**Introducing Excel**

1. Describe the program to students, remind them that Word was a Word Processing program and now we are going to use Excel which is an Electronic Spreadsheet Program.
2. Explain the setup – it looks similar to a table, made up of columns and rows, and the intersections of those are called cells.
3. Have them find and open Excel, then work through a sample spreadsheet together to practice movement and editing information.

**Sample Spreadsheet**

1. Have them click on cell A1 (great time to go over cell references, columns are letters and rows are numbers)
2. Have them use multiple methods to move from cell to cell (tab key, arrow keys, enter key, mouse, etc.)
3. Have them click back on cell A1 and type their first and last name
4. Ask them if their name fits in cell A1. Most of them tell you that no, it goes into cell B1. This is a great time to show them using the formula bar that nothing is actually in cell B1 yet. Click back and forth from A1 to B1 to show the difference in the formula bar.
5. Then have students click on B1 and type their block – remind them that they have to hit enter or the information is just loose and not actually entered into that cell yet.
6. Have students move to cell A3 and type the title Grocery List
7. Then they will type the column headings in A4-D4 (Item, Quantity, Price, Total)
8. I don’t normally tell them ahead of time to capitalize because it is a great teaching opportunity to show them how to edit content already entered into a cell. So once everyone types the information in, then I have them go back and fix capitalization if needed.
9. Let them pick random grocery items and then start putting the information in the rows.(Don’t put in totals yet, we want to teach them formulas in a minute)
10. After the data is entered review some of the formatting steps such as how to merge and center the title, bold and center the column headings, format cells (home tab) for currency with two decimal places, etc.

 

1. Then teach the basic formula to multiply the price times the quantity (=C5\*B5) This is a good time to talk about formulas and how all formulas start with the equal sign, it is the symbol that lets the computer know we want it to complete a calculation



1. Once the formula is entered once, show them how to use the fill handle to copy it down to the other cells.



1. At the bottom, show them how to do a final total so they know how much their groceries will cost them. (=SUM(D5:D12). This is a great time to discuss the difference between a formula and a function.



Earlier we did a formula and now we are using a function. We will show them the short cuts later on throughout the projects. Right now they need to know how to do these manually so when something goes wrong on their spreadsheet, they will know how to fix it.

1. Help students add the finishing touches (borders, gridlines, centering on the page, etc.)

