**Excel Day 12**

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| **Objectives** *Learners will be able to…* | **Materials** |
| ***Computer skill:*** *Alphabetize spreadsheets**Final day of class, any unanswered questions should be answered* | **Make Student Copies****Props, Technology or Other Resources*** Projector
* Computer for every student
* USB Drives
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| **Lesson Plan** | Vocabulary |
| **Activity 1: Final Survey**Description: learners will take a survey of their classmatesMaterials/Prep: **Activity 2: Alphabetize** Description: learners will alphabetize their spreadsheet and then create a chartMaterials/Prep: **Activity 3: Any questions** Description: take time to attempt to answer any remaining questions students haveMaterials/Prep: **Activity 4: Clear off USB Drives** Description: learners will delete the files they have created from their USB drivesMaterials/Prep: **Activity 5: Attendance Awards and North Star Certificates** Description: hand out NS Certificates to any learners who passes and attendance awards if applicableMaterials/Prep: get awards from the coordinator  | * Alphabetize
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**Teacher Directions: Activity 1: Final Survey**

Step 1: Survey

 Explain that the class will be taking a survey of each other

 We are going to ask everyone what their ideal vacation would consist of, money is no object.

 Write the following list on the board

* Beach
* Mountains
* Movies
* Shopping
* Eating

Do not offer another option, but if students come up with another option take consideration

Step 2: Survey Set-up

 Have learners write down the list on their own piece of paper

**Ask** them what questions they will be asking other learners: *of what would their dream vacation consist?*

**Ask** them what they mark if someone says an option that is not on their list: *mark it as other*

Step 3: Demonstrate

 Take your piece of paper with a list on it and ask a student the survey question

 Mark a tally next to the appropriate response

Count the number of students and volunteers in class, and inform learners that they should have that many tally marks

Step 4: Complete Survey

 Instruct students to complete the survey and then put the information into a **spreadsheet**

**Teacher Directions: Activity 2: Alphabetize Lists**

Step 1: Context

**Ask** learners what could be done to this spreadsheet that would allow a reader to find information faster: *alphabetize the list*

Step 2: Demonstrate

 Learners should have their EYES FORWARD AND HANDS OFF OF THEIR COMPUTER

 **Highlight** the categories> locate the button that would alphabetize the lists

Step 3: Controlled Practice

 Work with the learners to alphabetize their lists in both ascending and descending order

Step 4: Insert a graph

Once learners have alphabetized, they should insert a chart, of their choosing, into the spreadsheet

**Teacher Directions: Activity 3: Any Questions**

Take this time to go over any remaining questions learners have

**Teacher Directions: Activity 4: Clear off USB Drives**

Step 1: How to delete files

 Demonstrate using right-click to delete files

 Only delete files that were created in this class, do not delete off any Folders

**Teacher Directions: Activity 5: Awards and Certificates**

Acknowledge any students who passed the North Star Assessment and give them their certificate.

There might be attendance awards to hand out, acknowledge those students as well.