Comp Tech - Spreadsheeting Formatting

Summary

This assignment gives students an opportunity to click and explore to discover how to control the appearance of an Excel spreadsheet.

Time Frame

1 class periods of 30 minutes each

Instructional Procedures

1)Using an LCD display, teacher should show some "Before" and "After" examples of spreadsheet formatting and how it was accomplished. Show the right-click shortcut to display the Format Cells dialog box, as well as other pathways. 2)Using a blank spreadsheet, students may enter random data to help them identify the pathways. They should record their answers on the printed assignment sheet.

Authors

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