

# Excel for Teachers

## Summary

Designed for those who are unfamiliar with spreadsheet programs, this class covers basic Excel functionality, including simple math formulas, formatting and the chart wizard. We focus on classroom projects and applications, especially activities your students can do with Excel. The course aims to provide a sufficient foundation in Excel, so that participants feel comfortable showing students how to use it, and assigning projects that use Excel as a tool to help students develop critical thinking skills and enhance their learning of curriculum standards.

## Materials

Below are attached the manual/guide and other handouts distributed in class. Note that each of the four documents is available as a MS Word (.doc) file or in Adobe Acrobat (.pdf) format.

## Assessment Plan

### **Assignment**

Create a student project that involves your students in the use of Excel. Create a sample product (what you expect your students to produce upon completion of the project). In one page or less, describe how you would include this project in your curriculum, and what curriculum objective it would help students to learn.

## Authors

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