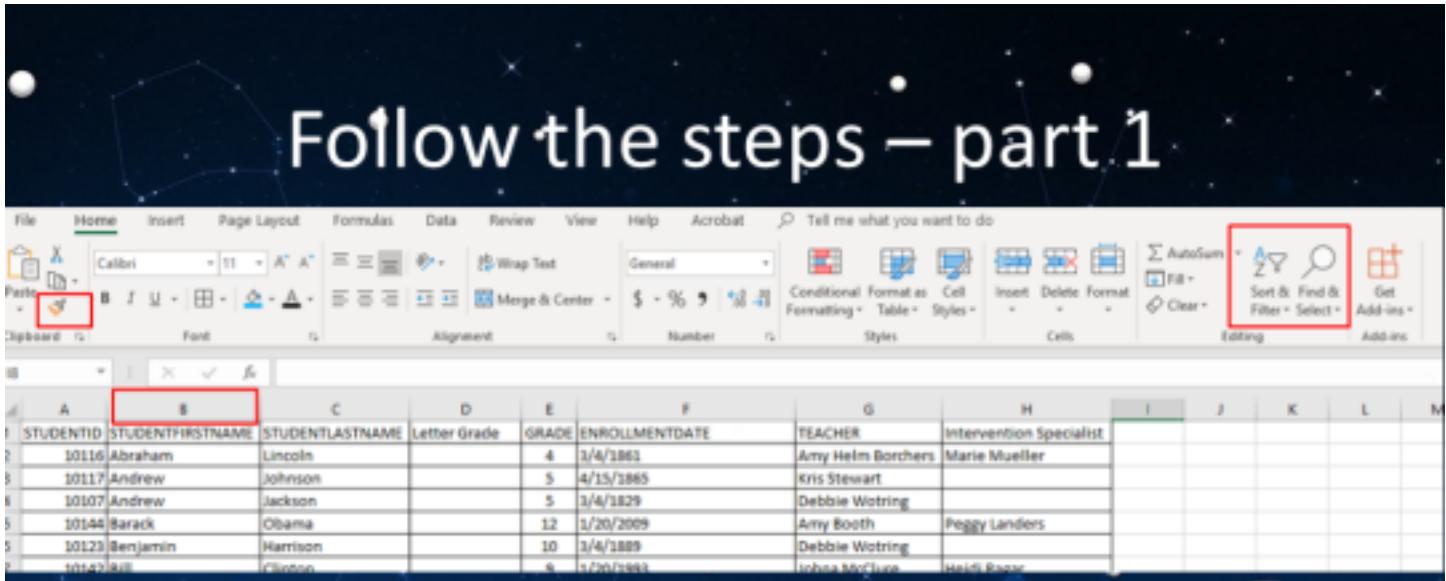
Things you will do:

- Sorting/Filtering
- Selecting Rows/Columns
- Find/Replace
- Adding Color/Outline
- Format Painter
- Reformatting Cell Size
- Hiding Cells
- Drag & Drop
- Merge & Center
- Wrap Text



Follow the steps ?? part 1

Follow the steps – part 1



STUDENTID	STUDENTFIRSTNAME	STUDENTLASTNAME	Letter Grade	GRADE	ENROLLMENTDATE	TEACHER	Intervention Specialist
10116	Abraham	Lincoln		4	3/4/1861	Amy Helm Borchers	Marie Mueller
10117	Andrew	Johnson		5	4/15/1865	Kris Stewart	
10107	Andrew	Jackson		5	3/4/1829	Debbie Wotring	
10144	Barack	Obama		12	1/20/2009	Amy Booth	Peggy Landers
10123	Benjamin	Harrison		10	3/4/1889	Debbie Wotring	
10142	Bill	Clinton		9	1/20/1983	Johnna McClure	Heidi Baier

1) Open Student Roster
2) Add a Filter to Columns A-H
3) Sort “Letter Grade” A-Z
4) Select Column B
5) Find the “1” in Column B & Replace with “.”
6) Find “Calvin” and color that cell BLUE
7) Highlight Columns A-H and Add Boarders - Select “All Boarders”
8) Place your mouse in “Calvin” and select the paint brush (format painter).
9) Select John Quincy to make his name BLUE too



Follow the steps ?? part 2

Follow the steps – part 2

A	B	C	D	E	F	G	H	I	J	K	L	M
STUDENTID	STUDENTFIRSTNAME	STUDENTLASTNAME	Letter Grade	GRADE	ENROLLMENTDATE	TEACHER	Intervention Specialist					
10116	Abraham	Lincoln		4	3/4/1861	Amy Helm Borchers	Marie Mueller					
10117	Andrew	Johnson		5	4/15/1865	Kris Stewart						
10107	Andrew	Jackson		5	3/4/1829	Debbie Wotring						
10144	Barack	Obama		12	1/20/2009	Amy Booth	Peggy Landers					
10123	Benjamin	Harrison		10	3/4/1889	Debbie Wotring						
10142	Ronald	Clinton		9	1/20/1993	Johua McGuire	Heidi Baier					

10) Insert a column between F & G
11) Type "Notes" as the Column Header in G1
12) In Abraham Lincoln's "Notes" write 1-2 sentences about how he is doing this semester.
13) Select Column G – Click "Wrap Text"
14) Select Cells A-I and make the width 15
15) Hide "Teacher" and "Intervention Specialist"
16) Drag & Drop the "drop down" in cell D8 so there is a letter grade for each student
17) Select Row 1 and click Insert
18) In Cell A1 type "School Year 2018 Semester Grades"
19) Select Cells A1 through F1
20) Click "Merge and Center" & Make it **BOLD**

Check Your Work! If you match you get a Gold Star! Move to the next room!

Check Your Work!
If you match you get a Gold Star!
Move to the next room!

School Year 2018 Semester Grades						
	STUDENTID	STUDENTFIRN	STUDENTLAST	Letter Grade	GRADE	ENROLLMENT
1						Notes
2	10139	Jimmy	Carter	A	K	1/20/1977
3	10102	John	Adams	A	6	3/4/1797
4	10141	George	Bush	B	6	1/20/1989
5	10106	John Quincy	Adams	B	6	3/4/1825
6	10121	Chester	Arthur	C	9	9/19/1881
7	10143	George W.	Bush	C	11	1/20/2001
8	10115	James	Buchanan	F	3	3/4/1857
9						
10		Abraham	Lincoln			Abe has been a really good student this semester and has came to class everyday.
11	10116			F	4	3/4/1861
12	10117	Andrew	Johnson	F	5	4/15/1865
13	10107	Andrew	Jackson	F	5	3/4/1829
14	10144	Barack	Obama	F	12	1/20/2009
15	10123	Benjamin	Harrison	F	10	3/4/1889
16	10142	Bill	Clinton	F	9	1/20/1993
17	10130	Calvin	Coolidge	F	3	8/2/1923
18	10145	Donald	Trump	F	4	1/20/2017
19	10134	Dwight	Eisenhower	F	9	1/20/1953
20	10132	Franklin	Roosevelt	F	7	3/4/1933
21	10114	Franklin	Pierce	F	2	3/4/1853
22	10101	George	Washington	F	4	4/30/1789
23	10138	Gerald	Ford	F	K	8/9/1975
24	10124	Grover	Cleveland	F	10	3/4/1893

Slide8

In this room you will be using the “INSERT” tab



Things you will do:

- Adding Pictures
- Adding Shapes
- Adding Text Boxes



The slide features a dark blue background with a network of white dots resembling stars or constellations. In the bottom right corner, there are two white cartoon snowmen wearing black hats and orange scarves. A white rectangular callout box containing three blue text items is positioned in the center-left area. The Microsoft PowerPoint ribbon is visible at the top, with the 'Insert' tab highlighted by a yellow box.

Follow the steps

Follow the steps

1) Open the tab named sample
2) Insert a Text Box
3) Type your name in it
4) Color it Yellow
5) Insert an “Online picture” - find a snowman to add to the page
6) Insert a shape – select a star
7) Color it Red
8) Adjust the border to be green
9) Make the boarder 6 points

Two cartoon snowmen wearing top hats and scarves are standing on a snowy surface.

Check Your Work! If you match you get a Gold Star! Move to the next room!

Check Your Work!

If you match you get a Gold Star!
Move to the next room!

Allison Bentley

	A	B	C	D	E	F	G	H	I	J	K
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											

A snowman icon is positioned next to the table. A red star with a green outline is placed below the yellow box.

Slide23

In this room you will be using the “View” tab

Things you will do:

- Text to Columns
- Data Validation (making drop downs)
- Remove Duplicates
- Group Ungroup

Follow the steps

• Follow the steps

You are going to take a date and separate it into day, month and year columns

- 1) Open the tab named Student Roster
- 2) Highlight/Copy Enrollment Date (Column F)
- 3) Open up the tab called "Sample"
- 4) Paste in Cell A1
- 5) Highlight the entire Column – select "A"
- 6) Click "Text to Columns" – a new pop up will show up – leave it as "Delimited" and click next
- 7) Check the box "other" and type / in the other box
- 8) Before clicking "next" check out the "data preview" below – make sure the lines separate each day/month/year
- 9) Click next and then "finish"
- 10) If Column "A" looks funny, click the "home" tab and change the "date" drop down (middle/top page) to "general"

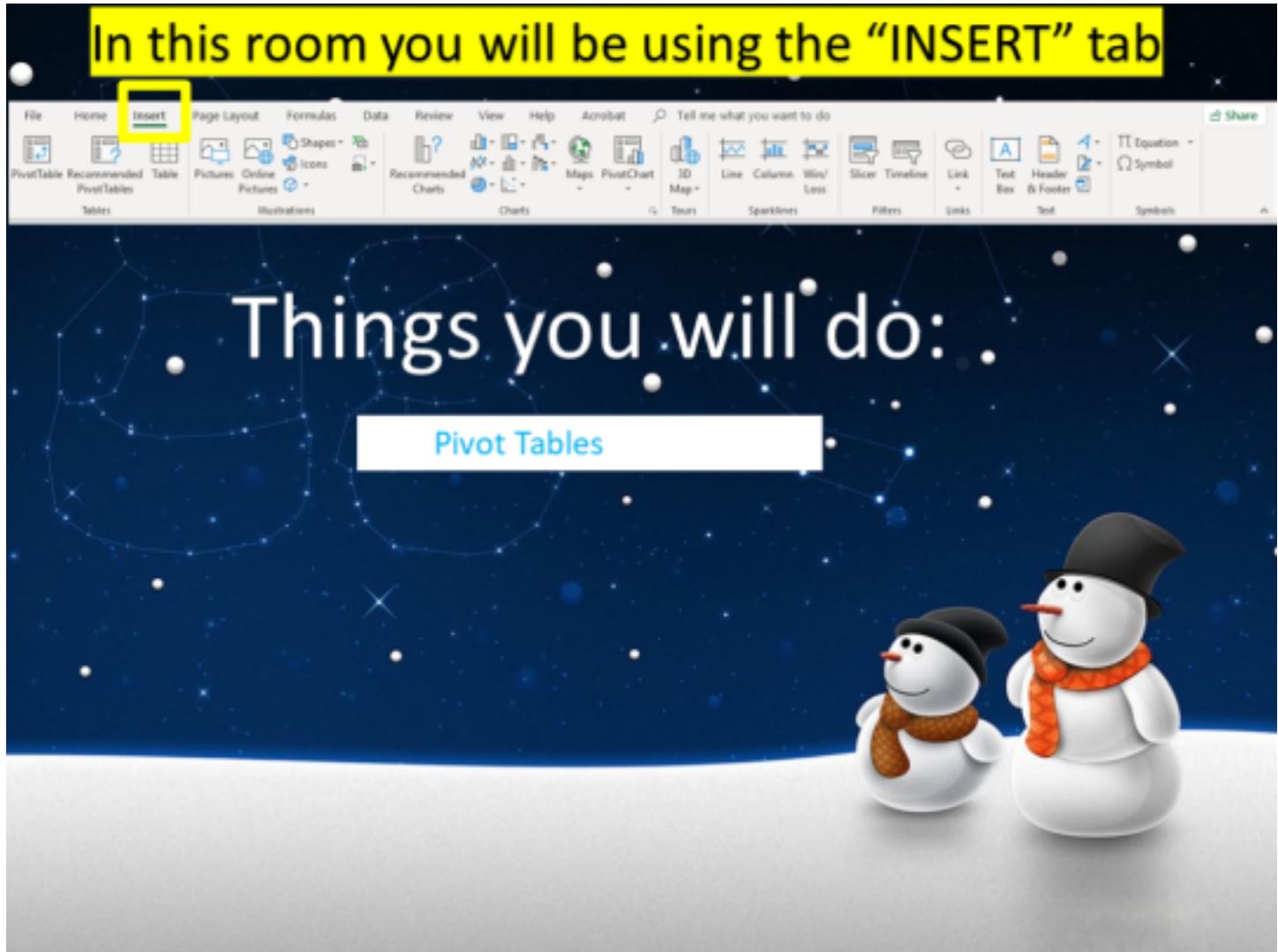
Check Your Work! If you match you get a Gold Star! Move to the next room!

• Check Your Work!
• If you match you get a Gold Star!
Move to the next room!



A	B	C
ENROLLMENTDATE		
3	4	1861
3	4	1829
4	15	1865
1	20	2009
3	4	1889
1	20	1993
8	2	1923
9	19	1881
0 1	20	2017
1 1	20	1953
2 3	4	1853
3 3	4	1933
4 1	20	1989
5 4	30	1789
6 1	20	2001
7 8	9	1975
8 3	4	1893
9 3	4	1885
0 4	12	1945
1 3	4	1929
2 1	4	1857

Slide8



Follow the steps

The screenshot shows a Microsoft Excel window with a dark blue starry background. At the top, the ribbon menu is visible with tabs like File, Home, Insert, Page Layout, etc. The 'Insert' tab is highlighted with a red box. In the center of the screen, the text 'Follow the steps' is displayed in large white font. Below this, a white callout box contains instructions:

We are going to see how many kids are in each grade

- 1) Open the tab named student roster
- 2) Highlight columns A:H
- 3) Click "insert" (top of page – tab)
- 4) Click "pivot tables"
- 5) When the pop up comes up, click "ok"
- 6) Drag "student id" under the values box
- 7) Drag "grade" under rows box
 - 1) If it is showing "sum" – right click on one of the numbers in the pivot table
 - 2) Click "summarize values by" and chose "count"
- 8) Drag "teacher" under "filters" and select "Johna McClure"
- 9) You now see the # of students she has in each of those grades! 😊

On the right side of the slide, there are two cartoon snowmen wearing hats and scarves.

Check Your Work! If you match you get a Gold Star! Move to the next room!

• Check Your Work!
If you match you get a Gold Star!
Move to the next room!



TEACHER	Johna McClure
Row Labels	Count of STUDENTID
4	1
6	2
9	2
11	1
Grand Total	6

Slide43

In this room you will be using the “Review” tab

The screenshot shows the Microsoft Excel ribbon with the 'Review' tab highlighted by a yellow box. The ribbon includes tabs for File, Home, Insert, Page Layout, Formulas, Data, Review, View, Help, and Acrobat. Below the ribbon are several groups of icons: Spelling, Thesaurus, Proofing, Check Accessibility, Smart Lookup, Translate, New Comment, Delete, Previous, Next, Show All Comments, Protect Sheet, Protect Workbook, Allow Edit, Unshare Workbook, Start Ink, and Hide Ink. A large text area in the center says 'Things you will do:' with a callout box containing 'Spell Checker' and 'Add Comments'. Two snowmen are shown at the bottom right.

Follow the steps

• Follow the steps

File Home Insert Page Layout Formulas Data Review View Help Acrobat Tell me what you want to do

abc ✓ Spelling Thesaurus Check Accessibility Smart Lookup Translate New Comment Delete Previous Next Show/Hide Comment Show All Comments

Protect Sheet Protect Workbook Allow Edit Ranges Unshare Workbook Protect Start Inking Hide Link

1) Open the tab named Phone Calls
2) Select Column F
3) Correct all Spelling Errors
4) Select Note that says "Left Message"
5) Insert "new comment" and list the dates of attempts of calls

Protect Sheet Protect Workbook Allow Edit Ranges Unshare Workbook Protect Start Inking Hide Link

Check Your Work! If you match you get a Gold Star! Move to the next room!

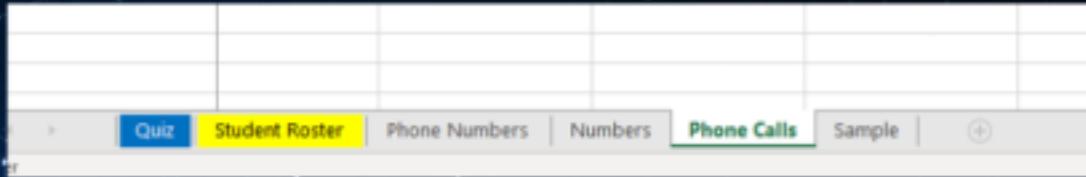
• Check Your Work!
• If you match you get a Gold Star!
Move to the next room!

First Name	Last Name	Grades	Notes
Donald	Trump		Today Donald was absent in class. I left a message with his learning coach.
Dwight	Eisenhower		Dwight was called today to congratulate him on passing his EOY test.
Franklin	Pierce		Franklin did not turn in his assignment today.
Franklin	Roosevelt		Left message
George	Bush		On vacation until 12/23/18
George	Washington		George did an excellent job demonstrating his work in class today.
George W!	Bush		George's Learning Coach Left a message to give him a call - there was no answer.

Alison Bentley:
11/29 - 1:00 PM
11/29 - 3:00 PM
11/29 - 5:00 PM

Slide20

In this room you will be looking at the TABS at
• The bottom of the page



Things you will do:

- Add a new tab
- Color Code tabs
- Copy/Paste a tab
- Hide a tab

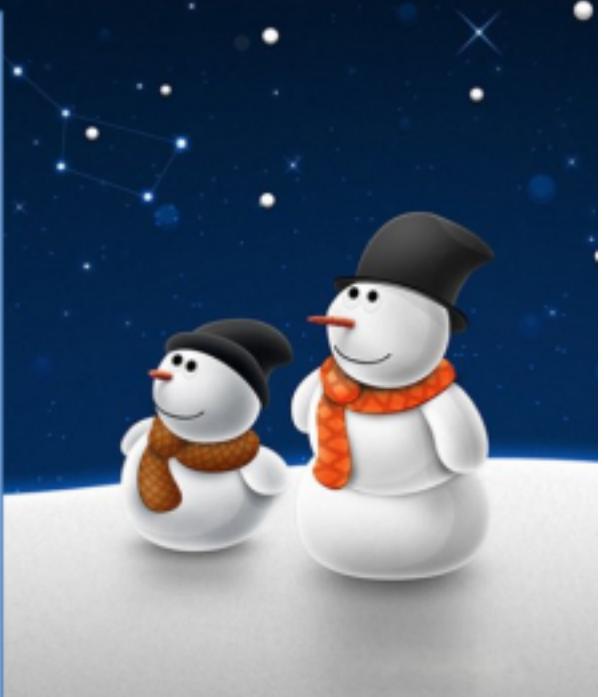


Follow the steps

• Follow the steps

Quiz Student Roster Phone Numbers Numbers Phone Calls Sample +

- 1) Look at the bottom of the workbook and add a new tab (click the + button)
- 2) Right Click on the tab and Rename the tab "Blank"
- 3) Right Click on the tab and change the tab color to black
- 4) Right Click on the tab and click "unhide" and select "Grade Scale" to make this appear
- 5) Right Click on "Quiz" and click "hide"
- 6) Right Click on any tab and change the tab color of "Phone numbers" to green
- 7) Right click on "phone numbers" and select move/copy.
- 8) Click "create copy" (check box at bottom)
- 9) Scroll down and select "move to end" and click ok



Check Your Work! If you match you get a Gold Star! Move to the next room!

Check Your Work!
If you match you get a Gold Star!
Move to the next room!

10119	(190) 485-6373
10131	(890) 479-1161
10107	13331600 0600

Grade Scale Phone Numbers Numbers Phone Calls Blank Sample Phone Numbers (2) +

eady

Two cartoon snowmen wearing black hats and orange scarves are standing at the bottom right of the slide.

Slide23

In this room you will be using the “View” tab

Things you will do:

- Text to Columns
- Data Validation (making drop downs)
- Remove Duplicates
- Group Ungroup

Follow the steps

You are going to take a date and separate it into day, month and year columns

- 1) Open the tab named Student Roster
- 2) Highlight/Copy Enrollment Date (Column F)
- 3) Open up the tab called "Sample"
- 4) Paste in Cell A1
- 5) Highlight the entire Column – select "A"
- 6) Click "Text to Columns" – a new pop up will show up – leave it as "Delimited" and click next
- 7) Check the box "other" and type / in the other box
- 8) Before clicking "next" check out the "data preview" below – make sure the lines separate each day/month/year
- 9) Click next and then "finish"
- 10) If Column "A" looks funny, click the "home" tab and change the "date" drop down (middle/top page) to "general"

Check Your Work! If you match you get a Gold Star! Move to the next room!

• Check Your Work!

• If you match you get a Gold Star!
Move to the next room!



A	B	C
ENROLLMENTDATE		
3	4	1861
3	4	1829
4	15	1865
1	20	2009
3	4	1889
1	20	1993
8	2	1923
9	19	1881
0 1	20	2017
1 1	20	1953
2 3	4	1853
3 3	4	1933
4 1	20	1989
5 4	30	1789
6 1	20	2001
7 8	9	1975
8 3	4	1893
9 3	4	1885
0 4	12	1945
1 3	4	1929
2 1	4	1857

Follow the steps

• Follow the steps

You are going to make a "drop down" for grades!

- 1) Open the tab named Phone Calls
- 2) Put your mouse under the column "Grades"
- 3) Click on the "Data Validation" box
- 4) A pop up box will open – under "Allow" select "list"
- 5) Under Source type the following: A,B,C,D,F (make sure you have commas)
- 6) Click "ok" – now you should have a "drop down"
- 7) Drag/Drop this drop down through the rest of the columns
- 8) Select Grades for each Student

Check Your Work! If you match you get a Gold Star! Move to the next room!

• Check Your Work!
• If you match you get a Gold Star!
Move to the next room!



Grades Notes

Grades	Notes
F	day
A	vigh
B	ankl
C	ft m
D	On va
F	Georg
A	Georg
F	

The image shows a digital interface for checking work. At the top, there's a title "Check Your Work!" with a sub-instruction "If you match you get a Gold Star! Move to the next room!". Below this is a table titled "Grades Notes". The "Grades" column contains student names: F, A, B, C, D, F, A, F. The "Notes" column contains various words: day, vigh, ankl, ft m, On va, Georg, Georg. A red circle highlights the dropdown arrow in the "Notes" column for the first row (F). In the bottom right corner, there are two cartoon snowmen wearing black hats and orange scarves.

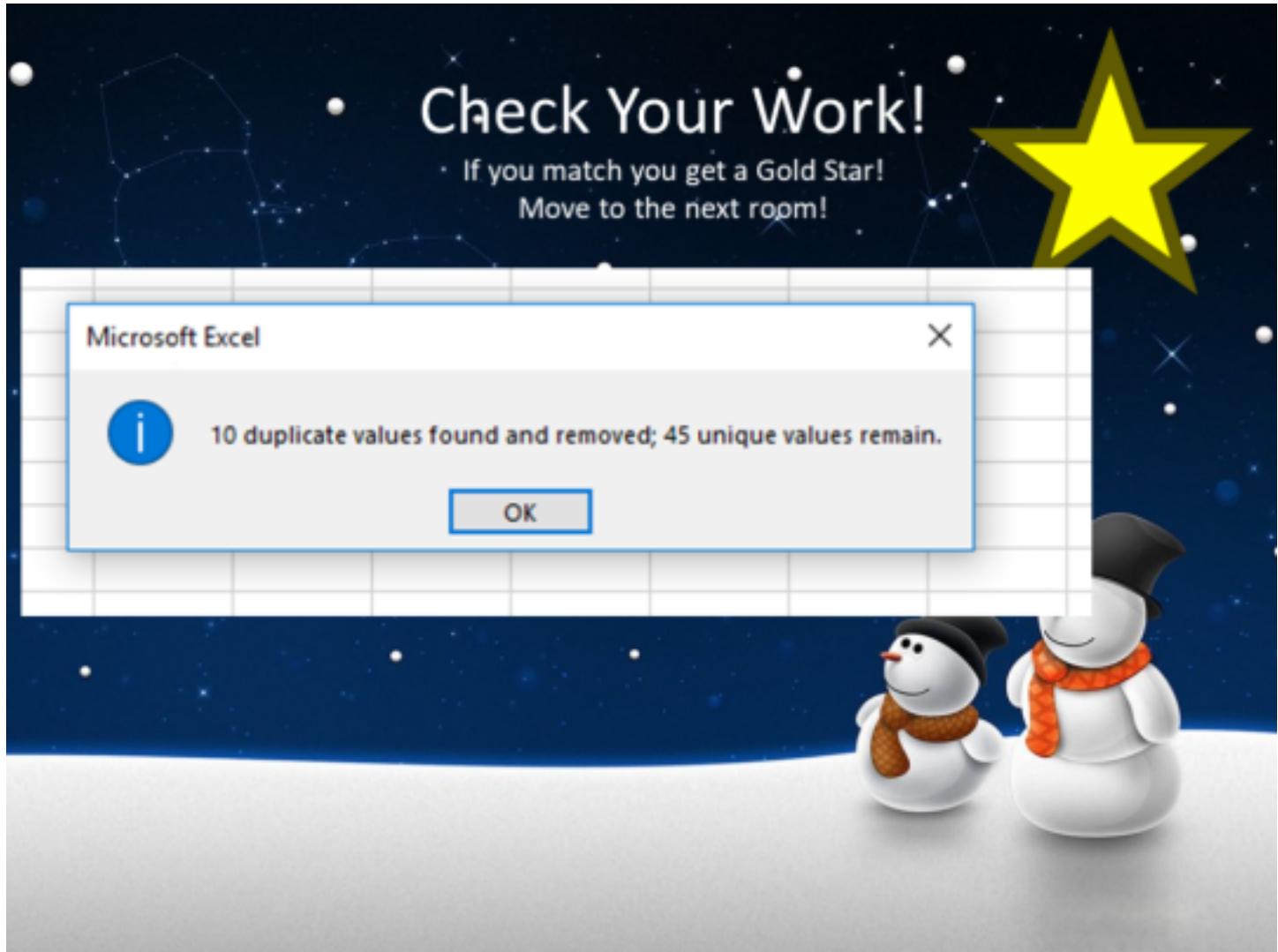
Follow the steps

The screenshot shows a Microsoft Excel interface with a dark blue background featuring a starry constellation pattern. At the top, the ribbon menu is visible with tabs like File, Home, Insert, Page Layout, Formulas, Data, Review, View, Help, Acrobat, and Share. The Data tab is selected. A large white callout box is overlaid on the screen, containing instructions and numbered steps. In the top right corner of the ribbon, there is a red rectangular box highlighting the 'Data Tools' icon.

You are going to remove duplicate values

- 1) Open the tab named **Phone Numbers**
- 2) First, we are going to see which values are duplicate
- 3) Select Column A and go to conditional formatting on the "home tab"
- 4) Select "highlight cell rules" – with duplicate values and click "ok" (they will show up red – no need to change colors)
- 5) Instead of manually removing duplicates, highlight both column A & B
- 6) Select Remove Duplicates – a pop up box will show up
- 7) Make sure all columns have check marks by them (so it deletes both the ID and phone number when it deletes duplicates)
- 8) You will get another pop up (check your work!)
Once you click ok, they will disappear completely ☺

Check Your Work! If you match you get a Gold Star! Move to the next room!



Follow the steps

• Follow the steps

You are going to create an "expander" button by grouping sections of the excel

- 1) Open the tab named Student Roster
- 2) Highlight Columns C through H
- 3) Click the "group" button (top right)
- 4) A new "line" will appear above those columns with a box and a minus sign
- 5) Click the minus sign to "shrink" the group
- 6) Click the + sign to open it up!
- 7) Check your work! ☺

If you want to ungroup, simply select the same cells and choose ungroup

Check Your Work! If you match you get a Gold Star! Move to the next room!

• Check Your Work!
• If you match you get a Gold Star!
Move to the next room!

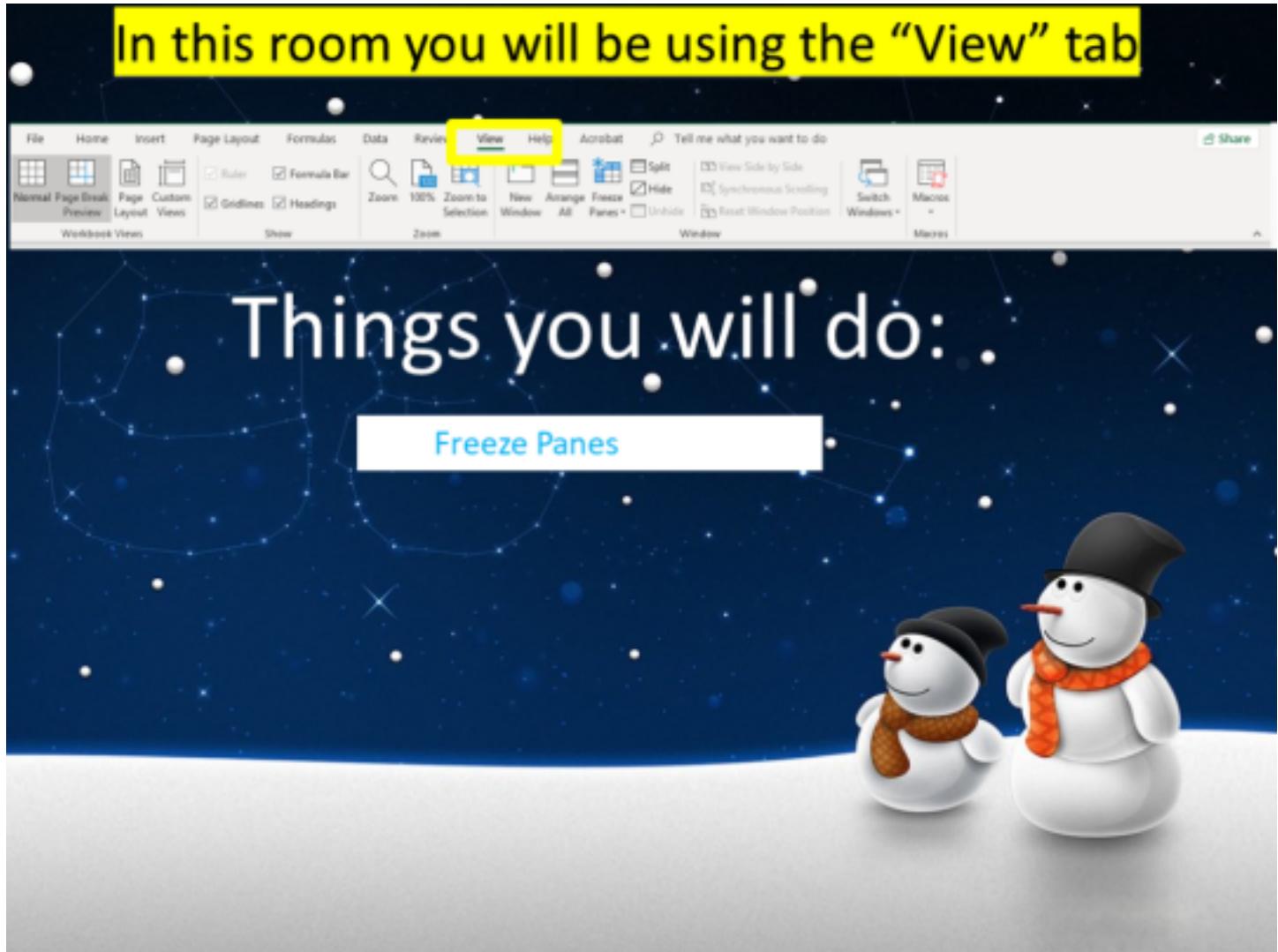


C	D	E	F	G	H	I	J
STUDENTLASTNAME	Letter Grade	GRADE	ENROLLMENTDATE	TEACHER	Intervention Specialist		
Lincoln		4	3/4/1861	Amy Helm Bon Marie Mueller			
Jackson		5	3/4/1829	Debbie Wotring			
Johnson		5	4/15/1885	Kris Stewart			
Obama		12	1/20/2009	Amy Booth	Peggy Landers		
Harrison		10	3/4/1889	Debbie Wotring			
Clinton		6	1/20/1993	John McClure Heidi Baier			

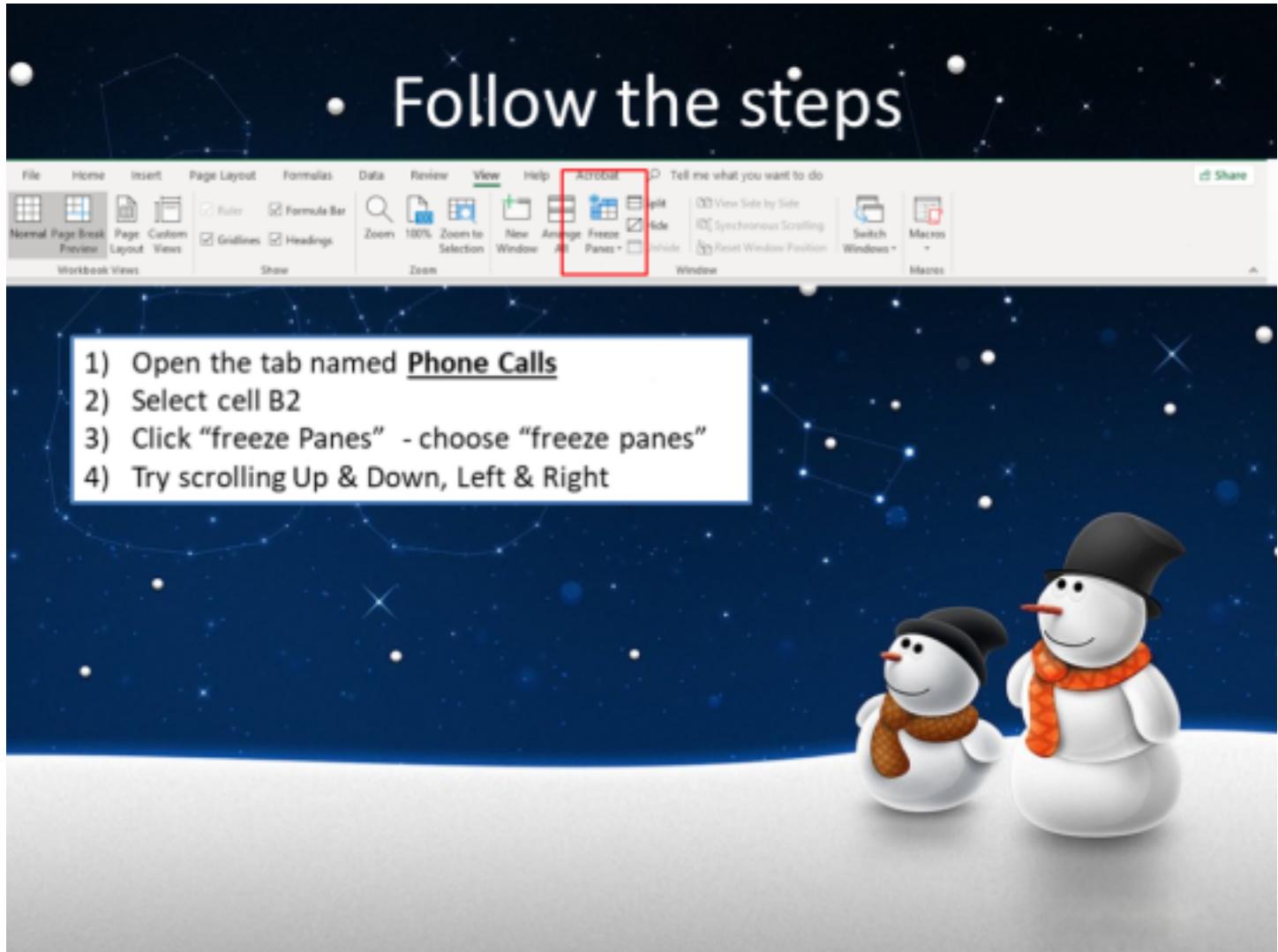
A	B	C	D	E	F	G	H	I	J
STUDENTID	STUDENTFIRSTNAME								
10116	Abraham								
10107	Andrew								
10117	Andrew								



Slide17



Follow the steps



Check Your Work! If you match you get a Gold Star! Move to the next room!

• Check Your Work!
• If you match you get a Gold Star!
Move to the next room!



A	B	C	D	E	F	
id	Student ID	Phone Numbers	First Name	Last Name	Grades	Notes
1	10145		Donald	Trump		Today Donald was absent in class. I left a message with his learning coach.
2	10134		Dwight	Eisenhower		Dwight was called today to congratulate him on passing his EOY test.
3	10114		Franklin	Pierce		Franklin did not turn in his assignment today.
5	10132		Franklin	Roosevelt		Left message
6	10141		George	Bush		On vacation until 12/23/18
7	10101		George	Washington		George did an excellent job demonstrating his work in class today.
8	10143		George W1	Bush		George's Learning Coach Left a message to give him a call - there was no answer.
9						
10						

