



*New Keys review
Lessons 1.1-1.12*

Rotation #14

Goals

- Demonstrate correct posture and position and correct touch-system technique for a s d f h j k l ; h e o m r i t n c . w , g v, right shift, b, u, left shift, space bar enter keys q, /. New Keys: ‘ “ We will work on accuracy, and strengthen reaches to third, home, and bottom rows.
- Demonstrate how to create, edit and format a spreadsheet using Ms Excel
- Demonstrate the ability to: identify spreadsheet parts, enter data, select cells and format and edit data.
- Spreadsheets 1-3

Standards: 1.12, 1.13, 1.15, W. 5.9, W.5.13. S.1.5

Excel Unit

- Software programs with spreadsheets help you manage and store numbers and text. Rows and columns are used to organize information. Each column is identified by a letter A B C. Rows are identified by a number 1, 2, 3. When a column and a row form a rectangle, it is called a **cell**.



Agenda

Rotation 14 class 1

- Qwertytown---Due January 14th!
- Level 3----Bottom Row Reaches
- Will be scored:

– 10 Gold

8 Silver

6 Bronze



Welcome to Rotation #14

We will work on bottom row reaches and begin our Excel Unit



Agenda

Rotation 14 class 2

- Log on and wait at the desktop
- We will be starting Excel—Intro. To excel
- Go to Start—My Computer— Your H drive, Grade 7 Files--Excel
- Go to Programs Excel—file open #1 Immigration

Welcome to Rotation #14

How many cells are on a worksheet?

Microsoft Excel - Book1

File Edit View Insert Format Tools Data Window Help Acrobat

Type a question for help

200% Arial

A1

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

rows

0 3 3 3 0 0

Sheet1 / Sheet2 / Sheet3

Draw AutoShapes

Ready NUM

Start Kaleidos Grade 7 Excel Files Grade ... 2 Microsoft Pow... Book1 Microsoft Excel - ... 11:53 AM

$$65,536 \times 256 = 16,777,216$$

How many cells are on a worksheet?

How many columns are there? **IV**

How many rows are there? **65,536**

How many letters in the alphabet? A-Z **26**

How many letters AA-AZ **26**

BA-BZ **26**

CA-CZ **26**

DA-DZ **26**

EA-EZ **26**






FA-FZ **26**

GA-GZ **26**

HA-HZ **26**

IA-IV **22**

$$26 \times 9 + 22 = 256$$

	A	B	C	D	E	F
1	Country	East	Midwest	South	West	
2						
3	Argentina 	9,498	2,742	15,266	35,855	
4	Honduras 	4,233	789	33,018	21,743	
5	India 	14,875	5,821	8,474	12,840	
6	Mexico 	14,833	52,830	229,731	802,451	
7	Philippines 	10,583	3,581	2,196	16,884	
8						
9						
10						

#1 Immigration Answer



Agenda

Rotation 14 class 3

1. Open up excel #1 and finish adding color and clip art
2. Begin #2 Rivers page 366-368
 1. To insert , select text format cells—numbers to separate the thousands with a comma
 2. Add color and clip art

Welcome to Rotation #14

Today we will review how to create a new spreadsheet --change column widths, Insert--delete rows & columns and sort data.

PROJECT
3

Reinforce

Open up Excel

- Go to File open
- Click on #2 Rivers
- Page 366-367
- When you are done color the spreadsheet and add 2-4 pieces of clip art. Arrange attractively

Edit and Format Data

In this project you will reinforce what you have learned by editing and formatting a spreadsheet.

Your Turn

1. Open the file 10-1 Project 3, and save it as *ursRivers*.
2. Use the TAB key or arrow keys to move to each cell, and enter the data shown.

	A	B	C	D
1	River	Continent	Miles (Approx.)	Kilometers (Approx.)
2				
3	Nile	Africa	4145	6669
4	Amazon	South America	4000	6436
5	Yangtze	Asia	3964	6378
6	Mississippi	North America	3740	6017
7	Yenisei-Angara	Asia	3442	5538
8				

Edit and Format Data

1 Select the column headings. **Align center** and format in **bold**. Change the **font size** to 12 pt.

3. Format the data as indicated so your spreadsheet will look like the one illustrated.

	A	B	C	D
	River	Continent	Miles (Approx.)	Kilometers (Approx.)
1				
2				
3	<i>Nile</i>	Africa	4,145	6,669
4	<i>Amazon</i>	South America	4,000	6,436
5	<i>Yangtze</i>	Asia	5,200	6,378
6	<i>Mississippi</i>	North America	3,740	6,017
7	<i>Yenisei-Angara</i>	Asia	4,442	5,538
8				

2 Select the names of rivers. Format in **italic**. Change the **font size** to 11 pt.

3 Select all the **cells** containing numbers. Format the numbers to **separate the thousands with a comma**.

4 Edit the additional spreadsheet data as follows:

- Change cell C3 to 4160.
- Change cell D3 to 6693.
- Change cell C7 to 2543.
- Change cell D7 to 4091.



Save the changes. Print and close the file.

Microsoft Excel - 2 Rivers

File Edit View Insert Format Tools Data Window Help Acrobat

Print Paste Undo Redo Insert Function Sum Average Sort Ascending Sort Descending AutoSum More Functions Arial 12 Bold Italic Underline Text Color Background Color Merge and Center Wrap Text \$ % , +.0 .00

D16 fx

	A	B	C	D
1	River	Continent	Miles (Approx.)	Kilometers (Approx.)
2				
3	<i>Nile</i>	Africa	4,160	6,693
4	<i>Amazon</i>	South America	4,000	6,436
5	<i>Yangtze</i>	Asia	3,964	6,378
6	<i>Mississippi</i>	North America	3,740	6,017
7	<i>Yenisei-Angara</i>	Asia	2,543	4,091
8				
9				

#2 Rivers Answer



Agenda

Rotation 14 class 4

1. Open up excel #3 Population page 370-371
Finish adding color and clip art to 3, 2 and 1
2. **Today we will get our grade sheets and analyze our 2nd quarter grade.**

Welcome to Rotation #14

Analyze 2nd Quarter Grades

This is worth a quiz grade!

- Put your name and group number on the top
- Paper **must be filled out with 4 goals and signed by parent/guardian** and returned by the next class--
You will receive 100%

Group #	Sent Home	Signed & Returned next day.... + 2 gotcha gaels 100%	Returned Late Up until Jan. 21 75%	Not Returned by Jan. 22 0
7-5	1-14	1-15	1-16– 1-21	1-23
7-1	1-15	1-16	1-17—1-21	1-23
7-2	1-15	1-16	1-17—1-21	1-23
7-4	1-15	1-16	1-17—1-21	1-23
7-3	1-16	1-20	1-20—1-21	1-23

Do you like your grade?

Today's Date

How did I get my grade?

Term Grade: 82.38%

Round to 82

Clinton Middle School

Parent Signature

Date	Category	Assignment	Score	Grade
10/07	Assessments	Research	50.00/100	50.00 %
09/29	Assessments	Technique Online	85.00/100	85.00 %
09/22	Assessments	Drawing Toolbar	80.00/100	80.00 %
09/08	Assessments	MS Word #1	80.00/100	80.00 %
09/02	Assessments	Class Rules Quiz	90.00/100	90.00 %
09/02	Computer Lab Procedure	Lab Procedure	100.00/100	100.00 %
10/21	Daily Work	Culture Research Packets	0/100	
10/17	Daily Work	Qwertytown	0/100	
09/30	Daily Work	Culture Grams Web Search	80.00/100	80.00 %
09/26	Daily Work	Keyboarding Technique	75.00/100	75.00 %
09/12	Daily Work	Web Site Scavenger Hunt	80.00/100	80.00 %
09/12	Daily Work	Benefits of Keyboarding Skills	70.00/100	70.00 %

25%

25%

50%

25% Assessments

25% Computer Lab Procedure (-1 each infraction not closing up your work station and -5 for missing work per class—not making it up!)

50% Daily Work

I have reviewed my quarter grade. My goals for next quarter will be: (write 3-4 sentences) explaining what you can do in computers to maintain or better your grade.

Comments:

25% Assessments (online quick checks, quizzes or keyboarding Word assessments etc.)

25% Computer Lab Procedure (-1 each infraction not closing up your work station and -5 for missing work per class)

50% Daily Work (what you do in class every day, worksheets, projects, Qwertytown, Word--ABC 7, technique etc.)

I have reviewed my quarter grade.

- Circle the grade you are most proud of
- put a square around the grade that you could improve on

My goals for next quarter will be: (write 4 sentences) explaining what you can do in computers to maintain or better your grade.

1. _____

2. _____

3. _____

4. _____

What if.....

Category	Assignment	Score								
Assessment	Technique Assessment	90								
Assessment	Class Procedures	70								
Assessment	QWERTY Assessment	70								
		19.167								
Computer Lab Procedure		99								
		24.75								
Daily Work	1st Qtr Tech	80								
Daily Work	Research	90								
Daily Work	QWERTY	80								
Daily Work	Internet Hunt CPS	100								
Daily Work	School Heading	70								
		42								
Overall Grade		85.92								

Excel