**Excel Day 12**

|  |  |
| --- | --- |
| **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 |
|  | |
| **Lesson Plan** | Vocabulary |
| **Activity 1: Final Survey**  Description: learners will take a survey of their classmates  Materials/Prep:  **Activity 2: Alphabetize**  Description: learners will alphabetize their spreadsheet and then create a chart  Materials/Prep:  **Activity 3: Any questions**  Description: take time to attempt to answer any remaining questions students have  Materials/Prep:  **Activity 4: Clear off USB Drives**  Description: learners will delete the files they have created from their USB drives  Materials/Prep:  **Activity 5: Attendance Awards and North Star Certificates**  Description: hand out NS Certificates to any learners who passes and attendance awards if applicable  Materials/Prep: get awards from the coordinator | * Alphabetize |

**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.