

Lesson Plan
Introduction to Excel

PRESENTED BY: B. Dutchover, C. Gallegos, P. Grossklaus, J. Maes, P. Padilla, M. Parr-Sanchez, P. Sanchez

PREPARATION: Make sure the lab is up and running and that Excel is installed on all computers. Have all handouts copied and disks available.

OBJECTIVE: Students will be introduced to Excel program and create graphs using data previously collected

MATERIALS: Computer lab with Excel, handouts with step-by-step instructions, sample graph, checklist, disks, Rubric for evaluation, data information sheets and pencil.

PROCEDURE: Day 1: **Students are collecting and organizing data.**

1. Collect data from class.
2. Record data by class.
3. Be assigned one category from data sheet.
4. Total data for his/her category using fraction, decimal, and percent format

Day 2: **Students will record all information for his/her category on a hand-written spreadsheet.**

1. Record all data on a hand written spreadsheet.
2. Peer check of worksheet

Teacher will review:

1. Computer lab rules.
2. Step-by-step instructions for tomorrow's lesson.

Day 3: **Students will input data and create graphs using the Excel program.**

1. Go to lab.
2. Set up spreadsheet as per directions on worksheet.
3. Input information and data on Excel.
4. Create graphs, pie and bar.
5. Have graph previewed by peer using checklist.
6. Save on disk.
7. Print graph when instructed by the teacher.
8. Turn in graph and disk.
9. Shut down program and prepare to be dismissed.

Day 4: **Overview of Excel Lesson and sharing of finished graphs:**

1. Each student will present graph and draw conclusions with a partner, pair and share from his/her information as to:
 - a. Preferences by gender.
 - b. Predictions of probability.
 - c. Selection of graph which best depicts his/her category.