

Table of Contents

Introduction	3
Using This Book	7
Microsoft Excel: Tips and Tricks	11
The <i>Excel</i> Screen	11
Tool Bars	12
The Formula Bar	13
Formula Basics	13
Selecting Cells	14
Charting Basics	14
Printing Tips	15
Projects	
My Own Word Search: An Introduction to the Spreadsheet	17
Exploring Crosswords	23
Pardon?: High-Level Vocabulary	29
Popping up Parts of Speech	35
Right or Left?: An Introduction to Charting	40
Planetary Distances: A Horizontal Bar Graph	49
Fun Times: Creating Your Own Multiplication Table	56
A Useful Tool: Generating Random Numbers	62
Work-Sheet Generator	70
What's My Rule?: An Introduction to Functions	78

Using This Book

I wrote this book for *Microsoft Excel 98* for the Macintosh and *Microsoft Excel 97* for the PC. The screen shots and menus might look a little different if you are using another version. However, you should have no difficulty if you are using a different version of *Excel*.

As you read through this book, there will be times when you are given specific instructions to follow. You might have to select an item from the menu bar, you might have to type in a specific word or name, or you might need to choose a specific button by clicking on the mouse. Use this guide for following the directions that are given to you:

Instruction	What to do
BOLD CAPITALS	Select this pull-down menu from the menu bar.
<i>Bold Italics</i>	Make this selection from the pull-down menu.
Bold	Choose this button, tool or key.
(filename)	Type this word or sentence, or this is the name of a file.

Microsoft Excel is a spreadsheet program. The spreadsheet was one of the first useful functions of early computers. Early spreadsheets were not very powerful but they saved immense amounts of time for those people who did lots of calculating. Today's *Excel*, on the other hand, is very powerful. It can import graphics, sounds and movies; it can contain free-floating text boxes, three-dimensional and shadowed objects and tables. You can draw and colour a limitless variety of objects. It has a spellchecker, thesaurus, grammar checker – the list goes on. And then there are the things spreadsheets are better known for – graphs, sorting features and formulas! Your primary students will certainly not be using all the power of *Microsoft Excel*, but introducing them to this software in the context of your classroom studies will give them a head start with this industry-standard program.

The lessons in this book are presented more or less in order of complexity. This will help you choose which lessons to use first. For example, if you or your students have never worked with formulas before, you might choose to start with a lesson that introduces formulas such as *Fun Times*. If you have experience with formulas in spreadsheets, you could start with one of the later lessons that uses formulas such as *Work-Sheet Generator* or *What's My Rule?* Each lesson has an accompanying template (some have several) on the CD-ROM, as well as a completed example. Whenever you see a planning or practice sheet in this book for the lesson, it is also included on the CD so you can print it out and use it with your students.

Don't limit yourself to the lessons in this book. Feel free to change the lessons and templates to better fit your teaching style and situation. As you look at the lessons and templates, you will probably get other ideas on how to use technology with your students. Specific techniques and management ideas for using and scheduling the lessons in this book can be found in the Introduction, under 'Classroom Strategies'.

As you explore and use these lessons with your students, directions are given on how to use the tools incorporated in that lesson. There is also a short section beginning on page 11 that contains helpful hints on using *Microsoft Excel*. If you have limited experience with spreadsheets, you might consider taking a quick look at this section of this book before getting started.

My Own Word Search: An Introduction to the Spreadsheet

The spreadsheet can be a daunting program to students and teachers alike. If you or your students have not used spreadsheets before, or if you are looking for a good introduction to spreadsheets, this lesson is a good place to start! We will be creating a word search, and along the way students will gain experience with spreadsheet basics such as entering information into cells, formatting cells and navigating around the spreadsheet.

Materials

- Print-out of (*Word Search Planning Sheet*)
- Resources (library books, websites, textbooks) from which students can choose vocabulary related to current topics of study
- (*Word Search*) *Microsoft Excel* template

Before the Computer

- Write the word *Spreadsheet* on the overhead or blackboard. Ask the students if anyone has heard of this term. See what the students know about spreadsheets before offering any information.
- Tell the students they will be working with the spreadsheet to create a word search. Choose a topic related to a current topic of study. Have the students use classroom resources to generate lists of words they want to include in a word search.
- Pass out the planning sheet (you can either copy it from page 22 or print it from the CD) and allow the students to choose their ten favourite words. Have them write their ten words on the planning sheet.
- In small groups, have them complete the planning sheets. You might want to model transferring words from the list to the word search matrix. See if the students can offer ways to make the word searches more challenging.
- Explain to the students they will now be creating their own word searches on the computer using *Microsoft Excel*.

On the Computer

- Open the (*Word Search*) *Microsoft Excel* template.
- Enter the words at the bottom of the template starting with cell **C32**.
- Using the planning sheet as a model, enter the words into the word search matrix, using all capital letters. You can use the **Return** key (Macintosh) or **Enter** key (PC) to drop down a cell, and the **Tab** key to move to the next cell to the right.
- Fill in the empty spaces with random letters after entering all the words.

Extensions

- Challenge students to create a crossword puzzle on paper, and then in a spreadsheet. Ask them, 'What are some of the difficulties of a crossword puzzle that you did not have with a word search? Was any part of the word search harder than the crossword puzzle?'

My Own Word Search: An Introduction to the Spreadsheet *(cont.)*

Word Search Example

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	
1	Second World War Word Search																				Name	
2																						
3	<ul style="list-style-type: none"> ●Type your words in the word list below the puzzle. ●Now type them in the puzzle, one letter per cell. Capitalise all the letters. ●You can type your words diagonally and backwards. ●Fill in the extra cells with random letters. 																					
4																						
5																						
6																						
7																						
8	O	A	Q	D	R	W	S	A	D	N	O	S	R	E	F	F	E	J	W	D		
9	U	B	H	H	E	M	A	N	C	I	P	A	T	I	O	N	C	A	F	E		
10	Q	R	B	O	I	H	S	I	X	A	S	O	E	C	O	N	F	E	D	E		
11	A	A	M	U	N	J	D	D	F	W	D	Y	T	X	Q	E	W	D	J	F		
12	D	H	O	Y	V	L	M	F	I	S	C	U	M	O	P	S	S	A	Y	C		
13	G	A	P	N	A	T	I	O	N	A	L	I	S	M	M	R	Q	H	Y	B		
14	L	M	G	E	S	T	L	S	B	U	R	G	I	T	A	E	G	A	R	Y		
15	V	L	S	S	I	Q	I	H	H	G	G	K	Z	A	Z	W	C	M	W	J		
16	N	I	A	D	O	A	T	E	F	H	D	J	A	M	Z	O	B	M	S	S		
17	L	N	E	W	N	W	A	R	D	J	Z	H	N	O	Z	P	M	S	F	T		
18	O	C	A	F	E	E	R	M	S	T	P	W	A	R	D	R	O	I	O	A		
19	J	O	Z	B	O	N	Y	A	A	W	O	A	E	P	T	E	P	N	G	S		
20	G	L	V	N	E	C	O	N	F	E	D	L	R	A	T	P	G	U	R	H		
21	D	N	M	K	S	D	G	T	S	Q	T	D	W	F	Y	U	S	M	J	E		
22	S	A	O	L	F	O	R	T	S	I	N	I	L	O	S	S	U	M	V	O		
23	N	E	Q	O	A	F	J	D	H	W	I	G	E	D	I	C	E	O	K	E		
24	X	Y	I	E	S	I	V	A	D	N	O	S	R	E	F	F	E	C	H	S		
25	W	N	G	L	F	G	K	D	H	E	G	J	T	U	J	D	Z	Y	F	F		
26	Z	M	X	S	L	V	L	S	J	R	F	H	R	E	H	F	V	A	D	A		
27	I	U	T	F	J	A	T	A	E	T	D	G	E	T	B	G	M	Z	C	W		
28																						
29	<u>My Word List</u>																					
30																						
31	1	INVASION										6	COMMUNISM									
32	2	NATIONALISM										7	HITLER									
33	3	NAZISM										8	SUPERPOWERS									
34	4	ALLIES										9	MILITARY									
35	5	MUSSOLINI										10	AXIS									
36																						

My Own Word Search: An Introduction to the Spreadsheet *(cont.)*

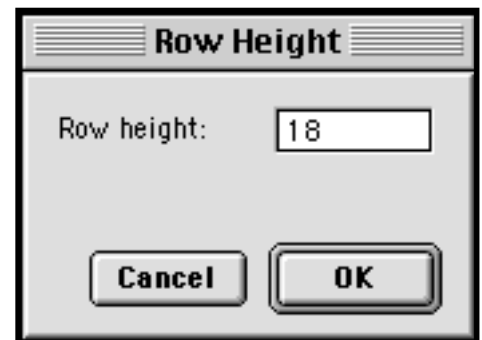
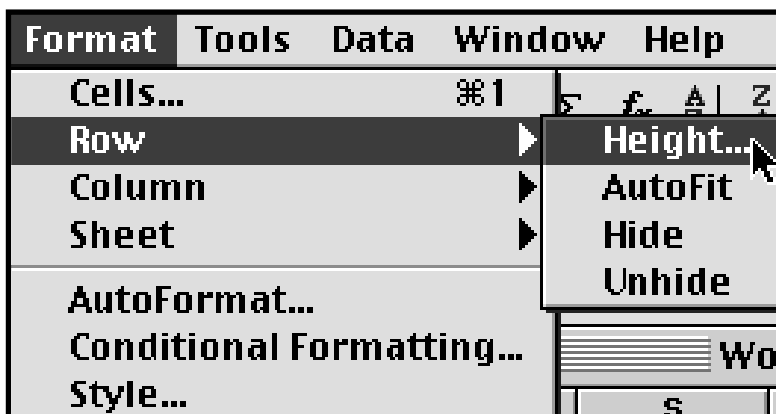
Step-by-Step Instructions

Step 1

Start *Microsoft Excel*, and a blank workbook will open.

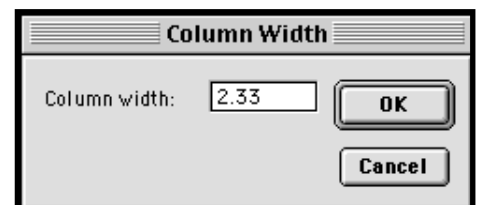
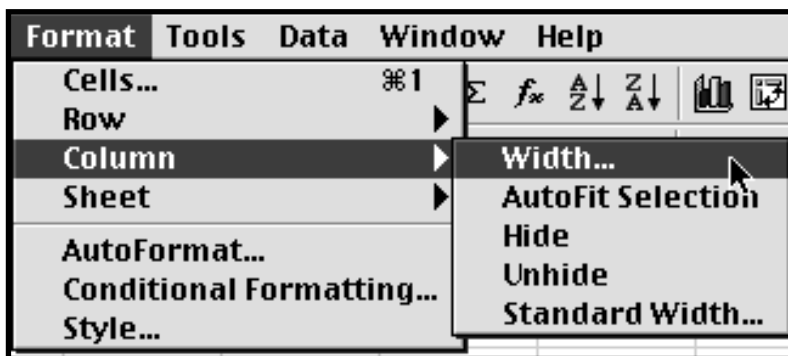
Step 2

Let's apply some formatting to the cells that will contain our word search to make them the right size to hold individual letters. Select cells **B8** through to **U27**. Pull down the **FORMAT** menu and select *Row-Height* and type 18 for the size.



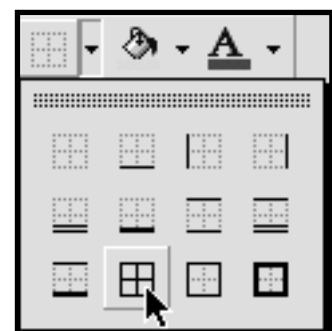
Step 3

Now pull down the **FORMAT** menu again and this time select *Column-Width* and type 2.33 for the size.



Step 4

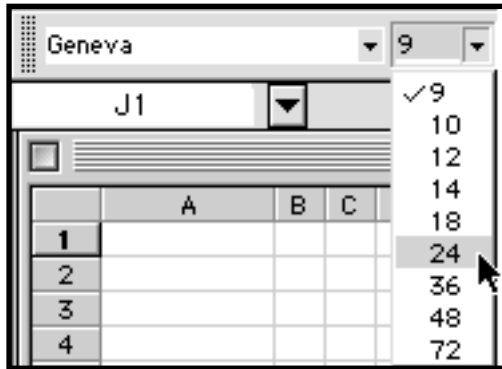
Let's place borders around the cells of the word search. With cells **B8** through to **U27** still selected, use the **Borders** button on the formatting tool bar to place borders around all the selected cells.



My Own Word Search: An Introduction to the Spreadsheet *(cont.)*

Step 5

Select cell **J1**. We'll place the title in this cell, but first let's apply some formatting. Select the cell by clicking on it once, and change the font size to 24 points using the pull-down menu in the formatting tool bar. Then use the **Centre Alignment** button to align the text.



Step 6

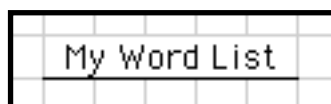
Now type a good title for your word search. Think of a title that describes the content of your puzzle.

Step 7

Type your name in cell **S1**. You could make it bold.

Step 8

Click in cell **K30**, apply a 12-point font, and select centre alignment. Type the words (*My Word List*). Underline your words by selecting cells **I30** through to **M30** and applying a bottom border. If you have formatted them correctly, they should look like the picture below.



Step 9

Select cells **B32** to **N36** and apply a 10-point font size. Beginning with cell **B32**, type the numbers one through to five from cell **B32** to **B36**. You can use the **Return** key (Macintosh) or **Enter** key (PC) to drop down to the next cell after typing in a number. Do the same thing with cells **M32** through to **M36**, typing in the numbers 6 through to 10.

Step 10

Now you can type in the words you have chosen for your word search. Use the cells immediately to the right of the numbers to type your words. Type each word in one cell – don't use a new cell for each letter of your word.