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Introduction

Welcome to *Excel for Terrified Teachers.* You hold in your hands a book that we hope will soon be tattered and torn from continuous use. So, don't plan to stay terrified of *Excel* any longer! We firmly believe that once you see how great *Excel*'s workbooks are for your own personal and professional productivity that you will naturally want to share them with your students. After all, you're a teacher. Right?

To begin with, we've developed a series of twenty-two **Teacher Activities That Teach** just for you. These activities are designed not only to increase your comfort level and workbook skills but also to help you with your day-to-day duties like calculating marks and scheduling the learning centres in your classroom. There are also activities that go beyond the day-to-day duties—like charting your students' progress. Once you understand the basic concepts and skills that underlie each activity, you can modify the data as necessary to make each workbook truly your own. Bet you can't wait!

Of course, the next big step is to use the *Excel* workbook as an instructional tool with your students. You will be amazed at how quickly they pick up the workbook skills and concepts you provide. The sixteen student lessons found in the **Student Lessons for Learning** section cover a wide range of content areas and year levels. From coins of the world to seedy experiments, you will find a student lesson that fits right in with your current curriculum. Of course, as a teacher, we know you have become a master at adaptation. So, feel free to change any of the student lessons to meet your specific classroom needs.

Anxious to get started? We thought so!

What Is Excel?

Excel is a software application that can be used as a tool for all your 'number crunching' tasks and responsibilities. An *Excel* worksheet looks like an electronic ledger. After you enter data into the worksheet, the program can perform mathematical calculations at your command, including adding, subtracting, multiplying, and dividing.

Just so you know, *Excel* is so powerful, it can instantly perform even more complex computations, such as the 'reverse of the one-tailed probability of a chi-squared distribution.' But don't worry! Elaborate statistical functions are beyond the scope of this book. Thank goodness!

Excel can also create a chart from the data in your worksheet in a flash. All you have to do is decide which type of chart you would like displayed. There are so many to chose from, including column charts, bar charts, line charts, pie charts, area charts, and more. There are even charts for displaying the high, low, and closing rates for all your stock investments.

Well, are you impressed with *Excel* so far? We thought so, because we are too. It seems that every day we discover new ways to use *Excel* worksheets and charts to help us track and display everything from strength training at the YMCA to the projected growth of our retirement plans.

But don't let the power of *Excel* intimidate you. You'll be amazed at how easy this software application is to learn and use. So, let's get started.

Teacher Activities That Teach

Activity 1—Entering Column Labels Using AutoFill

Now that you have the basic vocabulary and navigation techniques 'under your belt,' it's time to start your first worksheet. Don't worry. There are no numbers or formulas in this worksheet. In creating a learning centre schedule, you will focus on entering and formatting column and row labels. Ready?

Getting Started

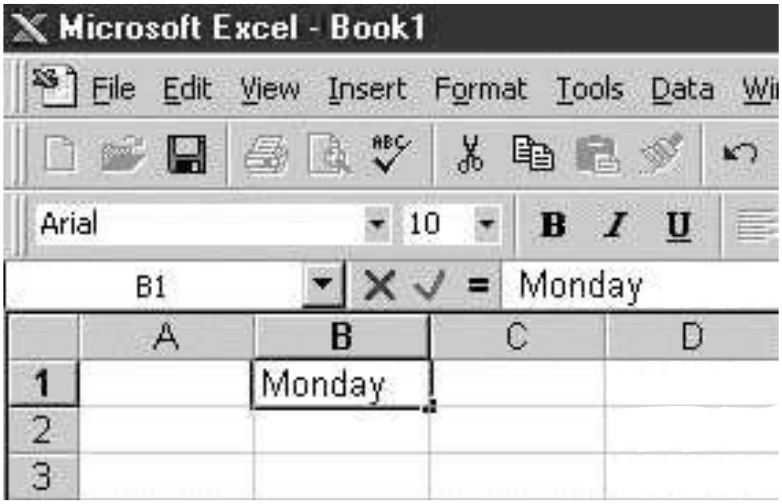
1. Launch *Excel* to open a new workbook.

Entering Column Labels Using AutoFill

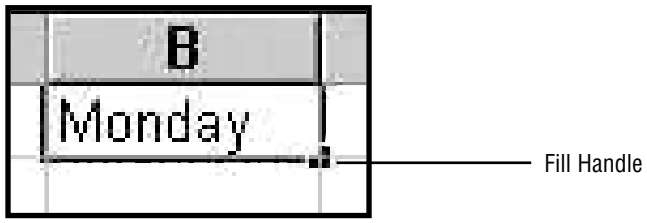
First you'll enter the days of the week as column labels.

2. Click in cell **B1** and type the column label **Monday**.

Although you may be tempted to type the remaining weekdays in cells C1 to F1, **don't**! Let *Excel* do it for you by using **AutoFill**, a feature that automatically extends a series, such as days of the week.



3. Using your mouse, point to the **fill handle**—the small square at the lower-right corner of the active cell (B1).

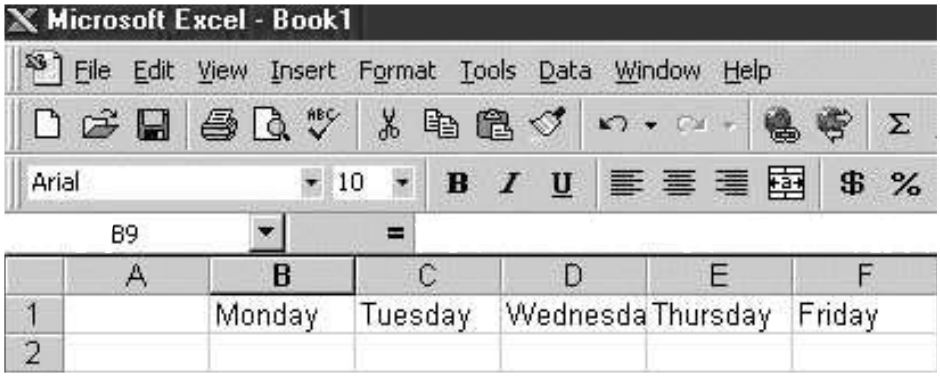


When the cell pointer is positioned on the fill handle, it changes to a black cross (✚). Click on the black cross and drag the fill handle to the right, highlighting cells **C1** to **F1**.

4. Release the mouse button.

The days from Tuesday to Friday automatically appear.

5. Click in any white cell to remove the highlighting and view the days of the week.



Entering Row Labels

Next you'll enter the names of the learning centres as row labels. Feel free to substitute the names of the learning centres in your own classroom.

6. Click in cell **A2** and type **Computer Centre**.

