Microsoft Office

Excel 2007

Displaying Collected Data

Excel 2007

LCD Projector - TV

- Monitor screen LCD projector should display same image
- " Hardware switch Function + F4
 - 1. Laptop monitor only
 - 2. Projector screen only
 - 3. Monitor projector screen

S-video to TV

" Located at left rear of laptop



S-video to TV

- " Video only use laptop speakers
- " Use hardware or software switch
- " S-video to S-video video input



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S-video to TV

- *"* Video only use laptop speakers*"* S-video to RCA phono
- " Laptop to TV video input only



Laptop to Modulator to TV

- " Channel 3 for United Streaming
- " S-video and audio to Modulator
- " Modulator to TV <u>channel 3 input</u>



Laptop to Modulator to TV

" Back of modulator



8

Microsoft Office

Excel 2007

Online Handouts

http://webclass.org



Google[™] Custom Search

Search

About Us

Atomic Learning

Desktop Setup

EasyTech

Elementary Storytelling

Audacity Digital Cameras EPISD Photo Release iPod - Getting Started Podcast Projects Syncing video iPod Using iTunes Windows Movie Maker MOV - WMV converter MP4 - AVI converter WMV - MP4 converter

ePALS Student Email

Excel 2007

Facts on File Collaboration video [13:08]

Keyboarding

Mapping Printers

PowerPoint XP-2003 PowerPoint 2007 Education and training via the internet are growing rapidly. Accessibility from home or school makes Internet handouts a viable alternative to hardcopy handouts and tutorials.

Webclass.org provides:

- · Workshop handouts available anytime, anywhere
- Cambridge online dictionary
- Web-based Keyboarding
- Lesson plan calendar

Select Excel 2007



Elementary Storytelling illustrates how video and audio tools are used to tell a story - a digital story. Curriculum topics chosen by the teacher vary from class field trips to the reenactment of historical or current events.

Excel 2007

- *Preview structure* Tabs Groups Commands
- " Quick Access Toolbar
- " Create spreadsheet Gradebook
- " Format Gradebook colors & fonts
- " Create bar chart
- " Create a bake sale spreadsheet

Excel 2007

" Open Excel

Click Start . Microsoft Excel 2007

" The Ribbon



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The Ribbon

" Tabs - activity areas

Home	Insert	Page Layout	Formulas	Data	Review	View

" Groups - related items

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" Commands - box or menu



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Excel Spreadsheet



Spreadsheet Defined



Cell Name Defined



Enter Data



Enter Data

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3	Bill Alban	74	88	65	83	74			
4	Sue Cruz	85	95	87	72	96			
5	Joe Torres	83	69	82	95	93			
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7									
8									
 Enter data horizontally Use TAB KEY or ARROW KEYS to move cursor from cell to cell 									



	Insert Function	
	Search for a function:	
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	Or select a <u>c</u> ategory: Most Recently Used	
	Select a functio <u>n</u> :	
	SUM AVERAGE IF HYPERLINK	
Selec	t Average	
	Returns the average (arithmetic mean) of its arguments, which can be numbers or names, arrays, or references that contain numbers.	
	Help on this function OK Cancel]

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Function Arguments		? 🛛					
AVERAGE Number1 Number2	3.F3 = {74,88,65,83,7 = number	74}					
	B3 – Source						
Returns the average (arithme contain numbers.	F3 – Target	, arrays, or references that					
Number1: number1,number2, are 1 to 255 numeric arguments for which you want the average.							
Formula result = 76.8							
Help on this function	(OK Cancel					

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Format Average



28

Format Average



Formatted Average



Copy Formula



Average Formula Copied



Column Average



Format Cell



Copy Average

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Center Headings



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Format Headings



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Font Color

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Column Width



Create Chart

Create chart in 10 seconds
 Highlight data including headings (A2.F5)



Create Chart

" Click Insert tab – select Column Column charts best for comparison Any chart type can be selected



Create Chart

" Select desired chart type



Column Chart



Column Chart



Click inside chart for Design Tab options

Click outside chart for Home Tab options



Chart View



53

Chart Layout



Chart Layout



Chart Layout



Axis Titles



Global Themes



Click on any cell in table
Mouse-over themes to preview
Table and chart formats change

Global Themes



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Displaying Collected Data

Excel 2007



Instructional Schedule Repository





Instructional Technology





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65

Bake Sale Spreadsheet Lesson Plan

Title: Rake Sale Spreadcheet		Grade Range:
Bake Sule Spreudsneet		4-5
Integrated Curriculum Area:	Concepts and Competencies:	Tool:
Math	Money, Formulas, Data Tables	Spreadsheet Software

Summary

Students create a table of bake sale information and calculate totals using formulas in a spreadsheet

Spreadsheets: Multiplying and Dividing and its prerequisites.

- Read and discuss pages 83-92 ("Founders of the Children's Rain Forest") from the book It's Our World, Too!
- Hold a class discussion about the types of fundraisers students have participated in. What were they raising money for? How did they keep track of the money collected?

Activity

Students calculate totals from a bake sale using formulas in a spreadsheet:

- Students complete the provided data table and paper spreadsheet on the Student Activity Page.
- Review the skills learned in the assigned EasyTech lessons and the functionality of the specific spreadsheet application students will be using.

	Here is a model of a spreadsheet:								
	Α	В	С	D					
1	Jefferson Elementary School Bake Sale								
2	Baked Good	Price per Unit	Amount Sold	Totals per Item					
3	Blueberry Pie	\$1.25	10	=1.25*10					
4	Chocolate Chip Cookies	\$0.10	24	=0.10*24					
5	Wheat Bread	\$2.00	5	=2.00*5					
6	Ginger Snaps	\$0.25	14	=0.25*14					
7	Totals:								

 Create your own spreadsheet using the information you organized in your data table. Fill in the multiplication formulas in cells D3-D6 (=Price per Unit * Amount Sold) to figure out the totals per item. (See model above for examples.)

	A	В	С	D
1				
2				
3				
4				
5				
6				
7				

Parts of a Spreadsheet



Tables and **Data**



Cell Formatting



Columns and **Rows**



Adding and Subtracting


Multiplying and **Dividing**



Pie Charts



Line Graphs



Bake Sale Spreadsheet

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Larry Nelson - Instructional Technology - LNELSON@episd.org - http://webclass.org

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Format Cells

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Insert SUM Function

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Select a functio <u>n</u> :		
SUM		
AVERAGE IF HYPERLINK COUNT MAX	Select SUM	
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Adds all the number	mber2,) ers in a range of cells.	

Source and Target

Function Arguments	· · · · · · · · · · · · · · · · · · ·
SUM	
Number1	G5:G8 = {12.5;7.5;18;0}
Number2	🔣 = number
	G5 – Source
	G8 – Target
	= 38
Adds all the numbers in a range	of cells.
	Number1: number1,number2, are 1 to 255 numbers to sum. Logical values and text are ignored in cells, included if typed as arguments.
Formula result = 38	
Help on this function	OK Cancel

Completed Spreadsheet

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