

Microsoft Excel 2003

Training Guide

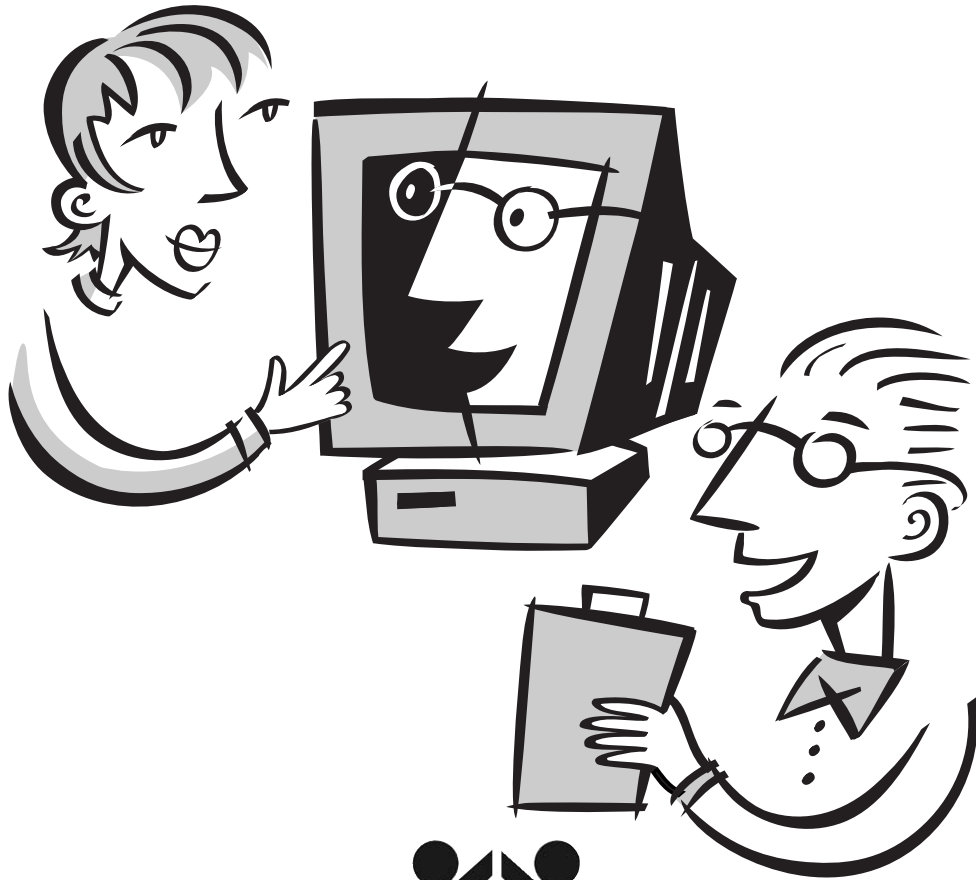
*Easy-to-Use
Resources
Designed for
Technology
Training*



Teacher2Teacher
TOOLS

Microsoft Excel 2003

Training Guide



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Using This Guide

This guide is designed to help you train teachers to use Microsoft Excel as a learning tool in the classroom. Using a project-based learning approach, each workshop is designed to facilitate the learning of the features and skills by modeling a classroom activity. Once the learning model is completed, participants apply their learning by creating their own unique classroom activity to integrate the technology.

Workshop Delivery

Each workshop is designed to last from one to one-and-a-half hours. The workshops can be combined and used in half-day and full-day sessions. Each workshop includes the following components:

Learning Outcomes

The Microsoft Excel features taught in the workshop

Preview

An overview of what the participants will do during the workshop

Before the Workshop

Information to help you prepare for the workshop

Opening Activity

Each opening activity poses a question to engage the participants in a brief discussion of how the skills presented in the workshop can be integrated in the classroom with a focus on student learning.

Modeling Activity

The learning outcomes of the workshop are introduced to the participants during this activity. As the instructor, you briefly model the workshop activity as you present the new skills. The participants work at their computers to practice the skills as you demonstrate.

Applying the Learning

After watching you model the skills, the participants practice what they have learned by constructing their own document, presentation, or project. This process allows you to walk around and coach participants as needed. The handouts are available for additional assistance.

Assessing

At the end of the workshop, you distribute a Workshop Assessment form to assess what participants have learned. The participants identify their needs for future workshops and learning opportunities.

Reflecting

As a final step, guidelines are provided to assist you in leading a participant sharing time.

Workshop Agenda

The value of these learning experiences is directly connected to the amount of time participants have for hands-on learning. The following time segments are suggested as guidelines for organizing your workshops:

| | |
|-----------------------|-----------------|
| Opening Activity | 5 – 8 minutes |
| Modeling Activity | 15 – 20 minutes |
| Applying the Learning | 30 – 45 minutes |
| Assessing | 5 – 8 minutes |
| Reflecting | 5 – 8 minutes |

Workshop Materials

Each workshop is supported by a series of handouts that can be copied and distributed during the training. Electronic copies of the handouts can be downloaded from www.teacher2teacher.com.

Modeling Activity handout(s)

Designed to support the modeling activity

Skill Step handout(s)

Designed for use during the *Applying the Learning* session

Workshop Assessment form

Designed as a workshop evaluation tool

Ongoing Support

The following resources can help you prepare for the delivery of the workshops described in this guide. They can also serve as valuable resources for your workshop participants.

Teacher2Teacher Flip Charts

Flip Charts are designed to sit beside the computer for easy access to common Microsoft Excel instructions. Tabs separate the chart topics, making it easy to find the necessary information and allowing participants to work at their own pace. These Flip Charts are a great complement to the handouts found in this guide. For more information, visit www.teacher2teacher.com.

Microsoft Excel Help

This resource is part of the Microsoft Excel application. You can access Microsoft Excel Help from the Help menu when Excel is the active application.

5 Sorting and Selecting Specific Data

PREVIEW

Excel provides powerful tools to find and manipulate data. This workshop highlights the ease with which existing data can be arranged to meet specific needs.

LEARNING OUTCOMES

In this workshop, participants will learn how to do the following tasks:

- Sort a list
- Enter the same data in a range
- Search for and replace data
- Use the AutoFilter feature
- Use Custom AutoFilter
- Adjust margins
- Customize headers and footers

BEFORE THE WORKSHOP

- Review **Using This Guide** on page vii to become familiar with the training process used in this workshop.
- Set up an LCD panel or other large-screen projection device that is connected to your computer.
- Have chart paper or a white board available.
- Make copies of the following handouts for each participant:
 - Selecting Rows and Columns
 - Entering the Same Data into a Cell Range
 - Searching for Data
 - Searching for and Replacing Data
 - Filtering a List with AutoFiltering
 - Filtering a List with Custom AutoFiltering
 - Setting Margins and Creating Headers and Footers
 - Workshop Assessment form
- Copy data files for participants to access.
- Become familiar with the skills presented in this workshop by practicing the modeling activity.
- Have paper examples of some lists your school uses that will need sorting. Lists that you typically sort in several different ways would be particularly helpful.

OPENING ACTIVITY

In the opening activity, you want to get the teachers excited about the learning that will take place in this workshop.

- Display examples of lists that you can sort and reorder to obtain the information that you need, or print and use the **Referee** file. (An example that might be applicable is a list of students in a particular grade. You can sort by teacher, and then perhaps by gender. You might also need a different list, from the same original list, sorted alphabetically, or sorted by test scores.)
- Ask the participants what collection of records they have that would be helpful to be able to sort electronically. Write their ideas on the white board or chart paper.

- o Distribute the workshop handouts.

MODELING ACTIVITY

In the modeling activity, the participants will work at the computer as you demonstrate the learning outcomes and use the tools to sort and select information in a worksheet.

Sorting the data

You can rearrange the order in which information is displayed by sorting the data. You can also enter the same data simultaneously into multiple cells.

1. Choose **Open** from the **File** menu and choose **Referee**.
2. Select cells A4:C103.
Tip: The quickest way to select a large range is to use keyboard shortcuts. To select the range A4:C103, place your pointer in cell A4. Press and hold down the **Shift** key while pressing the **Right Arrow** key twice. This selects cells A4:C4. The **Shift** key plus any arrow key adds to a range. Keeping the **Shift** key depressed, press the **End** key, then the **Down Arrow** key. This selects the entire range.
3. To sort the data, choose **Sort** from the **Data** menu.
4. The **Sort** dialog box allows you to choose the order in which items are sorted. Choose to sort by **Column C**, then **Column B**, then **Column A**.
5. To enter the same data in a range, select the range of cells. Select D4:D13, making sure that cell D4 is the active cell.
6. Type **10:00 AM** in cell D4. (Do NOT press the **Enter** or **Return** key.)
7. Press and hold down the **Ctrl** key while pressing the **Enter** or **Return** key. This inserts the same time into all the cells.
8. Enter the appropriate times into column D, repeating steps 6 and 7.
9. Choose **Save As** from the **File** menu and name the file **Sort and Select**.

Finding specific data

In this activity, participants will use the **Search and Replace** feature to quickly find data.

1. Select column A by clicking the column A heading.
Tip: Another way to quickly select a column is to place your pointer in the column you want to select (in this case, column A). Press and hold down the **Ctrl** key, and press the **Space bar**.
2. Choose **Find** from the **Edit** menu.
3. Type **Kay** in the **Find what** box. Then click **Find Next**. Excel moves to cell A70.
4. Click **Replace**. Then type **Kate** in the **Replace with** box and click **Replace** again.

Using the AutoFilter feature

To use AutoFilter, you must be in the list you want to filter.

1. Click the **Sheet 2** tab and select cell A4.
2. Choose **Filter** from the **Data** menu and **AutoFilter** from the submenu. Notice that pull-down menus (indicated by small arrows) have been added to the column headings.
3. Open the pull-down menu beside **Time** and choose **9:00 AM**. Note that all the records are displayed with the 9:00 category. (Those that don't begin at 9:00 AM are not displayed.) This includes Freestyle and Volleyball, which both begin at 9:00.
4. Open the pull-down menu beside **Time** and choose **Custom**.
5. In the top-left pull-down menu, choose **is greater than**.
6. In the top-right pull-down menu, choose **10:00 AM**.
7. Choose **Save** from the **File** menu.

More printing options

You can set margins for your worksheet and include custom footers with information that will automatically update.

1. Click the **Sheet 3** tab.
2. Choose **Page Setup** from the **File** menu.
3. Click the **Margins** tab.
4. Check **Horizontally** and **Vertically** in the **Center on page** area of the **Margins** panel.
5. Now select the **Header/Footer** tab and click **Custom Footer**.
6. Place the insertion point in the **Center Section** box.
7. Type **Date Printed**.
8. Click the **Calendar** button (the file icon with the # sign). **&[Date]** is inserted into the section, which will print an updated date whenever the document is printed.
9. Choose **Save** from the **File** menu.

APPLYING THE LEARNING

In this activity, participants will practice sorting data in a worksheet.

- Participants should retrieve the **Referee** file and create a worksheet similar to the one created in the modeling activity.
- As the participants manipulate their worksheet, circulate to provide individual and small group assistance as needed.
- Remind participants to save as they work and to refer to the handouts for additional guidance.

ASSESSING

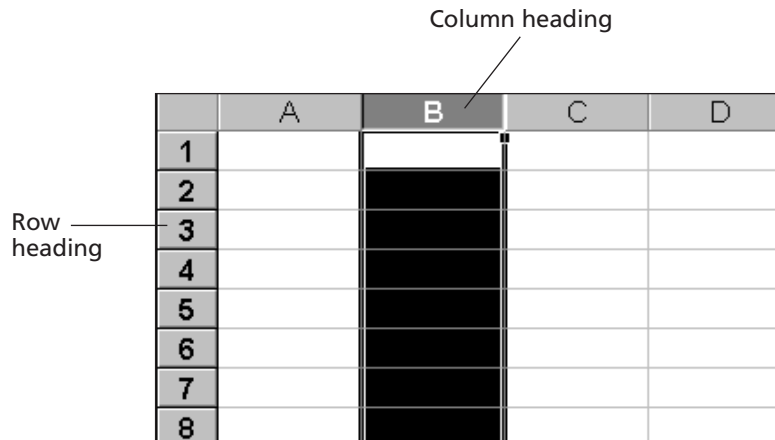
Distribute the Workshop Assessment form and ask participants to check the skills they have learned and complete the comments section.

REFLECTING

Ask several participants to share the work they have completed and comment on how they can have students use this idea in the classroom.

Selecting Rows and Columns

You can select entire rows or columns by clicking the row or column heading.

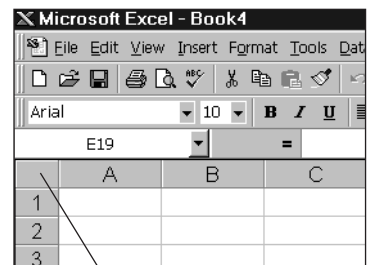


- To select more than one adjacent row or column, click a row or column heading and drag to highlight the rows or columns.
- To select more than one nonadjacent row or column, press the Ctrl (Win) or Command (Mac) key when you click a row or column heading.



Tips & Timesavers

- To select the entire worksheet, click the Select All button in the upper-left corner of the worksheet.

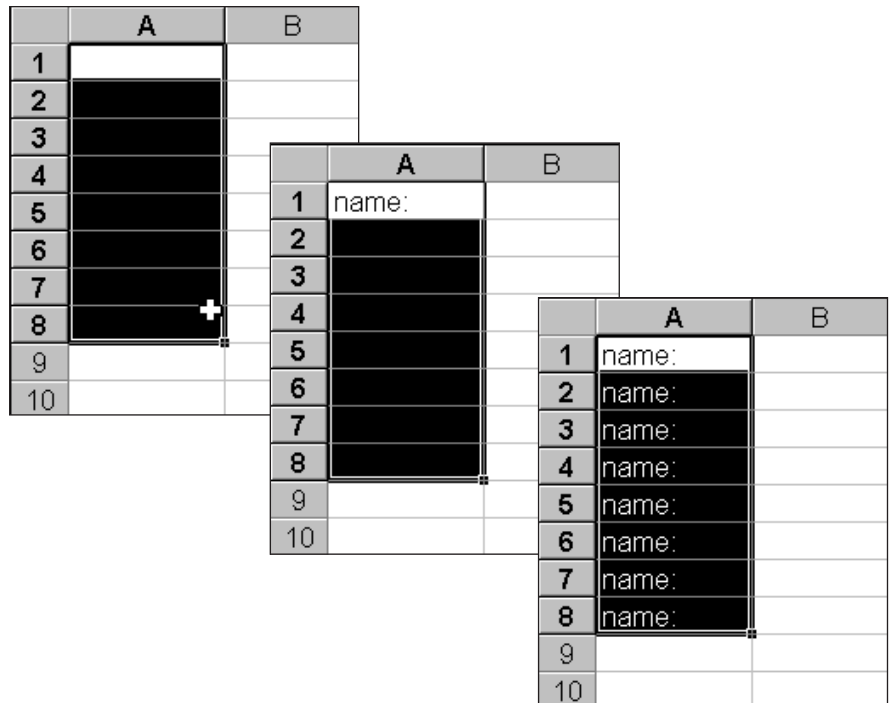


Select All
button

Entering the Same Data into a Cell Range

If you need to enter the same data (value, text, or formula) into multiple cells, Excel provides an easy shortcut so that you don't need to re-enter all of the data.

1. Select all of the cells that you want to contain the data.
2. Enter the value, text, or formula.
3. Press **Ctrl+Enter** (Win) or **Control+Return** (Mac). The single entry is inserted into each cell in the selection.



Tips & Timesavers

- To enter the current date into any cell, press **Ctrl+;** (semi-colon).
- To enter the current time into any cell, press **Ctrl+Shift+;** (semi-colon).

Searching for Data

You can search an entire worksheet or a selected part of a worksheet for data.

1. If you want to search the entire worksheet, select any cell, or select the area of the worksheet that you want to search.
2. Choose **Find** from the **Edit** menu to open the **Find** dialog box.
3. In the **Find what** box, enter the characters to search for.
4. Put a checkmark in the **Match case** checkbox to make your search case-sensitive. Select **Find entire cells only** to avoid locating partial matches. In the **Search** box, specify if you want to search by rows or columns. In the **Look in** box, specify what to look in: **Formulas**, **Values**, or **Comments**.
5. Click the **Find Next** button. Keep clicking until you find what you want.
6. Click the **Close** button when you're finished.

Tell Excel what to look for here.



Tips & Timesavers

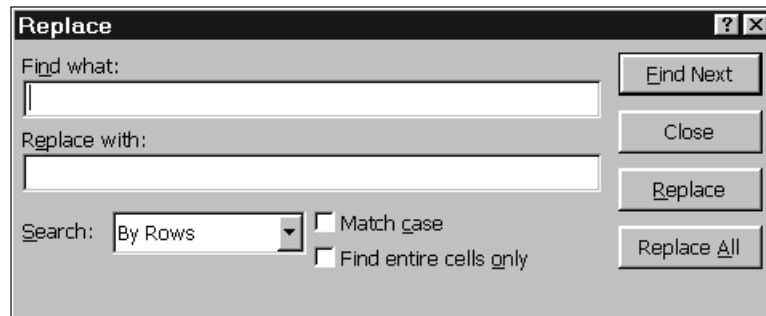
You can use wildcard characters for approximate searches:

- An asterisk represents any characters in the specified position: c*s looks for all text beginning with c and ending with s.
- A question mark represents any single character in the specified position: b?g matches three-letter words such as big, bog, and bag.

Searching for and Replacing Data

Instead of finding and then manually replacing data, you can search for and automatically replace any data with something else.

1. If you want to search the entire worksheet, select any cell, or select the area of the worksheet that you want to search.
2. Choose **Replace** from the **Edit** menu to open the **Replace** dialog box.
3. In the **Find what** box, enter the characters to search for; in the **Replace with** box, enter the characters to replace them with.
4. Put a checkmark in the **Match case** checkbox to make your search case-sensitive. Select **Find entire cells only** to avoid locating partial matches. In the **Search** box, specify whether you want to search by rows or columns.
5. Click the **Replace All** button to have Excel search and replace automatically. If you want to check every replacement, click the **Find Next** button. The program pauses after every match. To replace the found data, click **Replace**. To skip it and find the next match, click the **Find Next** button again.
6. Click the **Close** button when you are finished.



Filtering a List with AutoFiltering

AutoFiltering lets you see only certain rows in your list and hides those that do not match the criteria you set.

1. Move the pointer anywhere within the list.
2. Choose **Filter** from the **Data** menu and **AutoFilter** from the submenu. Excel adds pull-down arrows to the field names in the header row.
3. Open the pull-down menus to see unique items in that column.
4. Select an item that you want Excel to use as a filter. Rows that do not include that item are hidden.

Select an item to use as a filter.

| | A | B | C | D |
|----|-------------|------------|-------------|---|
| 1 | Participant | City | Points | |
| 2 | Levesque | Carmel | (All) | |
| 3 | Zyler | Muncie | (Top 10...) | |
| 4 | Thomas | Zionsville | (Custom...) | |
| 5 | Boucher | Speedway | 123 | |
| 6 | Amies | Fischers | 209 | |
| 7 | Beck | Greenwood | 243 | |
| 8 | Johnson | Ladog | 324 | |
| 9 | Polley | Mason City | 435 | |
| 10 | Ellis | Dubuque | 456 | |
| 11 | Griffin | Ames | 467 | |
| 12 | Stull | Bluff | 654 | |
| 13 | Bath | Cornin | 701 | |
| 14 | | | 756 | |
| | | | 799 | |
| | | | 802 | |
| | | | 802 | |

| | A | B | C | D |
|----|-------------|--------|--------|---|
| 1 | Participant | City | Points | |
| 3 | Zyler | Muncie | 209 | |
| 14 | | | | |
| 15 | | | | |
| 16 | | | | |
| 17 | | | | |
| 18 | | | | |
| 19 | | | | |

This list has been filtered.

The **AutoFilter** pull-down menu also includes other choices:

All: Removes filtering for a column

Top 10: Filters to display the top 10 items in the list

Custom: Lets you filter the list by multiple items

Blanks: Filters to show only rows that contain blanks in this column (if a blank row appears in the list)

NonBlanks: Filters to show only rows that contain non-blanks in this column (if a blank row appears in the list)

To disable **AutoFilter** and remove the pull-down arrows, choose **Filter** from the **Data** menu and then choose **AutoFilter** again from the submenu.



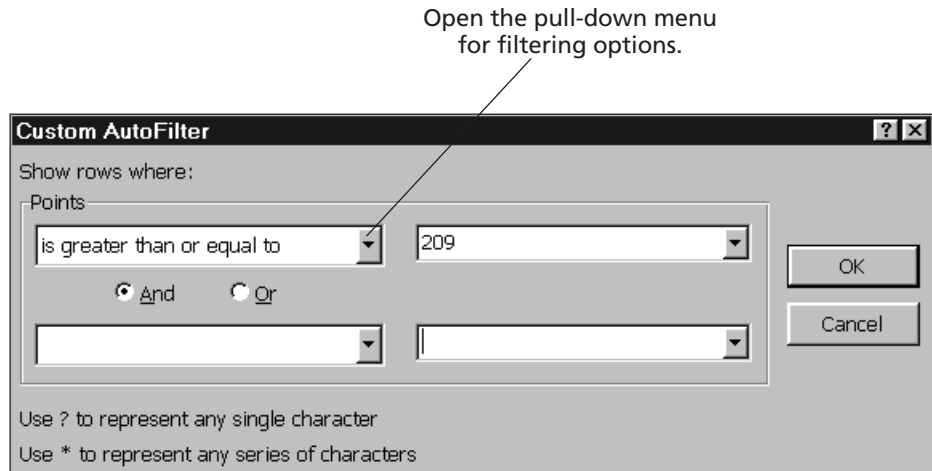
Tips & Timesavers

You can use wildcard characters for approximate searches:

- An asterisk represents any characters in the specified position: `c*s` looks for all text beginning with `c` and ending with `s`.
- A question mark represents any single character in the specified position: `b?g` matches three-letter words such as `big`, `bog`, and `bag`.

Filtering a List with Custom AutoFiltering

To filter by more than one value, choose the **Custom** option in an **AutoFilter** pull-down menu. The **Custom AutoFilter** dialog box gives you several choices.

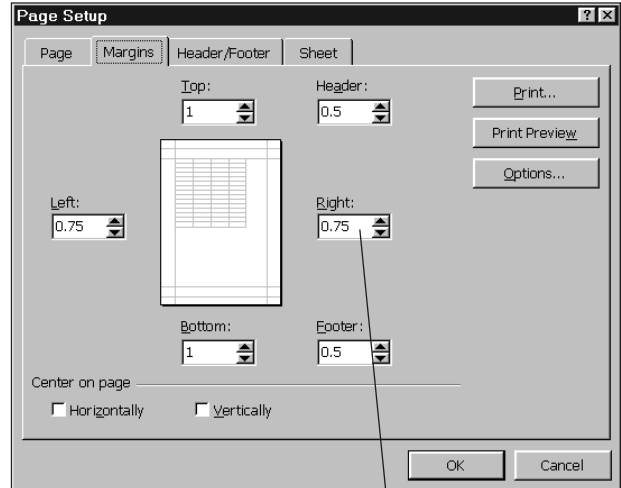


For example, you can find values above or below an indicated value, values within a range, values outside of a range, and so on.

- You can also use approximate matches with the * and ? wildcards: * replaces any number of items, and ? replaces a single occurrence.

Setting Margins

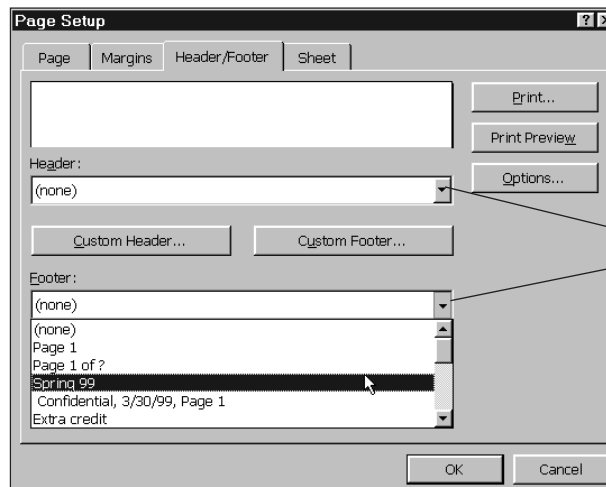
In the **Margins** panel of the **Page Setup** dialog box, you can enter a value directly or click the arrows to change the margins. You can also adjust the header and footer positions, and center a selection of data between the margins either **Horizontally** or **Vertically**.



Enter a value or click the arrows.

Creating Headers and Footers

A **header** appears at the top of each printed page, and a **footer** appears at the bottom of each printed page. Select a predefined header or footer from the **Header** or **Footer** pull-down menu, or compose your own. Headers and footers each have three sections: left, center, and right.



Use the pull-down menus for a predefined header or footer.

Workshop 5: Sorting and Selecting Specific Data

Name: _____

Now that you have completed this workshop, how confident do you feel about performing the following tasks?

| Skill | I know how to do this. | I need more practice. | I still don't get it. |
|--------------------------------|------------------------|-----------------------|-----------------------|
| Sort a list | | | |
| Enter the same data in a range | | | |
| Search for and replace data | | | |
| Use the AutoFilter feature | | | |
| Use Custom AutoFilter | | | |
| Adjust margins | | | |
| Customize headers and footers | | | |

Comments:

Flip Charts are award winning, step-by-step guides that provide instruction on commonly used software applications. The perfect easy reference guide to place at each workstation, providing you with your own personal tutor whenever you need it.

Training Guides are structured as a series of professional development workshops that can be delivered in one-hour modules or used individually by teachers at their own pace. Each workshop includes clear instructions, sample projects, skill steps, and assessment opportunities.

Classroom Activities are loaded with ideas and all the materials you need to put the software to work in your classroom. Designed to meet standards & integrate language arts, science & math skills, these activities provide rich learning opportunities.

Student User Guides apply to activities that students can relate to as they approach the workplace. Each book is independent of the other and the chapters contain skills starting at the beginning levels of use up to more advanced skills.

Teacher User Guides are a companion to the Student User Guides, containing all of the skill building tools for each software title, plus great classroom activities to integrate technology in your classroom effortlessly.

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| Teacher2Teacher | Styles Available For Each Title | | | | | | eBooks | | | | | | |
|--|---------------------------------|--------------------|----------------------|--------------------|--------------------|----------------------|--------|-------|--|-------|--|-------|--|
| | Flip Chart | Training Guide | Classroom Activities | Student User Guide | Teacher User Guide | All Titles Available | | | | | | | |
| <i>All titles are Mac/Win unless otherwise marked</i> | (Quantity Desired) | (Quantity Desired) | (Quantity Desired) | (Quantity Desired) | (Quantity Desired) | (Total eBooks) | | | | | | | |
| Title/Subject/Version | | | | | | | | | | | | | |
| Microsoft Excel 2003 | | | | | | | | | | | | | |
| Microsoft PowerPoint 2003 | | | | | | | | | | | | | |
| Microsoft Word 2003 | | | | | | | | | | | | | |
| Microsoft Access | | | | | | | | | | | | | |
| Inspiration 7.6 | | | | | | | | | | | | | |
| Kidspiration 2.1 | | | | | | | | | | | | | |
| Kid Pix Deluxe 4.0 | | | | | | | | | | | | | |
| Microsoft Excel XP <i>(Win)</i> | | use 2003 | | | | | | | | | | | |
| Microsoft PowerPoint XP <i>(Win)</i> | | use 2003 | | | | | | | | | | | |
| Microsoft Word XP <i>(Win)</i> | | use 2003 | | | | | | | | | | | |
| Microsoft Frontpage XP * <i>(Win)</i> | | | | | | | | | | | | | |
| Microsoft Excel 2000 * | | | | | | | | | | | | | |
| Microsoft PowerPoint 2000 * | | | | | | | | | | | | | |
| Microsoft Word 2000 * | | | | | | | | | | | | | |
| Adobe Photoshop Elements 2 * <i>(Win)</i> | | | | | | | | | | | | | |
| Inspiration 7.0 * | | | | | | | | | | | | | |
| Kidspiration 2.0 * | | | | | | | | | | | | | |
| Kid Pix Studio * | | | | | | | | | | | | | |
| Hyper Studio 4.2 * | | | | | | | | | | | | | |
| Apple Works 6.0 * <i>(Mac)</i> | | | | | | | | | | | | | |
| StarOffice Writer 8.0 * <i>(Sun)</i> | | | | | | | | | | | | | |
| StarOffice Impress 8.0 * <i>(Sun)</i> | | | | | | | | | | | | | |
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