

Name: Chuck Curry

Grade Level/Subject: Grade Seven

Topic: MicroSoft Excel

Objectives (P.A.S.S.): Technology Education Standard 12

Instruction

1. Introduction
2. Instructional process
3. Closure

Assessment

Modifications/Accommodations

Reflection

Objective: Each student will learn how to enter and manipulate data into Microsoft Excel. (Technology Education Standard 12)

Procedure:

Step 1 Duration: 10 minutes: Teacher will bring students to computer lab. Teacher will give students a brief overview of the purpose of Excel. Teacher will give students several examples of uses of Excel. Teacher will hand each student a copy of the Possessions and Belongings worksheet. Students will be told that they are about to go on an imaginary Covered Wagon trip out west. They are living about 200 years ago. They will be advised to mark off all the items from the list they think they will need for the three-month trip.

Step 2 Duration: 35 minutes: Teacher will use overhead computer to show the students how to log onto Excel. Teacher will show students the difference between columns, rows, and cells. Teacher will then instruct students to select columns A, B, C, and D. Students will learn how to format cell width and font size.

In Cell A1 students will type the word Item.

In Cell B1 students will type the word Weight.

In Cell C1 students will type the word Quantity.

In Cell D1 students will type the words Total Weight.

Students will then be instructed to bold, italicize, and underline these words.

Students will be instructed to enter in their data in the appropriate cells. In the Total Weight column students will be instructed to enter the appropriate formula. Teacher will demonstrate the first line item on the overhead computer.

When students are finished entering in their data, the teacher will then demonstrate setting up a formula to find the total weight in all. Students will then be told that their maximum weight capacity is 500 lbs. They will have to add or delete items to get as close to this total as possible.

Step 3 Duration: 5 minutes: Teacher will demonstrate on overhead computer how to save their work. Students will then be instructed to save their work in the appropriate folder.

Materials: Access to computer lab, Possessions and Belongings worksheet.

Accommodations/Adaptations: If any students finish the assignment early, teacher will pair them with a student that needs more help.

Student Assessment: Teacher will walk around the computer lab the entire period to make sure every student understands the assignment. Students will be required to print out their work for a grade.

Reflections: The Lesson went well with all students performing well on the assignment with some help and prompting from me. This lesson, however, did not take as long to complete as estimated.