

Excel-ent Machines - Win

Our Goals:

- To define key vocabulary words related to spreadsheets
- To manipulate the way a spreadsheet looks
- To create a spreadsheet with original data
- To create lists (tables)
- To create an appropriate chart based on spreadsheet data

Technological Skills

Students will:

- Plan and create an original spreadsheet document
- Enter appropriate data into a spreadsheet
- Creatively express themselves
- Decide when to use a spreadsheet

Educational Skills

Students will:

- Input data
- Select multiple cells
- Save/Open a file
- Adjust column width
- Format text
- Edit/delete information in a cell
- Add a list (table)
- Format a list
- Add a formula to a list
- Convert table to range
- Choose an appropriate chart for the information in a spreadsheet
- Move a chart
- Move the legend

