

Technology Webinar

Integrating Spreadsheets into Core Curriculum

Part 1

Online Workshop

- **Adobe Connect overview**
- **Core curriculum TEKS**
- **Spreadsheet basics**

Cell – cell name

Column and row

Entering data into a cell

Moving cursor from cell to cell

Online Handouts

<http://webclass.org>

Webclass
web-based tutorials

Google Custom Search

Atomic Learning

Desktop Setup

EasyTech

Elementary Storytelling

Audacity

Copyright Infringement

Creating a Digital Story

Digital Cameras

EPISD Photo Release

iPod - Getting Started

Podcast Projects

Sample Movie Maker files

Syncing video iPod

Using iTunes

Windows Movie Maker

MOV-WMV converter

MP4-AVI converter

WMV-MP4 converter

TEAMS for Teachers

Attendance

Gradebook

1 Gradebook Options

2 Category Setup

3 Copying Categories

4 Adding Assignments

5 Entering Grades

6 Copying Assignments

Parent Portal

Progress Report

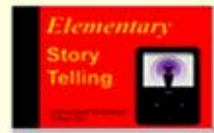
Report Card

Transfer Grade

Education and training via the internet are growing rapidly. Accessibility from home or school makes Internet handouts a viable alternative to hardcopy handouts. The PDF format is accessible on both Windows and MAC platforms using [Adobe Reader](#), or the fast and simple open-source reader for Windows called [Sumatra](#).

Elementary Storytelling in iTunes

View all **21** digital stories from El Paso ISD teachers and students



[View In iTunes](#)

Elementary Storytelling illustrates how video and audio tools are used to tell a story - a digital story. Curriculum topics chosen by the teacher vary from class field trips to the reenactment of historical or current events.

Some digital stories include the entire class, while others use a smaller group of selected students. Video length is generally 2 to 10 minutes.

Technology Webinars

using Adobe Connect



Creating PDF files using Office 2007

Customizing Quick-Access Toolbar in Office 2007

Using Paint for Math-Science-Lang Arts

Using HP webcam for Digital Storytelling

Windows 7 Features

Login

Adobe® Acrobat® Connect™ Professional

Integrating Spreadsheets into Core Curriculum – Part 1

Enter as a Guest

Type your name:

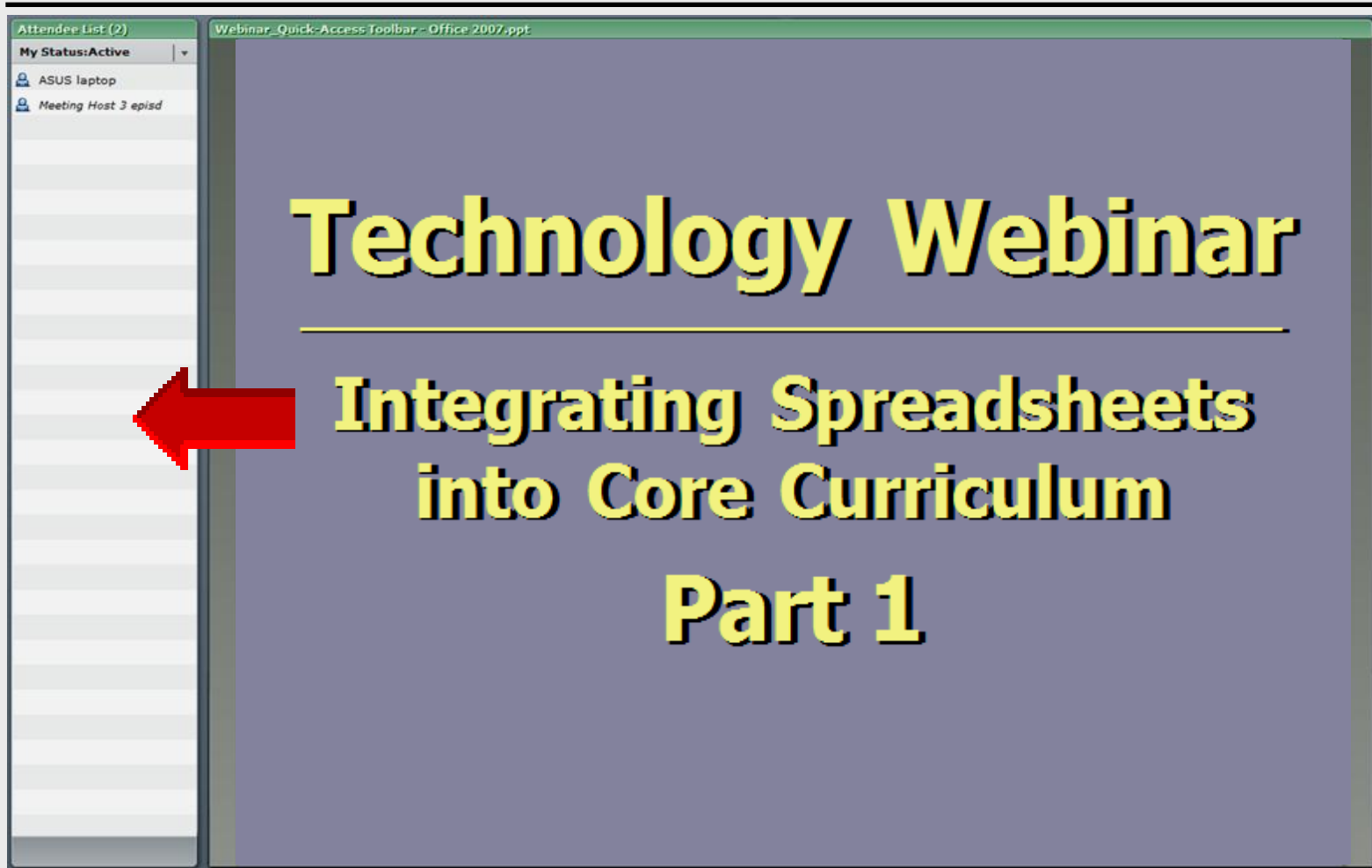
First and Last name

Enter Room

Enter with your login and password



Attendee List



The screenshot shows a webinar interface. On the left is an 'Attendee List (2)' panel with the following entries:

- My Status: Active
- ASUS laptop
- Meeting Host 3 episd

The main area displays a presentation slide with the following text:

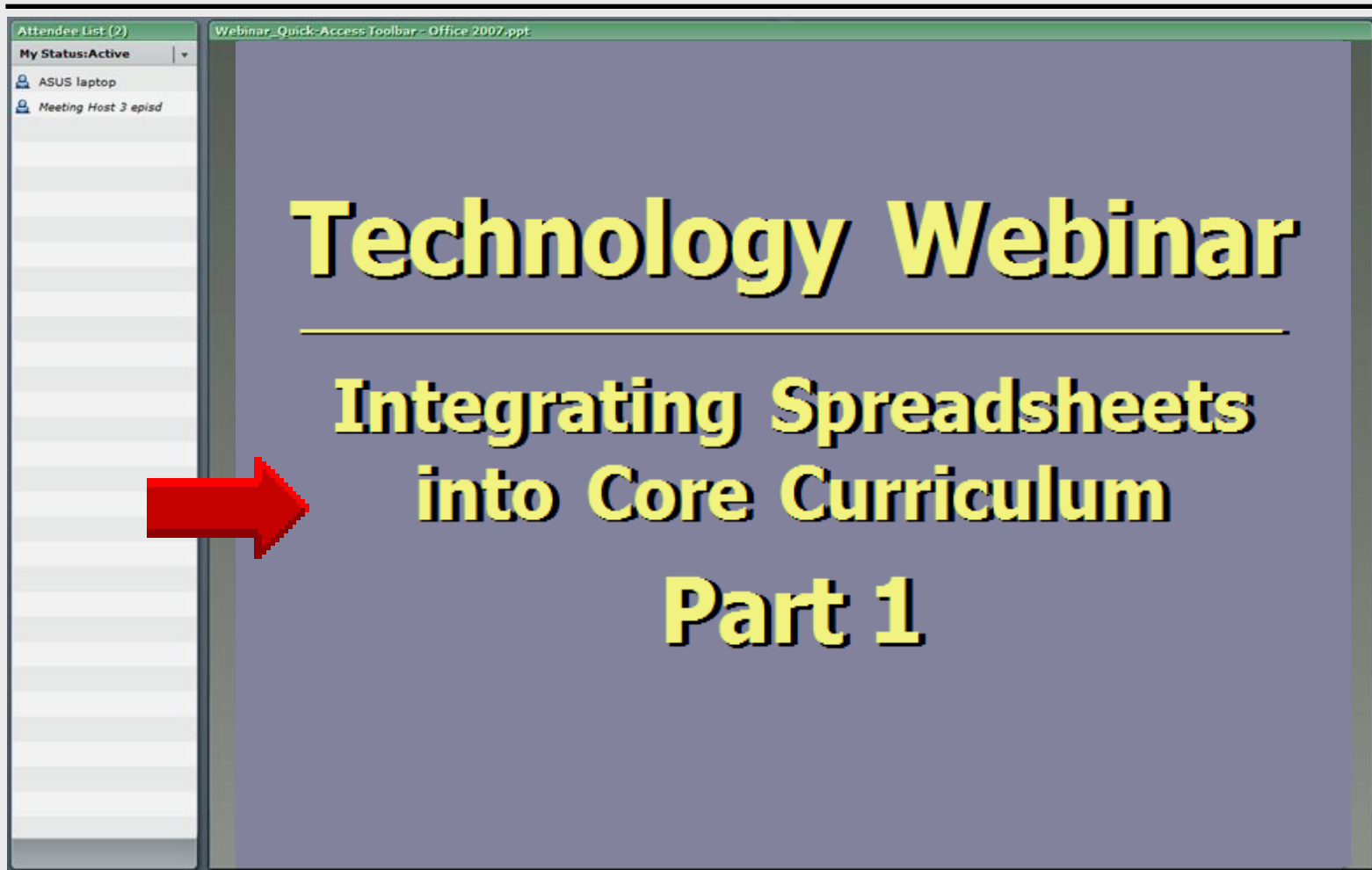
Technology Webinar

Integrating Spreadsheets into Core Curriculum

Part 1

A red arrow points from the slide content towards the attendee list panel.

Presentation Area



The screenshot shows a webinar interface. On the left is an 'Attendee List (2)' panel with 'My Status: Active' and two participants: 'ASUS laptop' and 'Meeting Host 3 episd'. The main area displays a presentation slide with a purple background and yellow text. The slide title is 'Technology Webinar', followed by a horizontal line, then 'Integrating Spreadsheets into Core Curriculum' and 'Part 1'. A red arrow points from the left side of the slide towards the text.

Attendee List (2)
My Status: Active
ASUS laptop
Meeting Host 3 episd

Webinar_Quick-Access-Toolbar - Office 2007.ppt

Technology Webinar

Integrating Spreadsheets into Core Curriculum Part 1

Presentation Area

The screenshot displays the Microsoft Office 2007 interface. On the left is the 'Attendee List (2)' sidebar with 'My Status:Active', 'ASUS laptop', and 'Meeting Host 3 episd'. The main window title is 'Webinar_Quick-Access-Toolbar - Office 2007.ppt'. The ribbon shows 'Clipboard', 'Font', and 'Alignment' tabs. The 'Font' tab is active, showing 'Calibri' font and '11' size. The 'Alignment' tab shows 'Wrap Text' and 'Merge & Center' options. Below the ribbon is the formula bar showing 'L17' and a function icon. The main area contains a table with 11 rows and 4 columns (A, B, C, D).

	A	B	C	D
1	Snake Lake Exhibit			
2	Species	Length (inches)	Venomous	
3	Boa	120	N	
4	Coral Snake	30	Y	
5	Dwarf Blind Snake	4	N	
6	Flying Tree Snake	48	Y	
7	King Cobra	216	Y	
8				
9				
10				
11				

Chat

The screenshot displays a webinar interface. On the left, an 'Attendee List (2)' panel shows 'My Status: Active' and two participants: 'ASUS laptop' and 'Meeting Host 3 episd'. The main area shows a presentation slide with the title 'Technology Webinar' and subtitle 'Integrating Spreadsheets into Core Curriculum Part 1'. A red arrow points to the 'Chat' window at the bottom, which is currently empty. The chat window has a 'To: Everyone' dropdown menu.

Recording Attendance

Integrating Spreadsheets into Core Curriculum – 1

Completed at session end

- FIRST name
- LAST name
- School
- Comments
optional

click
Submit



Thank you for attending this online workshop. Complete this sign-in form to record your attendance. Email if you encounter any problems.

Larry Nelson
Instructional Technology
El Paso Independent School District
LNELSON@episd.org

* Required

FIRST name *

LAST name *

School *

Comments (optional)

Submit

Powered by [Google Docs](#)

Part 1

Spreadsheet Basics

Content TEKS

- **Math**

- Collect – organize and interpret data
 - Construct charts and graphs

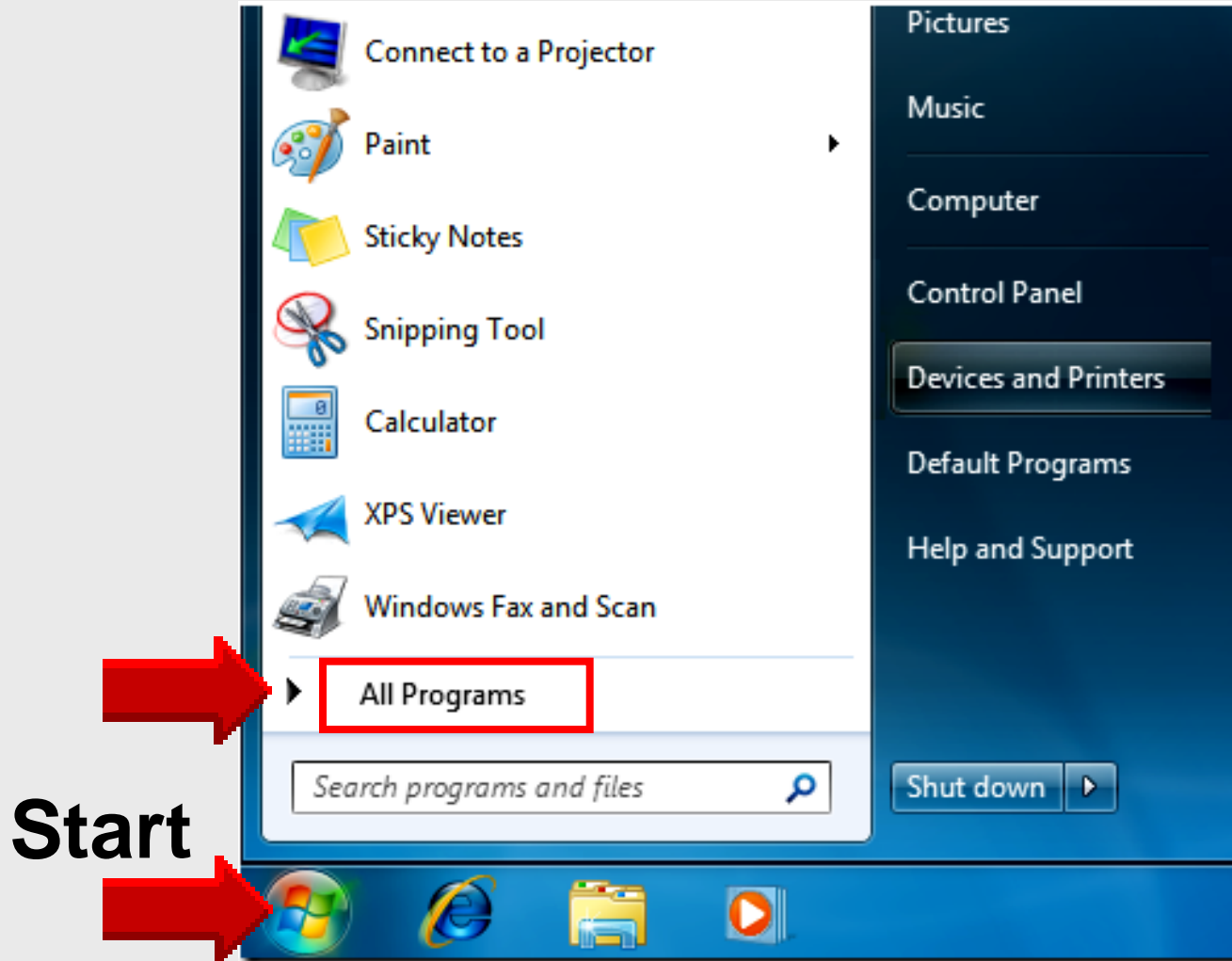
- **Science**

- Collect and organize data
 - Construct charts – graphs and maps
 - Interpret data

- **Language Arts**

- Improve comprehension – listening skills
 - Use drawings – keywords for predictions

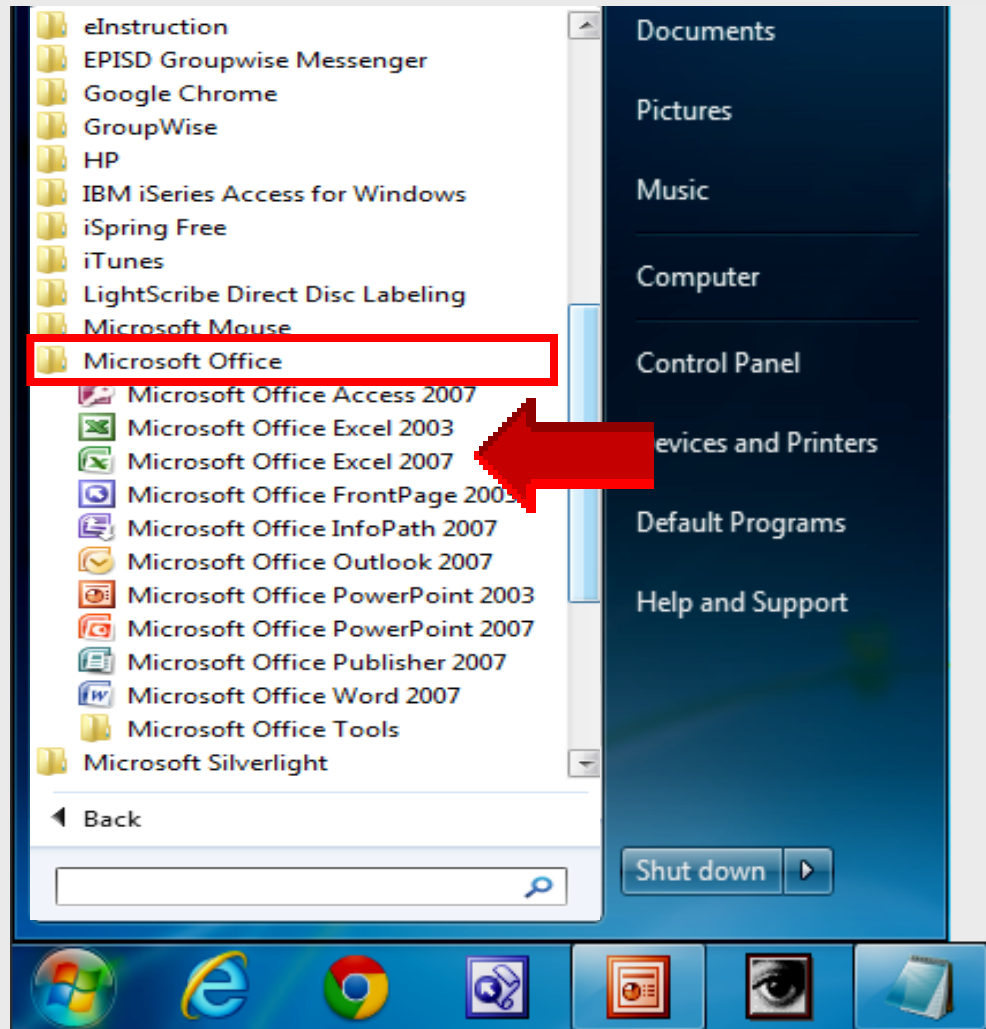
Start – All Programs



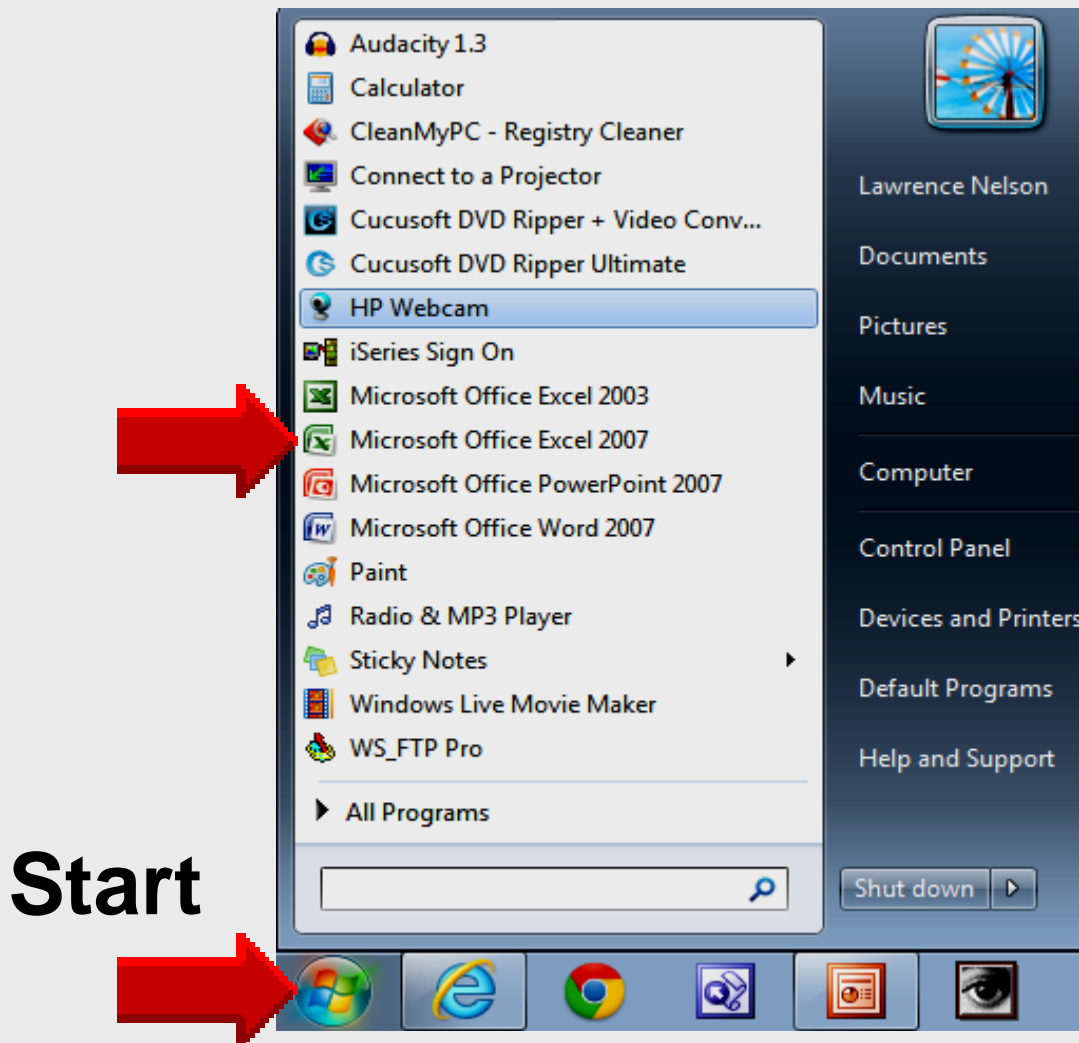
Pin *Microsoft* Excel

Left-click
MS Office

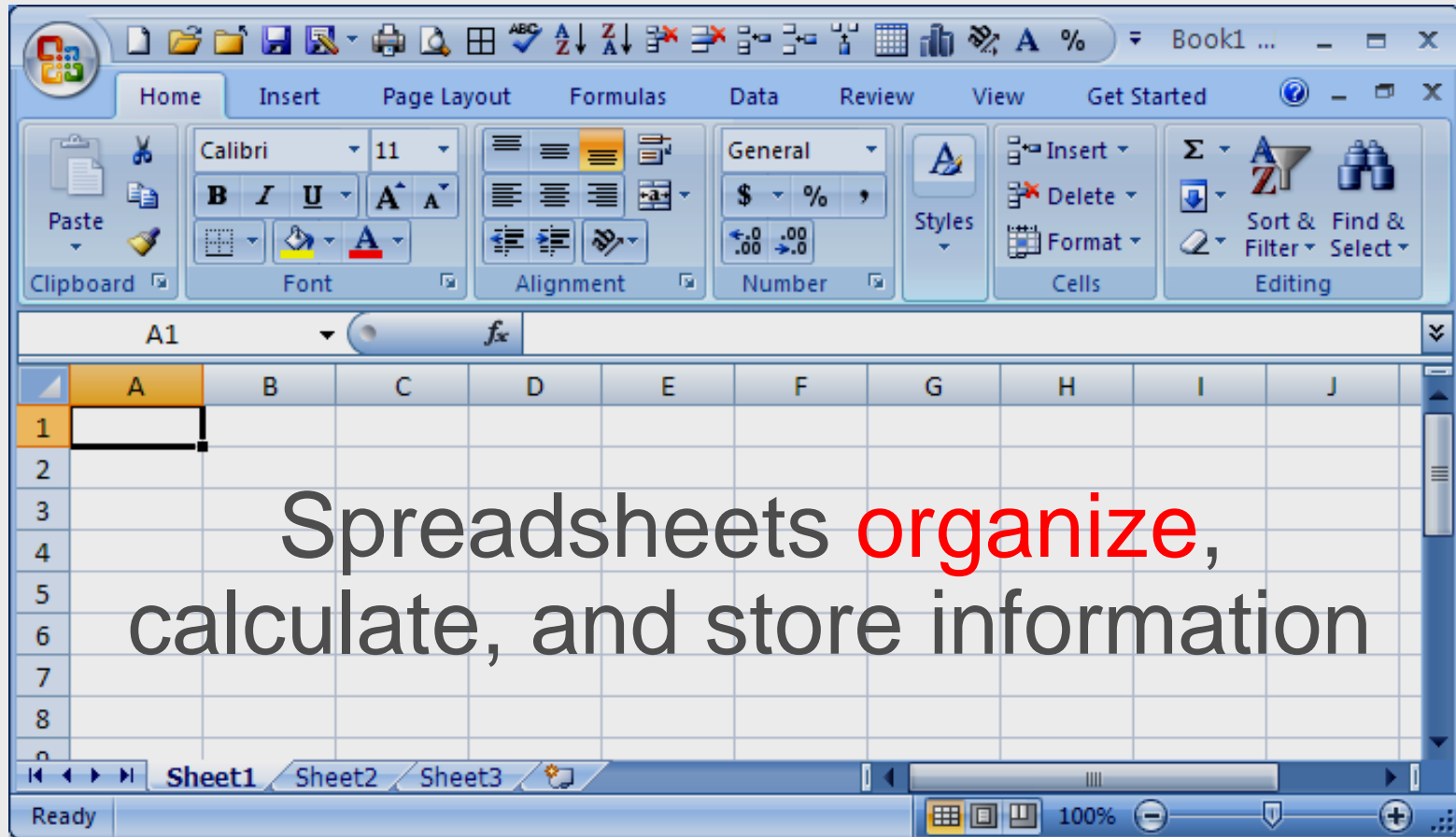
Right-click
Excel 2007
Select Pin to
Start Menu



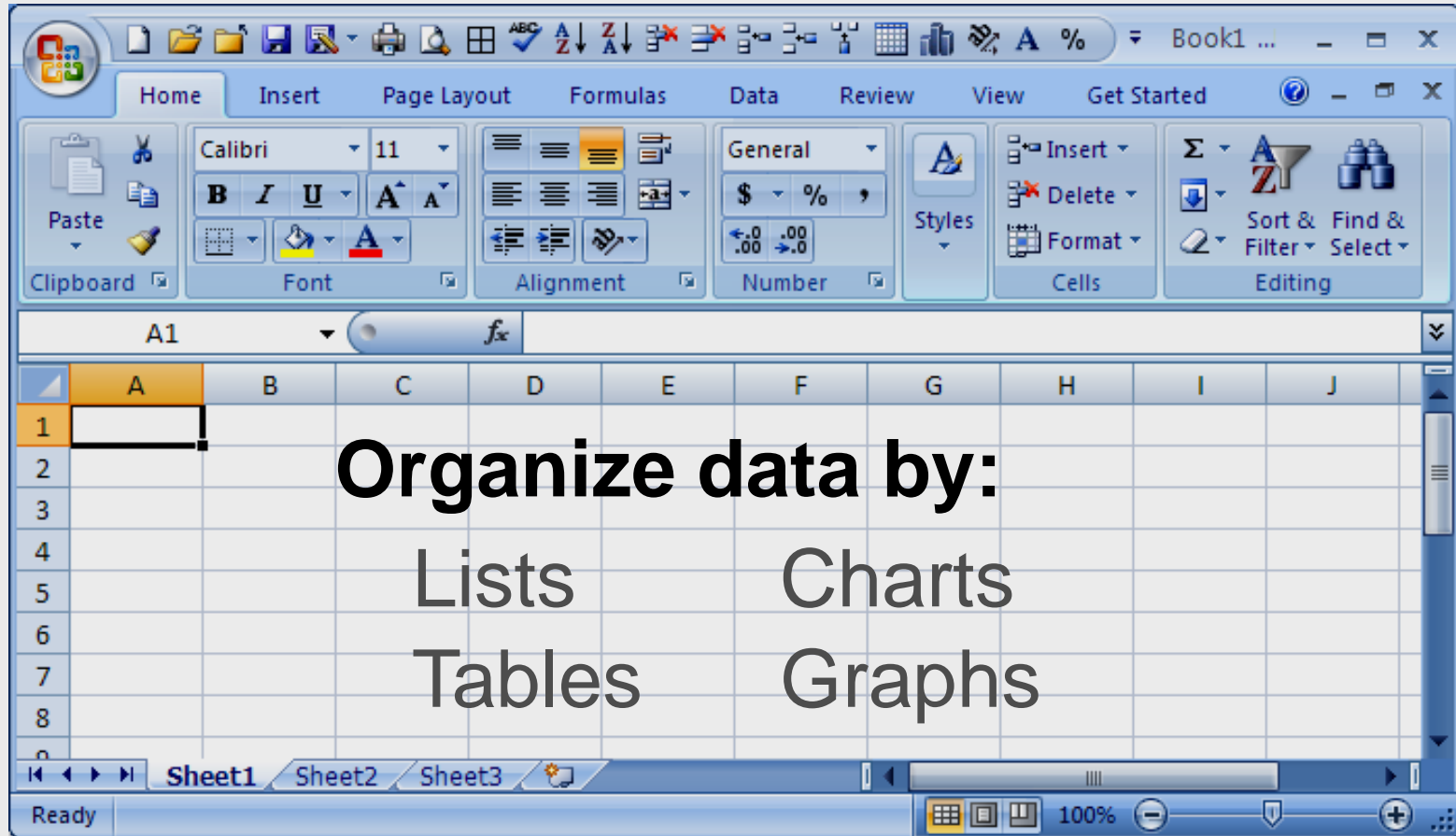
Open Excel 2007



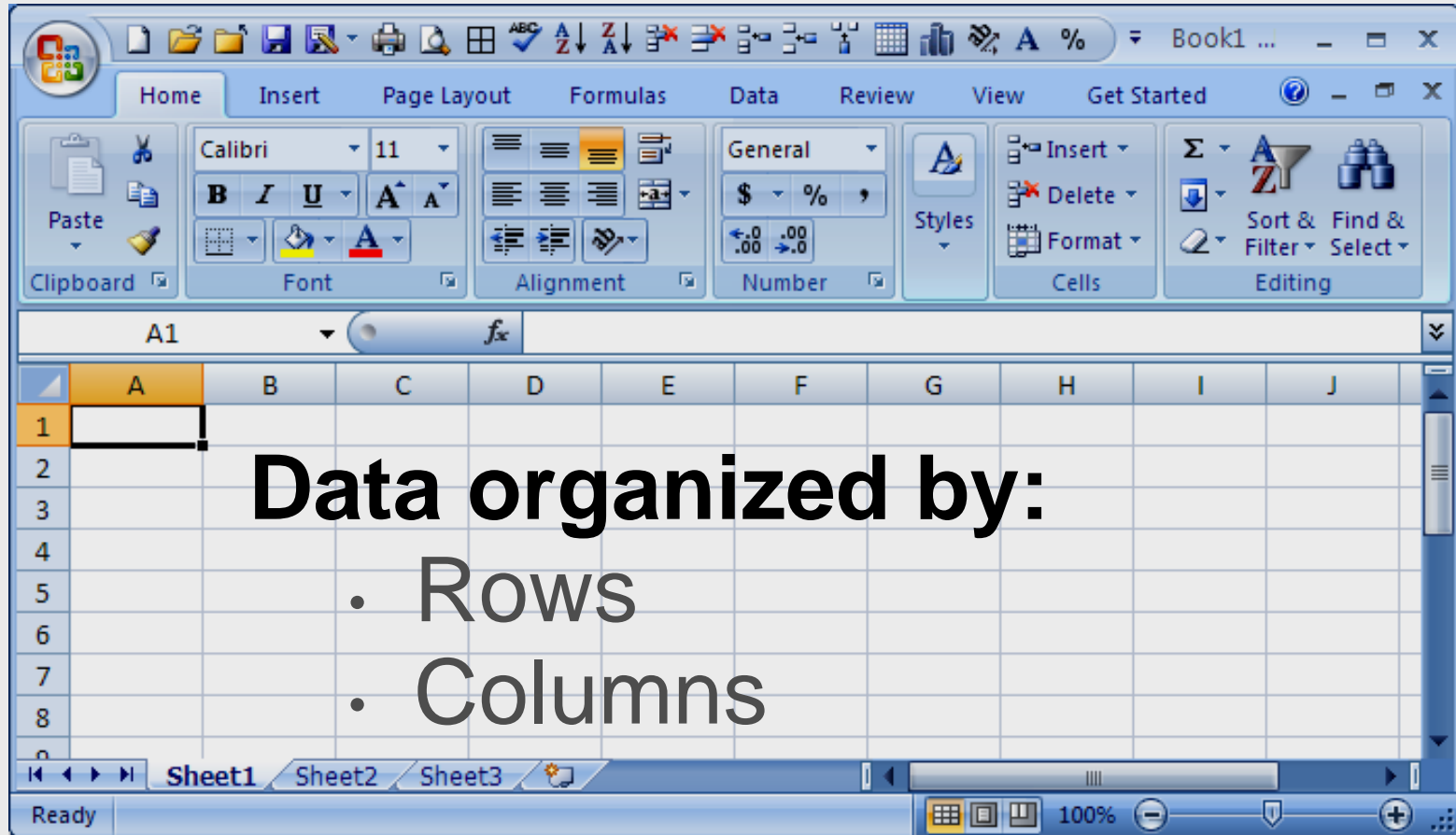
Excel



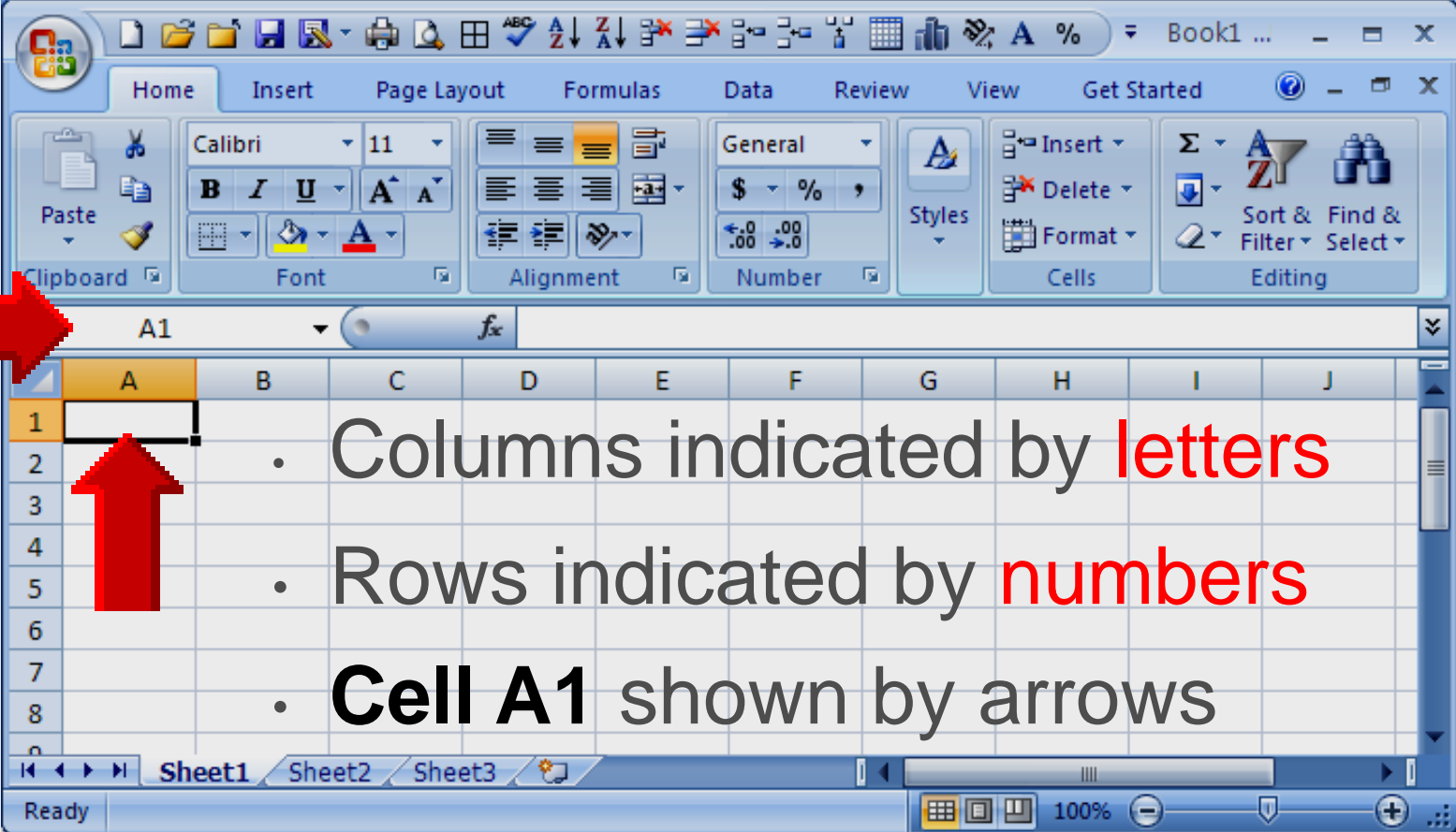
Word – PowerPoint – Excel



Excel



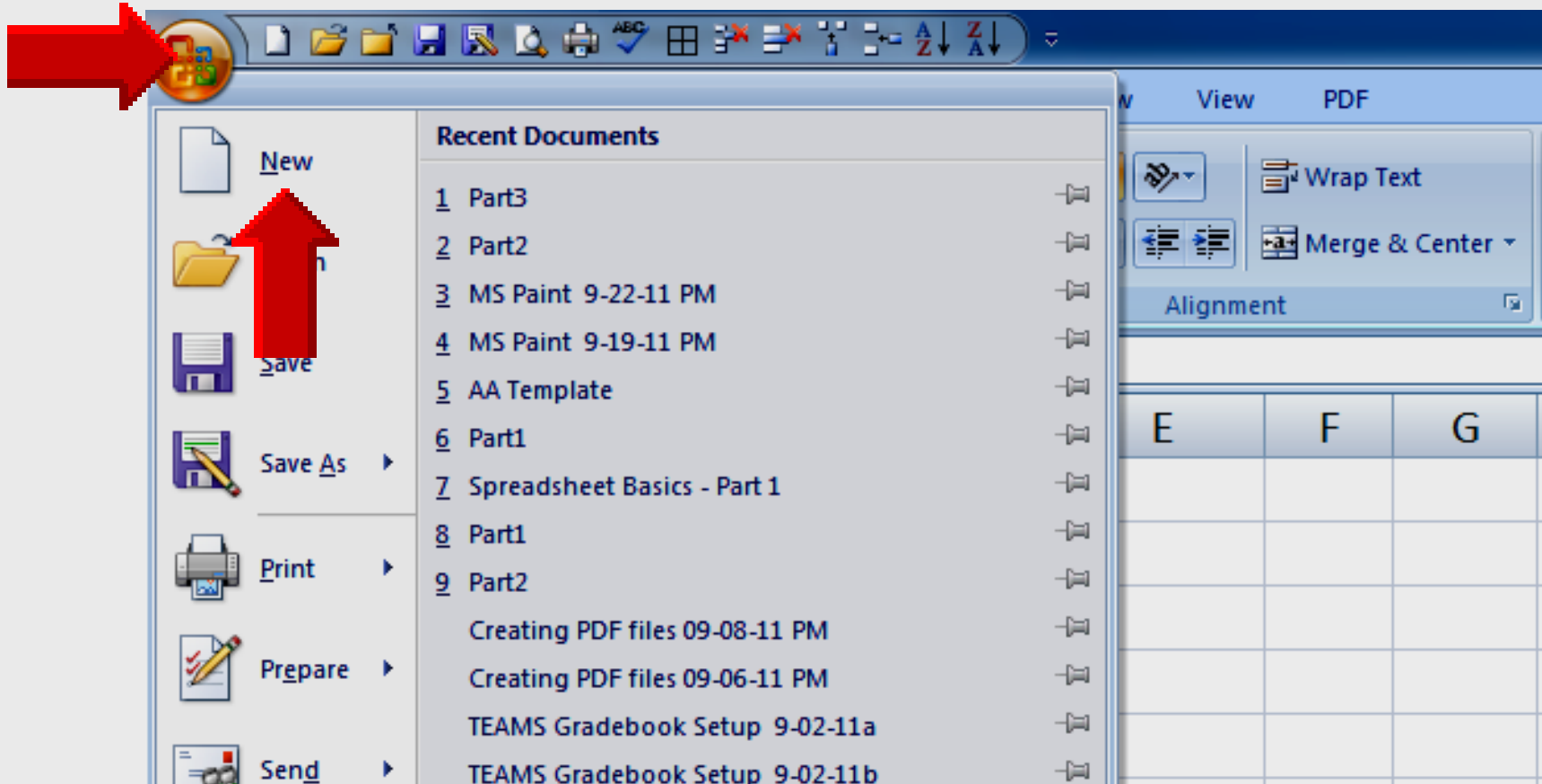
Cell Name



The screenshot shows the Microsoft Excel interface. The ribbon is set to the 'Home' tab, displaying various toolbars for Clipboard, Font, Alignment, Number, Styles, Cells, and Editing. The active cell is A1, which is highlighted in yellow. A red arrow points to the 'A1' label in the formula bar. Another red arrow points to the 'A' column header. A third red arrow points to the '1' row header. The grid contains the following text:

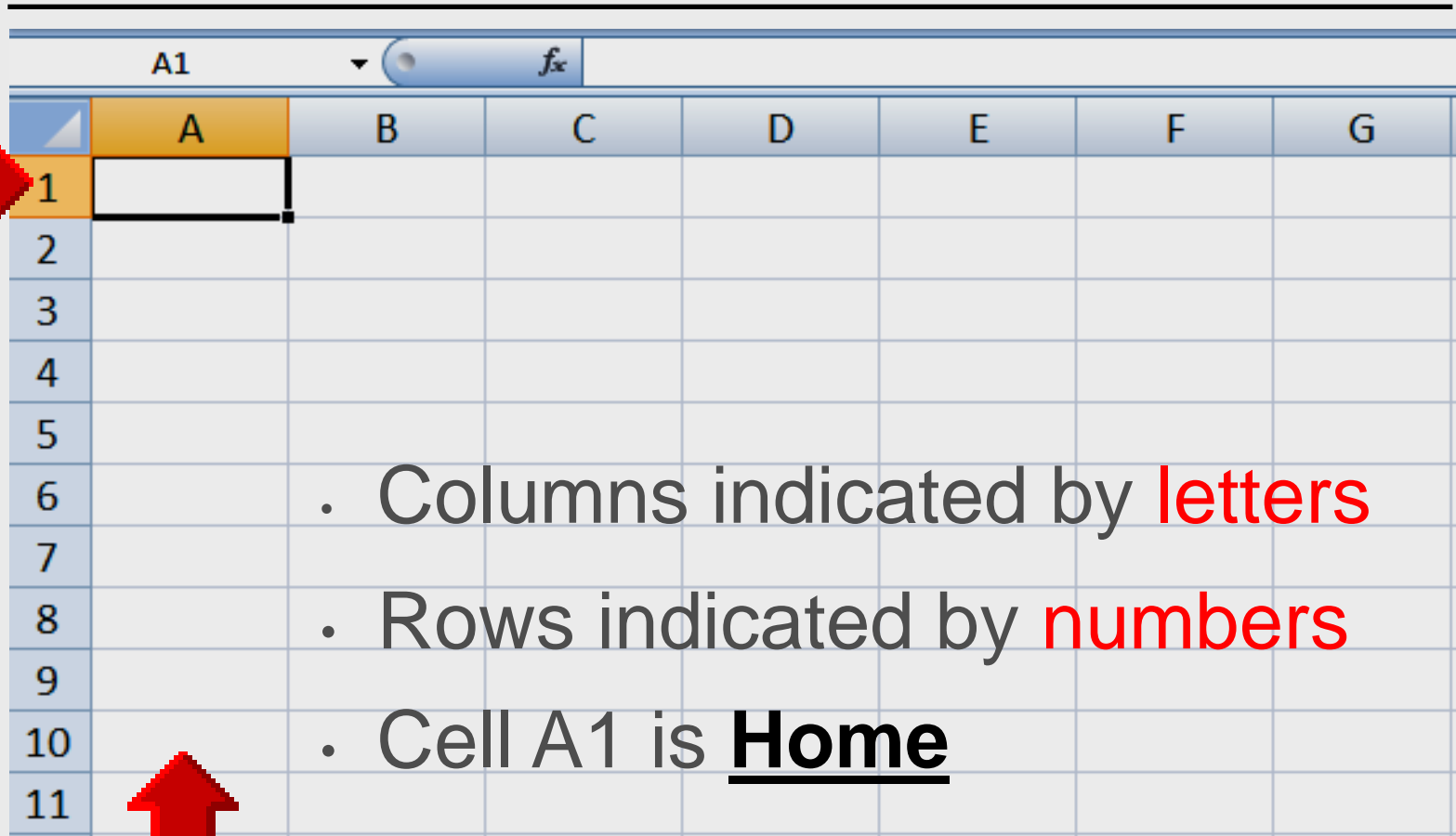
- Columns indicated by **letters**
- Rows indicated by **numbers**
- **Cell A1** shown by arrows

Open Spreadsheet



Office 2003 – select **File - New**

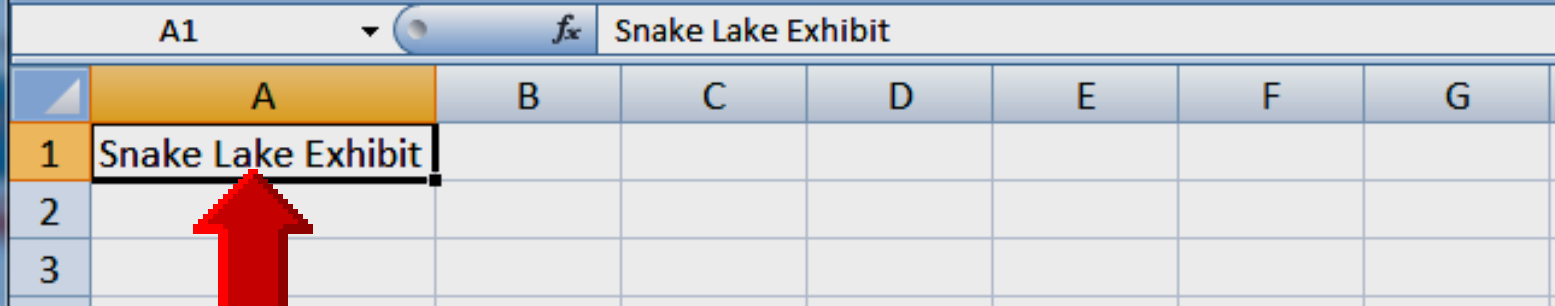
Basic Spreadsheet



	A	B	C	D	E	F	G
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							

- Columns indicated by **letters**
- Rows indicated by **numbers**
- Cell A1 is **Home**

Enter Data



	A	B	C	D	E	F	G
1	Snake Lake Exhibit						
2							
3							
4							
5							
6							
7							
8							

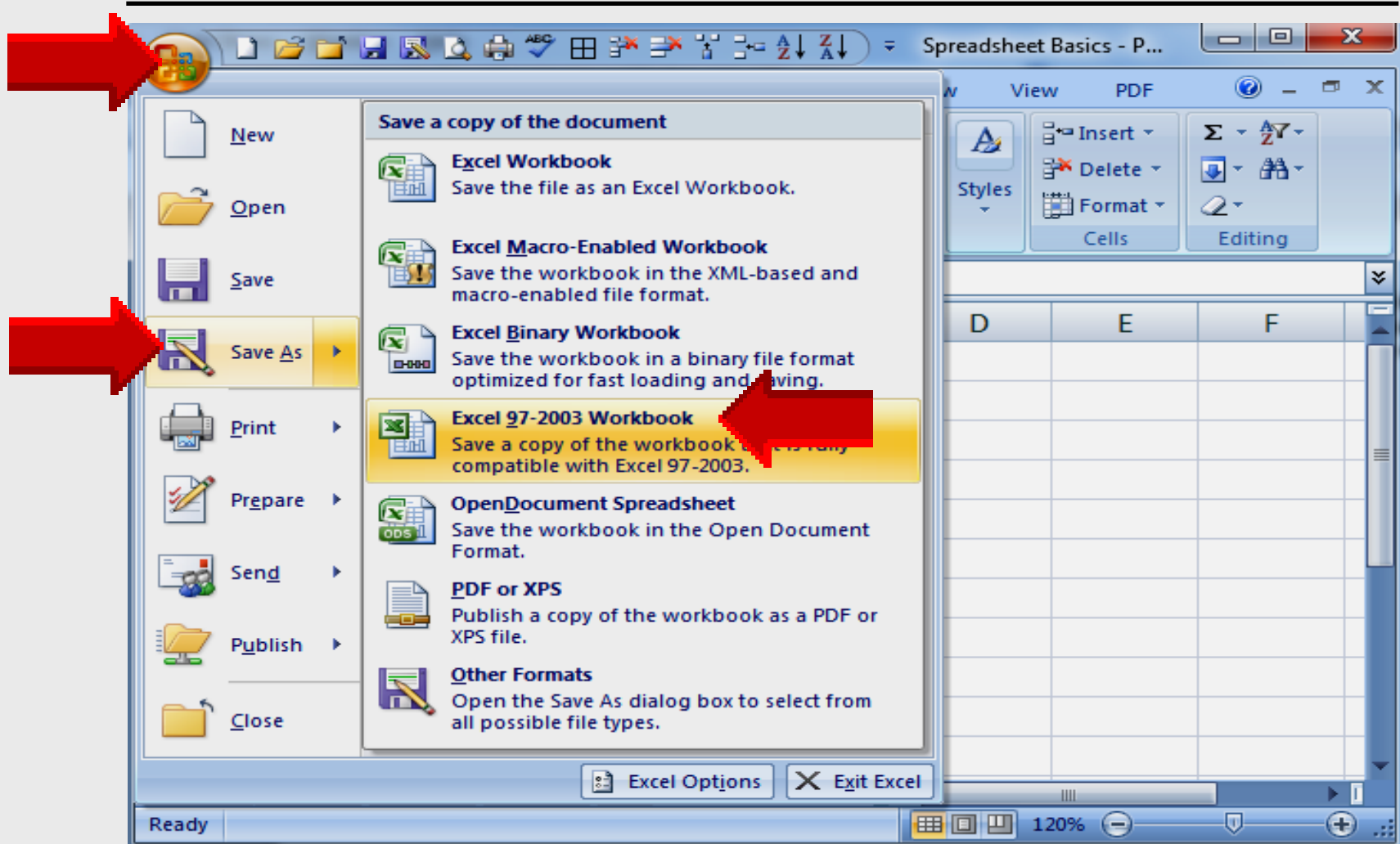
- **Cell A1 – type Snake Lake Exhibit**
- Pressing **ENTER** moves cursor to next row
- Pressing **TAB KEY** moves cursor to next column

Enter Data

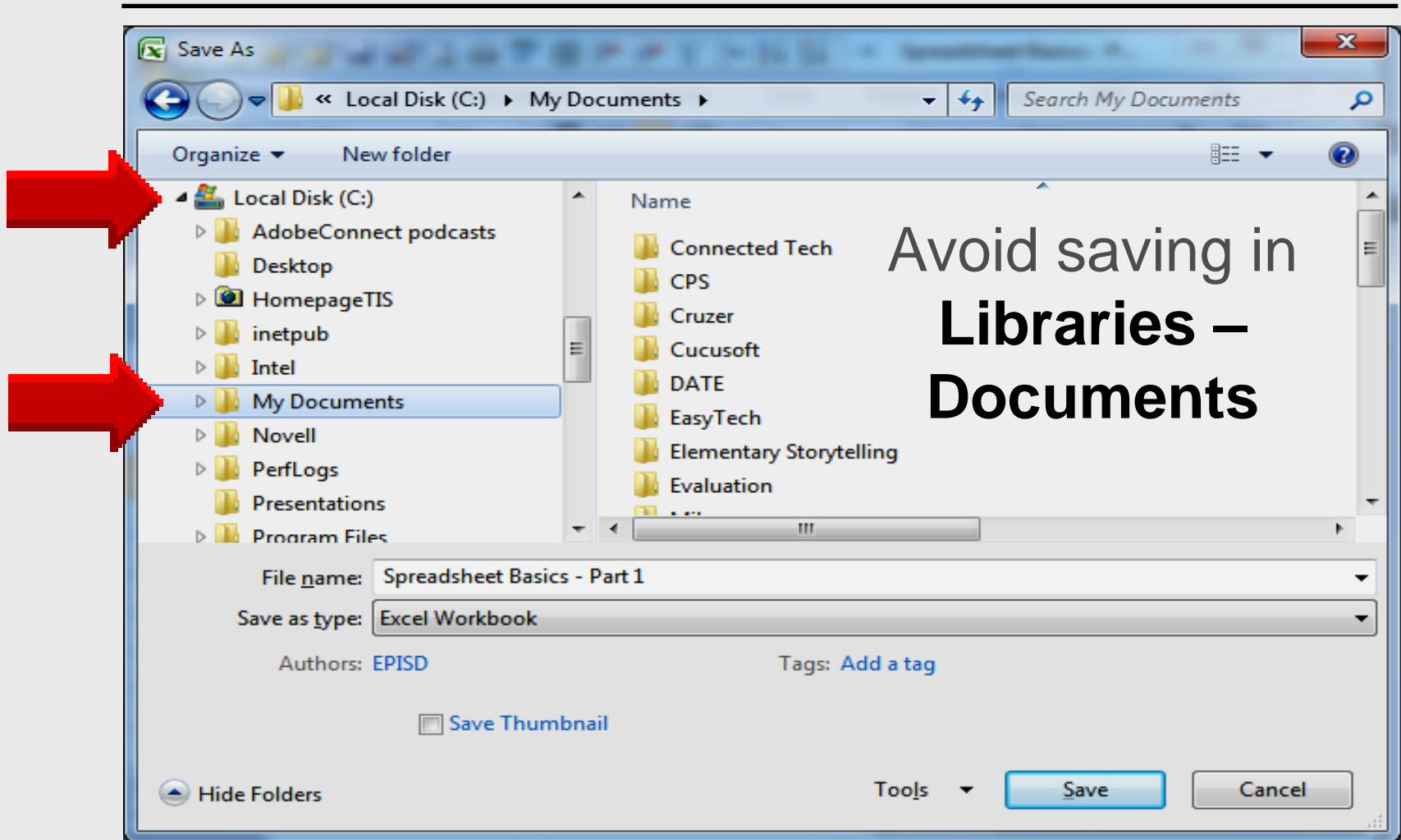
	A	B	C	D	E	F
1	Snake Lake Exhibit					
2	Species	Length (inches)	Venomous			
3	Boa	120	N			
4	Coral Snake	30	Y			
5	Dwarf Blind Snake	4	N			
6	Flying Tree Snake	48	Y			
7	King Cobra	216	Y			

- Enter data **horizontally**
- Use **TAB KEY** or **ARROW KEYS** to move cursor from cell to cell

Save Worksheet



Save Worksheet



Technology Webinar

Integrating Spreadsheets into Core Curriculum

Part 2

Online Workshop

- **Adobe Connect overview**
- **Review core curriculum TEKS**
- **Cell Formatting**
 - Tables made of cells
 - Parts of a table
 - Cell alignment (left – center – right)
 - Format cells (date – decimal)

Part 2

Cell Formatting

Core Content TEKS

- **Math**

- Collect – organize and interpret data
 - Construct charts and graphs

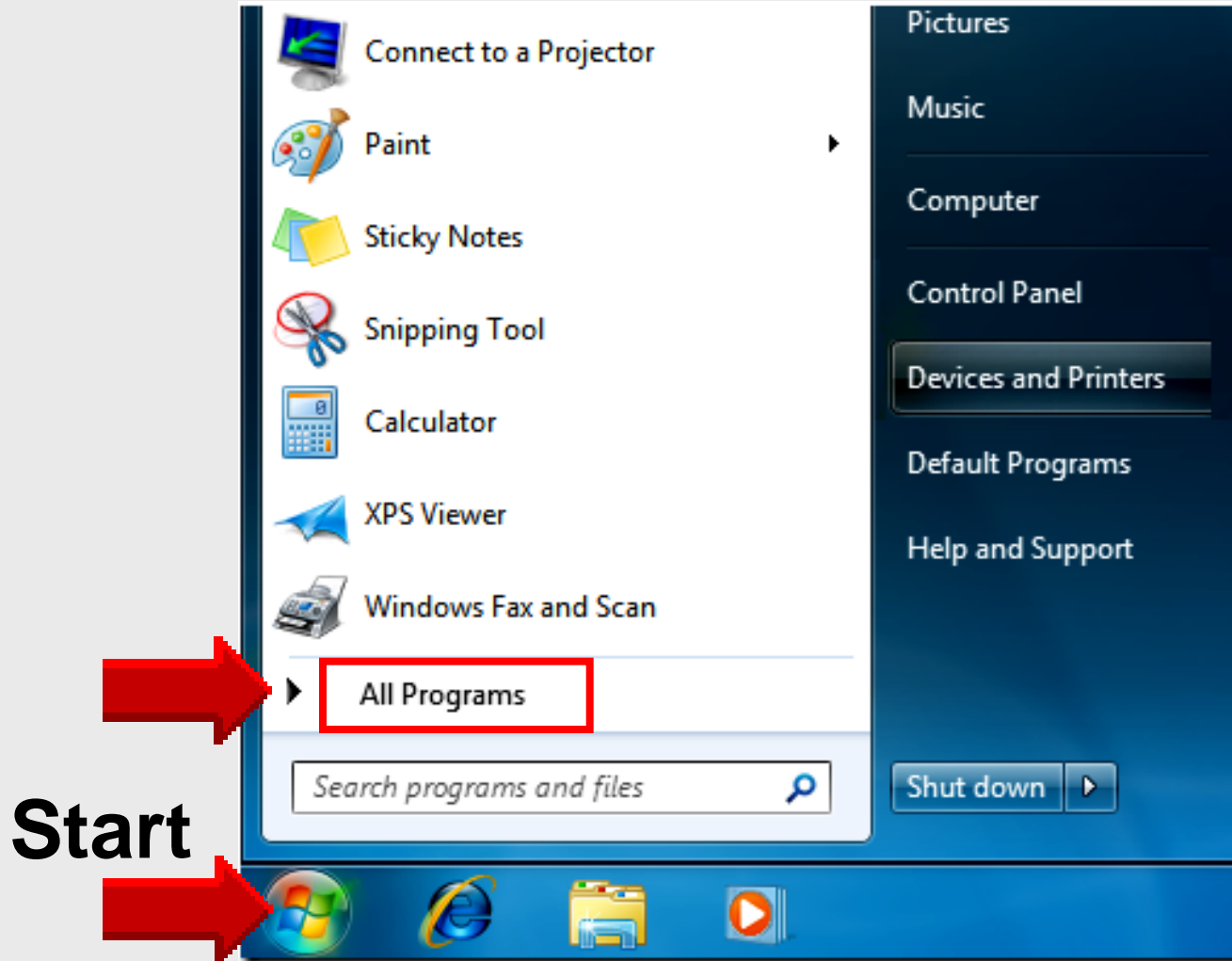
- **Science**

- Collect and organize data
 - Construct charts – graphs and maps
 - Interpret data

- **Language Arts**

- Improve comprehension – listening skills
 - Use drawings – keywords for predictions

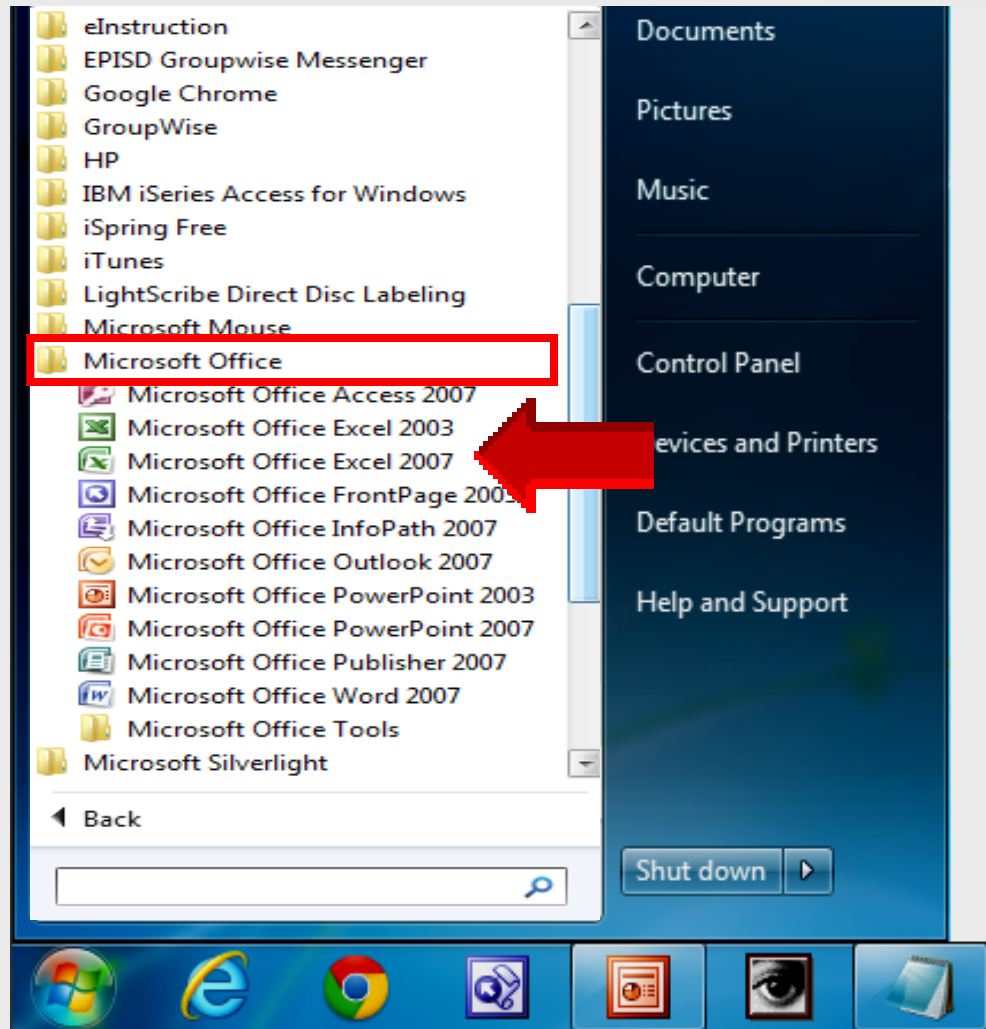
Start – All Programs



Open *Microsoft* Excel

Left-click
MS Office

Right-click
Excel 2007
Select Pin to
Start Menu



Open Spreadsheet

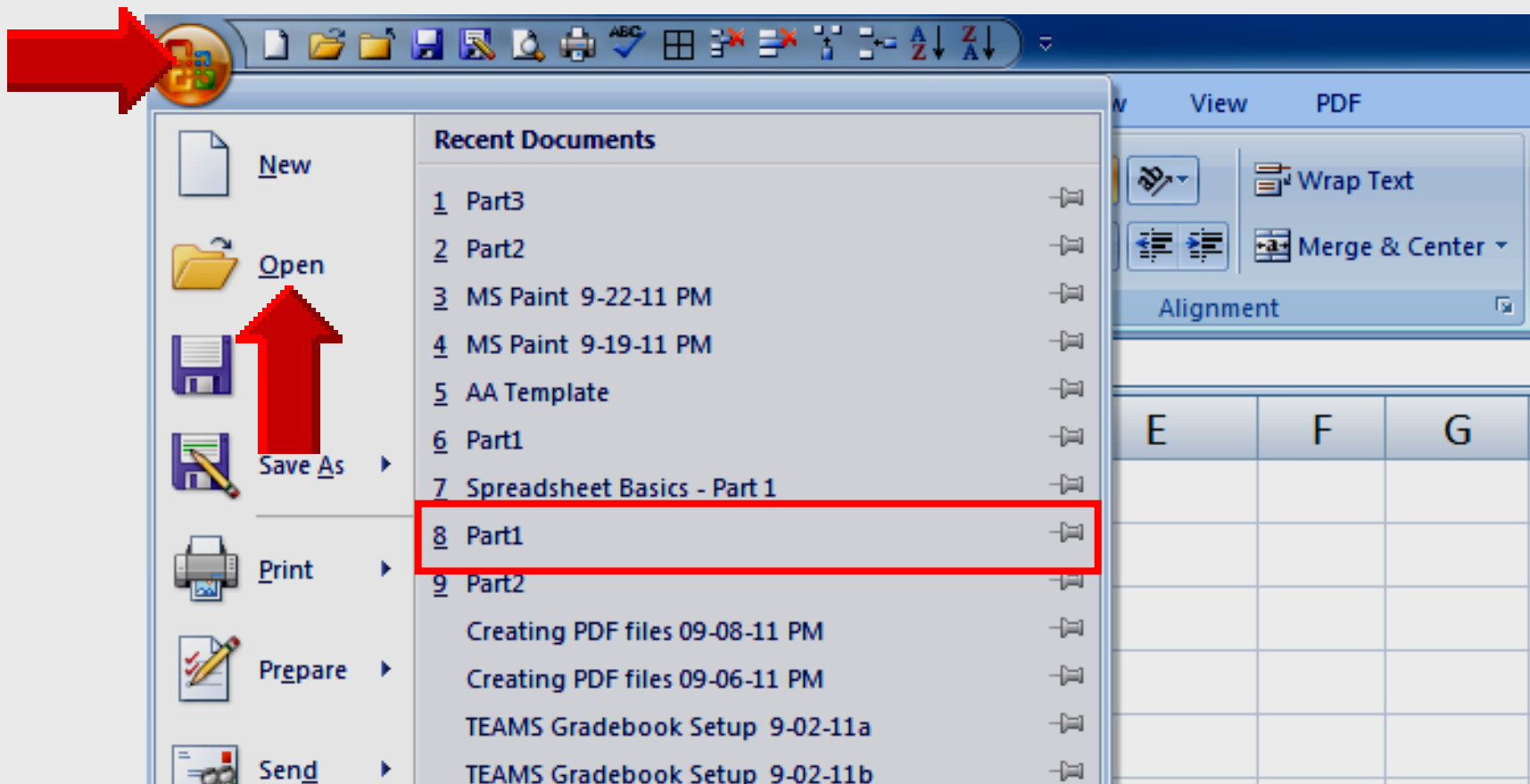


Table Parts

	Boa				
	B	C	D	E	F
1	Snake Lake Exhibit				
2	Species	Length (inches)	Venomous		
3	Boa	120	N		
4	Coral Snake	30	Y		
5	Dwarf Blind Snake	4	N		
6	Flying Tree Snake	48	Y		
7	King Cobra	216	Y		

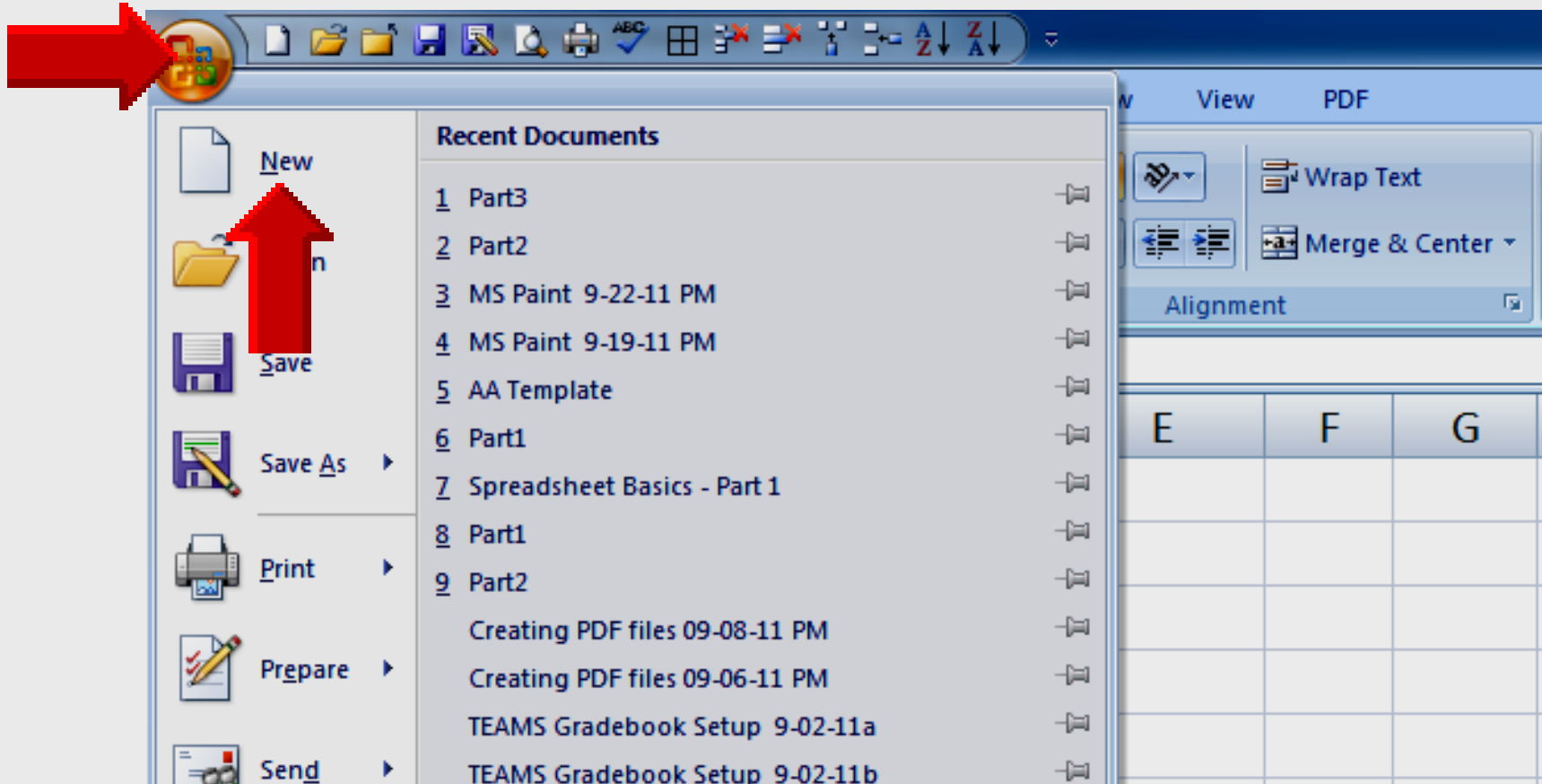
- Title cells
- Label or column heading cells
- Data cells

Format Cells

	A			E	F
1	Snake Lake Exhibit				
2	Species	Length (inches)	Venomous		
3	Boa	120	N		
4	Coral Snake	30	Y		
5	Dwarf Blind Snake	4	N		
6	Flying Tree Snake				
7	King Cobra				

- Format cells for easier reading
- Merge several cells into one cell
- Cells can be merged for titles

New Spreadsheet



Merge Cells

	A1	The Weasel Family Tree						
	A	B	C	D	E	F	G	H
1	The Weasel Family Tree							
2								
3								
4								
5								
6								
7								
8								

- Type title in **cell A1**
- Title appears to “bleed over” into cells B1 and C1

Format Cells

The screenshot shows a spreadsheet with the following data:

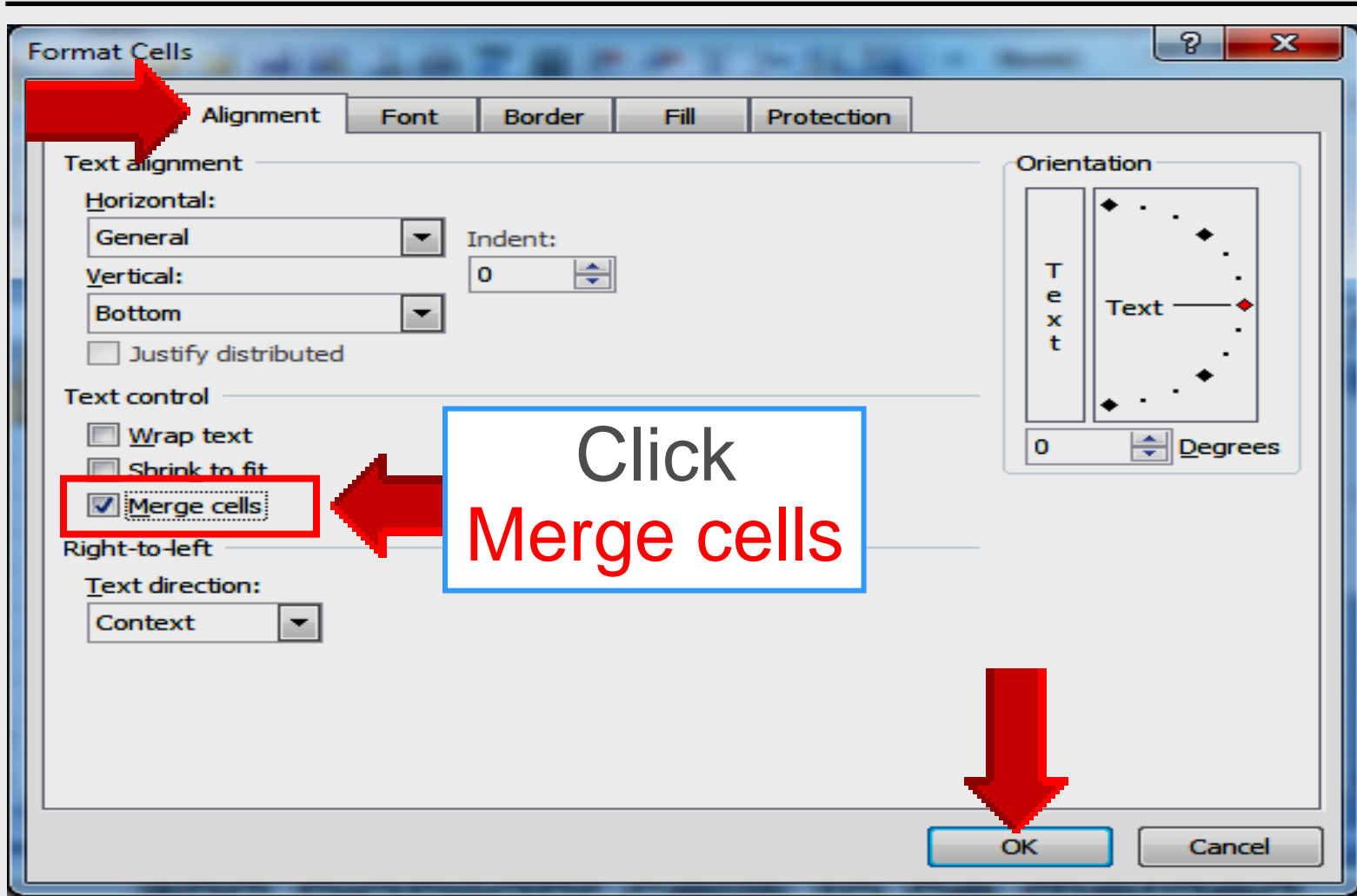
	A	B	C	D	E
1	The Weasel Family Tree				
2					
3					
4					
5					
6					
7					
8					

The context menu is open over cell A1, showing the following options:

- Cut
- Copy
- Paste
- Paste Special...
- Insert...
- Delete...
- Clear Contents
- Filter
- Sort
- Insert Comment
- Format Cells...** (highlighted with a red box and a red arrow)
- Pick From Drop-down List...

- Left-click on cell A1 and highlight cells to be merged
- Right-click – select **Format Cells**

Alignment Tab

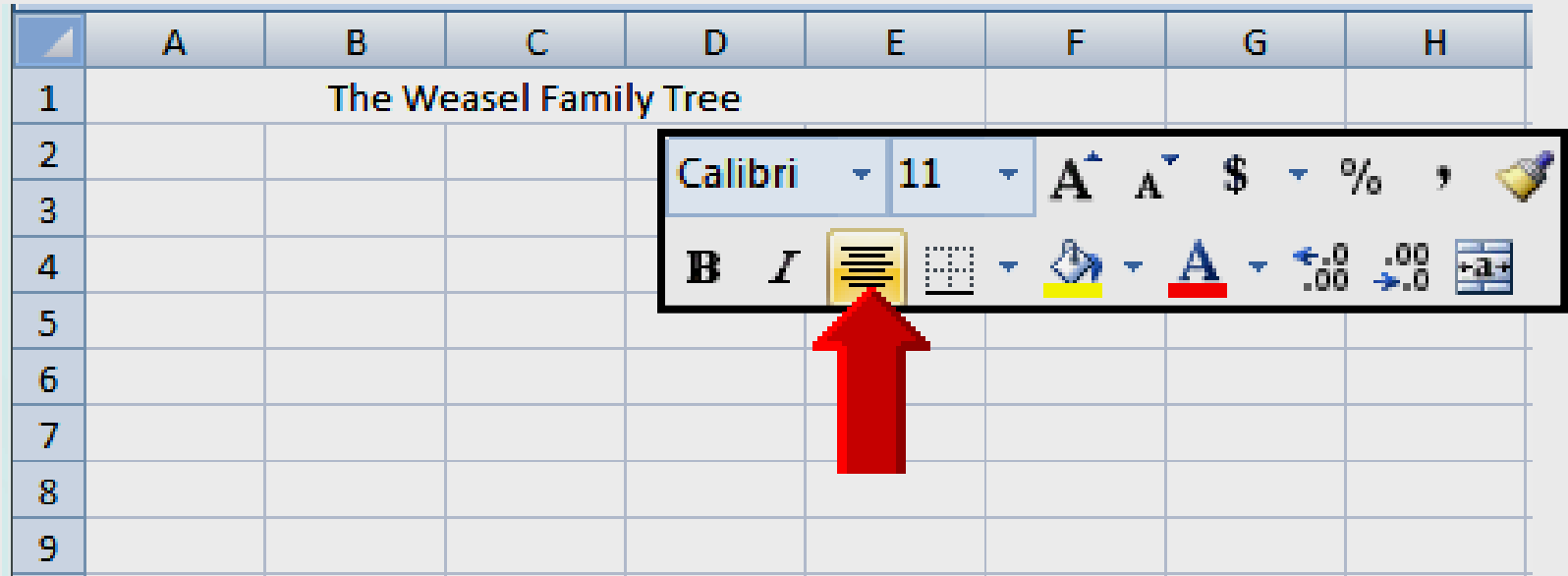


Cells Merged

	A	B	C	D	E	F	G	H
1	The Weasel Family Tree							
2								
3								
4								
5								
6								
7								
8								

- Five cells merged into larger cell
- Column lines are removed
- Title centered horizontally

Title Centered




- Right-click on **cell A1**
- Click **center** to center title

Create Weasel Spreadsheet

	A	B	C	D	E	F	G	H
1	The Weasel Family Tree							
2	Mustelids at the Zoo							
3	Name	Species	Arrival Date		Birth Weight (oz.)			
4	Bob	Badger	1/15/2000		3.5			
5	Compah	Otter	Feb 1,1999		4.53			
6	Skitty	Skunk	5/17/2002		1.005			
7	Webster	Weasel	April 7,2001		0.105			
8	Wahida	Woverine	3/20/1997		15.5			
9								
10								

Spreadsheet data needs to be formatted for easier reading

Letters Left Aligned



	A	B	C	D	E	F	G	H
1	The Weasel Family Tree							
2	Mustelids at the Zoo							
3	Name	Species	Arrival Date		Birth Weight (oz.)			
4	Bob	Badger	1/15/2000		3.5			
5	Compah	Otter	Feb 1,1999		4.53			
6	Skitty	Skunk	5/17/2002		1.005			
7	Webster	Weasel	April 7,2001		0.105			
8	Wahida	Woverine	3/20/1997		15.5			
9								
10								

Letters
aligned
left

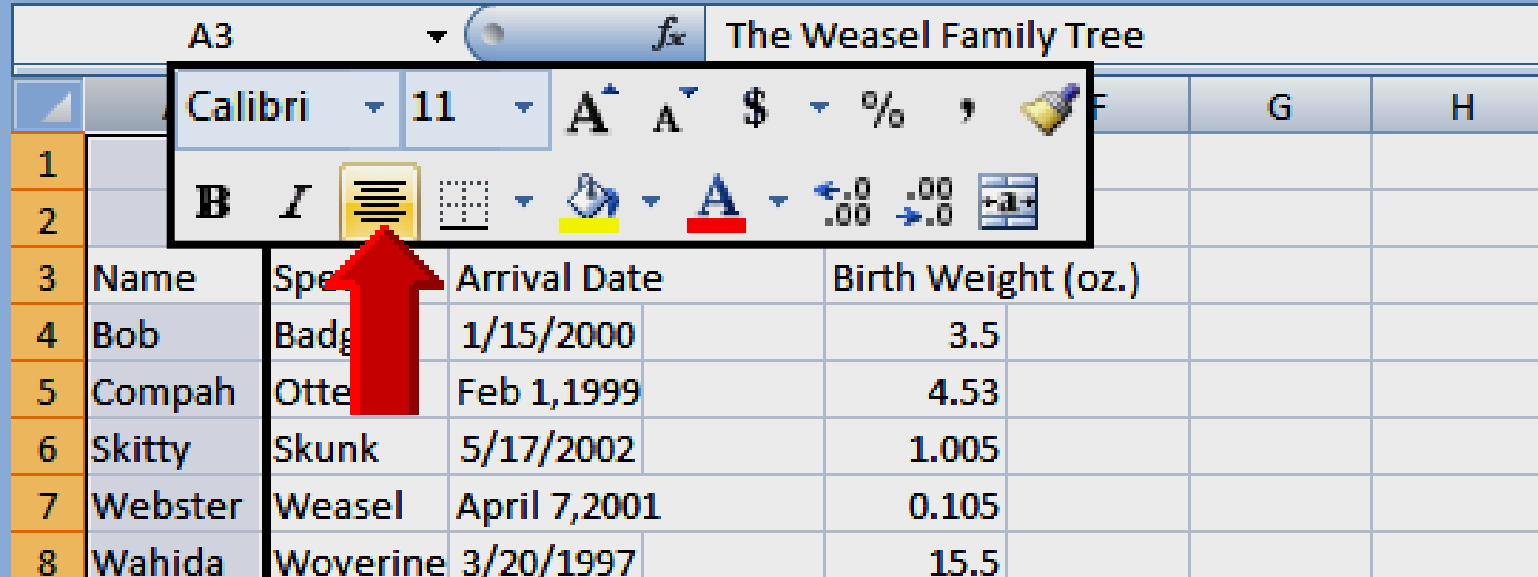
Numbers Right Alignment

	A	B	C	D	E	F	G	H
1	The Weasel Family Tree							
2	Mustelids at the Zoo							
3	Name	Species	Arrival Date		Birth Weight (oz.)			
4	Bob	Badger	1/15/2000		3.5			
5	Compah	Otter	Feb 1,1999		4.53			
6	Skitty	Skunk	5/17/2002		1.005			
7	Webster	Weasel	April 7,2001		0.105			
8	Wahida	Woverine	3/20/1997		15.5			
9								
10								



Numbers
aligned
right

Change Cell Alignment



	A	B	C	D	E	F	G	H
1								
2								
3	Name	Species	Arrival Date		Birth Weight (oz.)			
4	Bob	Badger	1/15/2000		3.5			
5	Compah	Otter	Feb 1,1999		4.53			
6	Skitty	Skunk	5/17/2002		1.005			
7	Webster	Weasel	April 7,2001		0.105			
8	Wahida	Wolverine	3/20/1997		15.5			

- Highlight column **A**
- Right-click on any cell in **column A**
- Click **center** to center all cells






Center Alignment

	A	B	C	D	E	F	G	H
1	The Weasel Family Tree							
2	Mustelids at the Zoo							
3	Name	Species	Arrival Date		Birth Weight (oz.)			
4	Bob	Badger	1/15/2000		3.5			
5	Compah	Otter	Feb 1,1999		4.53			
6	Skitty	Skunk	5/17/2002		1.005			
7	Webster	Weasel	April 7,2001		0.105			
8	Wahida	Woverine	3/20/1997		15.5			
9								
10								



All data in column A
is now **centered**

Change Cell Alignment

	A	B	C	D	E	F	G
1	The Weasel Family Tree						
2	Mustelids at the Zoo						
3	Name	Species	Arrival Date		Birth Weight (oz.)		
4	Calibri	11	A	A	\$	%	,
5							
6	B	<i>I</i>					
7	Webster	Weasel	April 7,2001		0.105		
8	Wahida	weverine	3/20/1997		15.5		
9							
10							

- Highlight column **E**
- Right-click on any cell in **column E**
- Click **center** to center all cells

Center Alignment

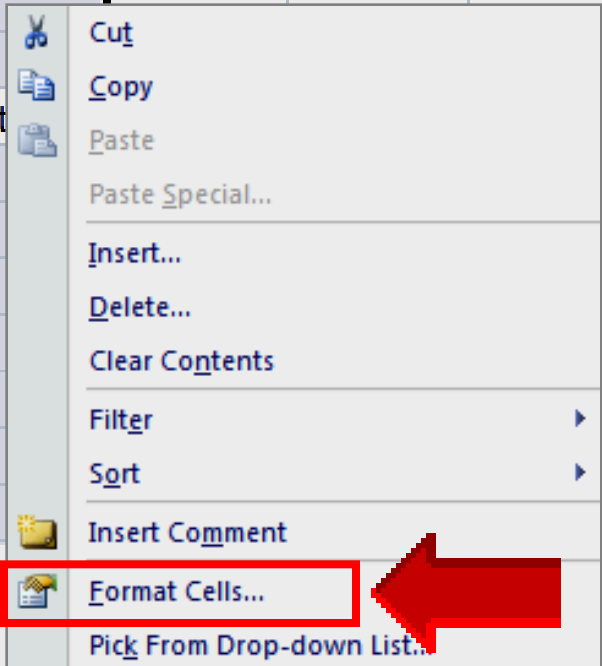
	A	B	C	D	E	F	G
1	The Weasel Family Tree						
2	Mustelids at the Zoo						
3	Name	Species	Arrival Date		Birth Weight (oz.)		
4	Bob	Badger	1/15/2000		3.5		
5	Compah	Otter	Feb 1,1999		4.53		
6	Skitty	Skunk	5/17/2002		1.005		
7	Webster	Weasel	April 7,2001		0.105		
8	Wahida	Woverine	3/20/1997		15.5		
9							
10							



All data in column E
is now **centered**

Change Decimal Format

	A	B	C	D	E	F	G
1	The Weasel Family Tree						
2	Mustelids at the Zoo						
3	Name	Species	Arrival Date		Birth Weight		
4	Bob	Badger	1/15/2000		3.5		
5	Compah	Otter	Feb 1,1999		4.53		
6	Skitty	Skunk	5/17/2002		1.005		
7	Webster	Weasel	April 7,2001		0.105		
8	Wahida	Woverine	3/20/1997		15.5		
9							
10							



A screenshot of a spreadsheet application showing a table with columns A through G and rows 1 through 10. The table contains data about a weasel family tree, including names, species, arrival dates, and birth weights. A right-click context menu is open over the 'Birth Weight' column (column E), and the 'Format Cells...' option is highlighted with a red box and a red arrow pointing to it.

- Highlight cells
- Right-click on any highlighted cell
- Select **Format Cells**

Number Tab

The image shows a screenshot of the 'Format Cells' dialog box in Microsoft Excel, with the 'Number' tab selected. The dialog box has several tabs: 'Number', 'Font', 'Border', 'Fill', and 'Protection'. The 'Number' tab is active, showing a 'Category' list on the left with 'Number' selected. The 'Sample' area displays 'Birth Weight (oz.)' with '1' decimal places. The 'Negative numbers' list shows '-1234.0' selected. A red arrow points to the 'Number' tab, another red arrow points to the 'Number' category in the list, and a third red arrow points to the 'Decimal places' spinner. A blue box with red text says 'Select Number'. Another blue box with red text says 'Select Decimal places 1'. A red arrow points down to the 'OK' button. At the bottom, there is a red arrow pointing down towards the 'OK' button.

Format Cells

Number Font Border Fill Protection

Category:

- General
- Number**
- Currency
- Accounting
- Date
- Text
- Percentage

Sample
Birth Weight (oz.)

Decimal places: 1

Use 1000 Separator (,)

Negative numbers:

- 1234.0**
- 1234.0
- (1234.0)
- (1234.0)

Number is used for general display of numbers. Currency and Accounting offer specialized formatting for monetary value.

OK Cancel

Decimal Format

	A	B	C	D	E	F	G
1	The Weasel Family Tree						
2	Mustelids at the Zoo						
3	Name	Species	Arrival Date		Birth Weight (oz.)		
4	Bob	Badger	1/15/2000		3.5		
5	Compah	Otter	Feb 1,1999		4.5		
6	Skitty	Skunk	5/17/2002		1.0		
7	Webster	Weasel	April 7,2001		0.1		
8	Wahida	Woverine	3/20/1997		15.5		
9							
10							



All data in column E is now formatted to **one decimal place**

Change Date Format

	A	B	C	D
1	The Weasel Family Tree			
2	Mustelids at the Zoo			
3	Name	Species	Arrival Date	
4	Bob	Badger	1/15/2000	
5	Compah	Otter	Feb 1,1999	
6	Skitty	Skunk	5/17/2002	
7	Webster	Weasel	April 7,2001	
8	Wahida	Woverine	3/20/1997	
9				
10				

The screenshot shows a spreadsheet with a table of animal arrivals. The 'Arrival Date' column is highlighted in orange. A context menu is open over the cell containing '1/15/2000', with 'Format Cells...' selected and highlighted by a red box and a red arrow.

- Highlight cells
- Right-click on any highlighted cell
- Select **Format Cells**

Number Tab

The image shows the 'Format Cells' dialog box with the 'Number' tab selected. The 'Category' list on the left has 'Date' highlighted. The 'Type' list shows several date formats, with '3/14/01' selected. A 'Sample' field displays '1/15/00'. The 'Locale (location)' is set to 'English (United States)'. At the bottom, there are 'OK' and 'Cancel' buttons. Red arrows point to the 'Number' tab, the 'Date' category, the '3/14/01' format, and the 'OK' button. Two callout boxes provide instructions: 'Select Date' and 'Select Type 3/14/01'.

Select Date

**Select Type
3/14/01**

Number
Font
Border
Fill
Protection

Category:
General
Number
Currency
Accounting
Date
Percentage
Scientific

Sample
1/15/00

Type:
*3/14/2001
*Wednesday, March 14,
3/14
3/14/01
03/14/01
14-Mar
14-Mar-01

Locale (location):
English (United States)

OK Cancel

Date formats display date and time serial numbers as date values. Date formats that begin with an asterisk (*) respond to changes in regional date and time settings that are specified for the operating system. Formats without an asterisk are not affected by operating system settings.

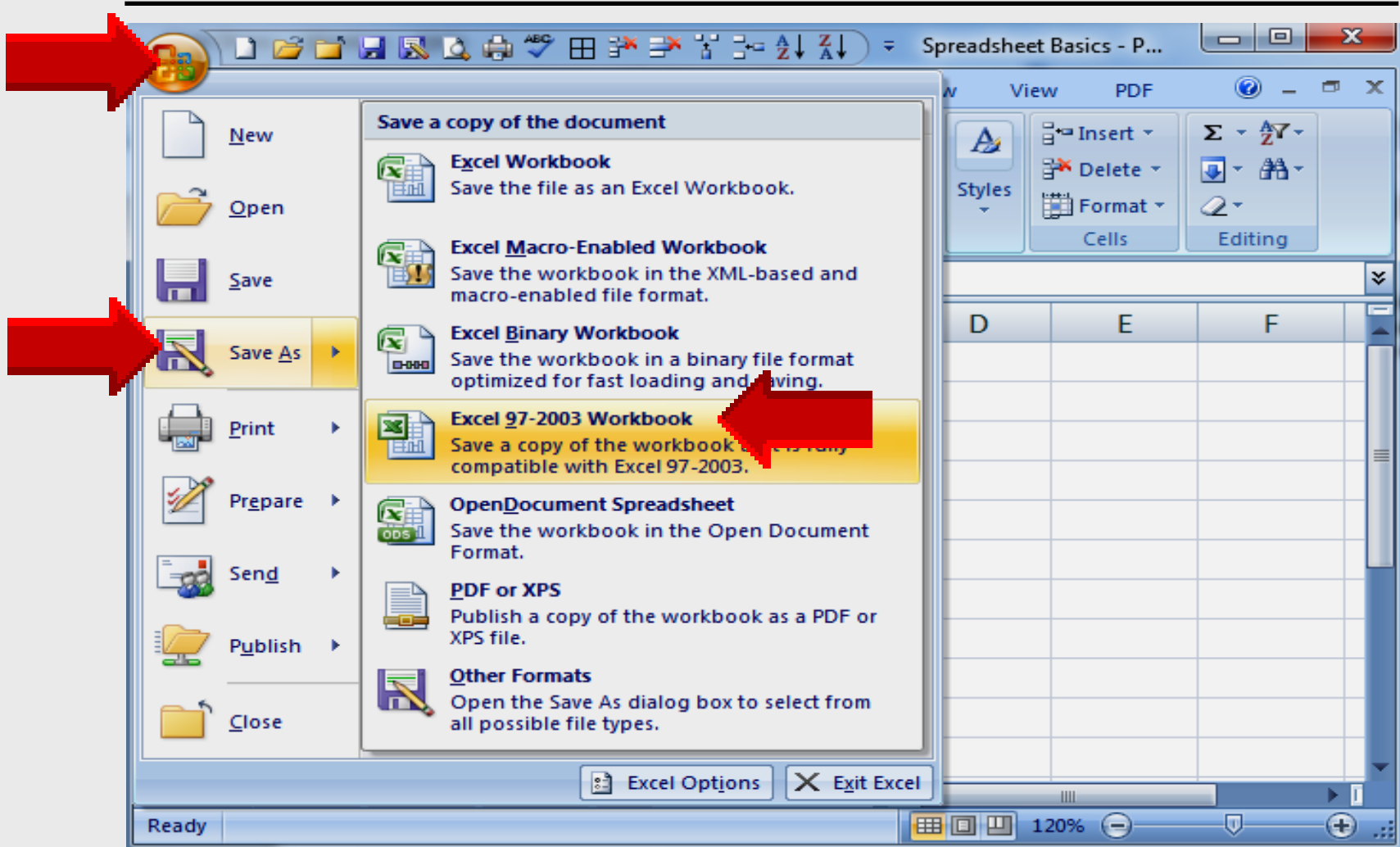
Date Format

	A	B	C	D	E	F	G
1	The Weasel Family Tree						
2	Mustelids at the Zoo						
3	Name	Species	Arrival Date		Birth Weight (oz.)		
4	Bob	Badger	1/15/00		3.5		
5	Compah	Otter	2/1/99		4.5		
6	Skitty	Skunk	5/17/02		1.0		
7	Webster	Weasel	4/7/01		0.1		
8	Wahida	Woverine	3/20/97		15.5		
9							
10							

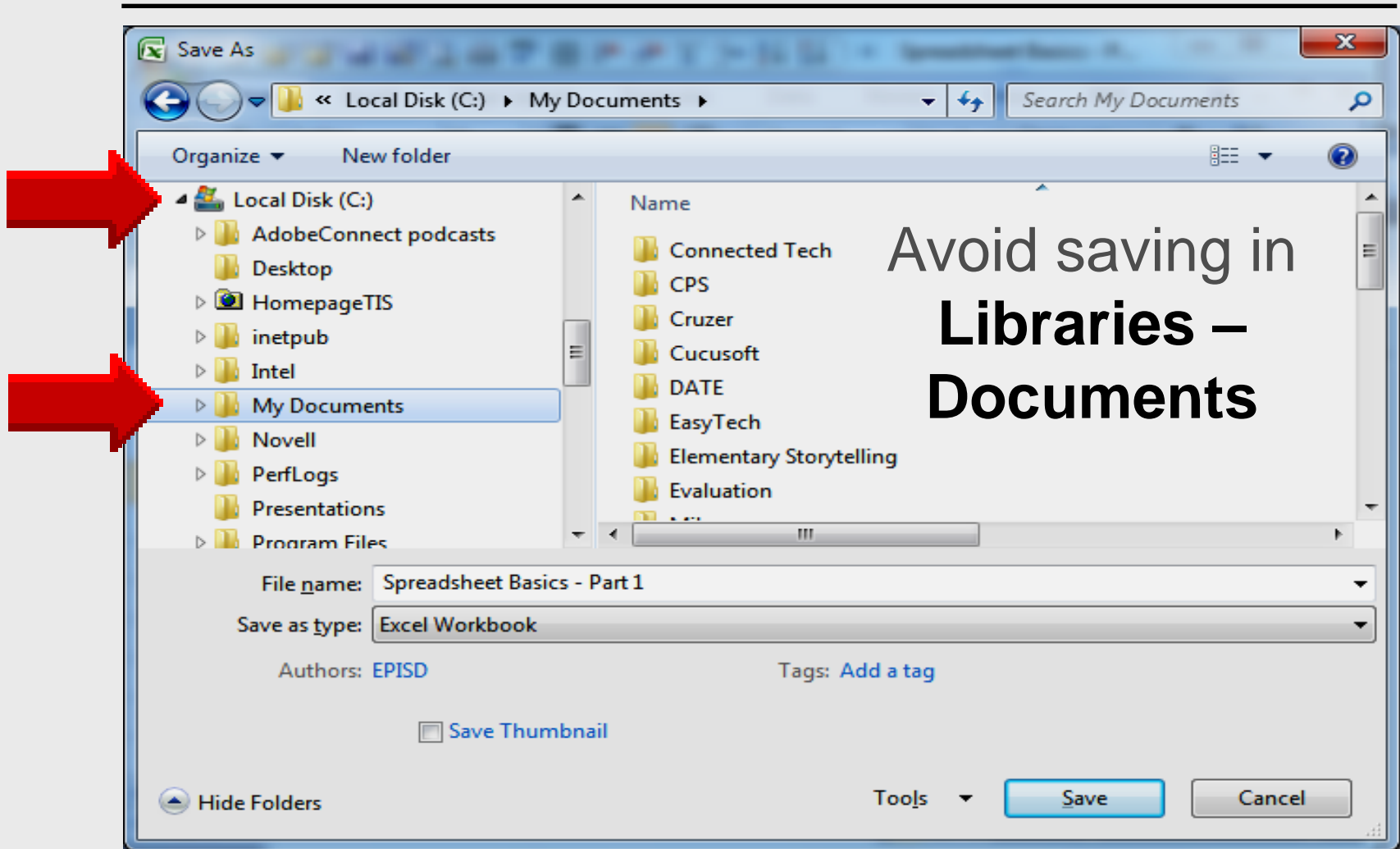


All data in column C is now formatted to the selected **date format**

Save Worksheet



Save Worksheet



Technology Webinar

Integrating Spreadsheets into Core Curriculum

Part 3

Online Workshop

- **Adobe Connect overview**
- **Review core curriculum TEKS**
- **Columns and Rows**
 - Insert columns and rows
 - Enter data into a spreadsheet
 - Center data horizontally
 - Sort data **A to Z** or **Z to A**

Part 3

Columns and Rows

Core Content TEKS

- **Math**

- Collect – organize and interpret data
 - Construct charts and graphs

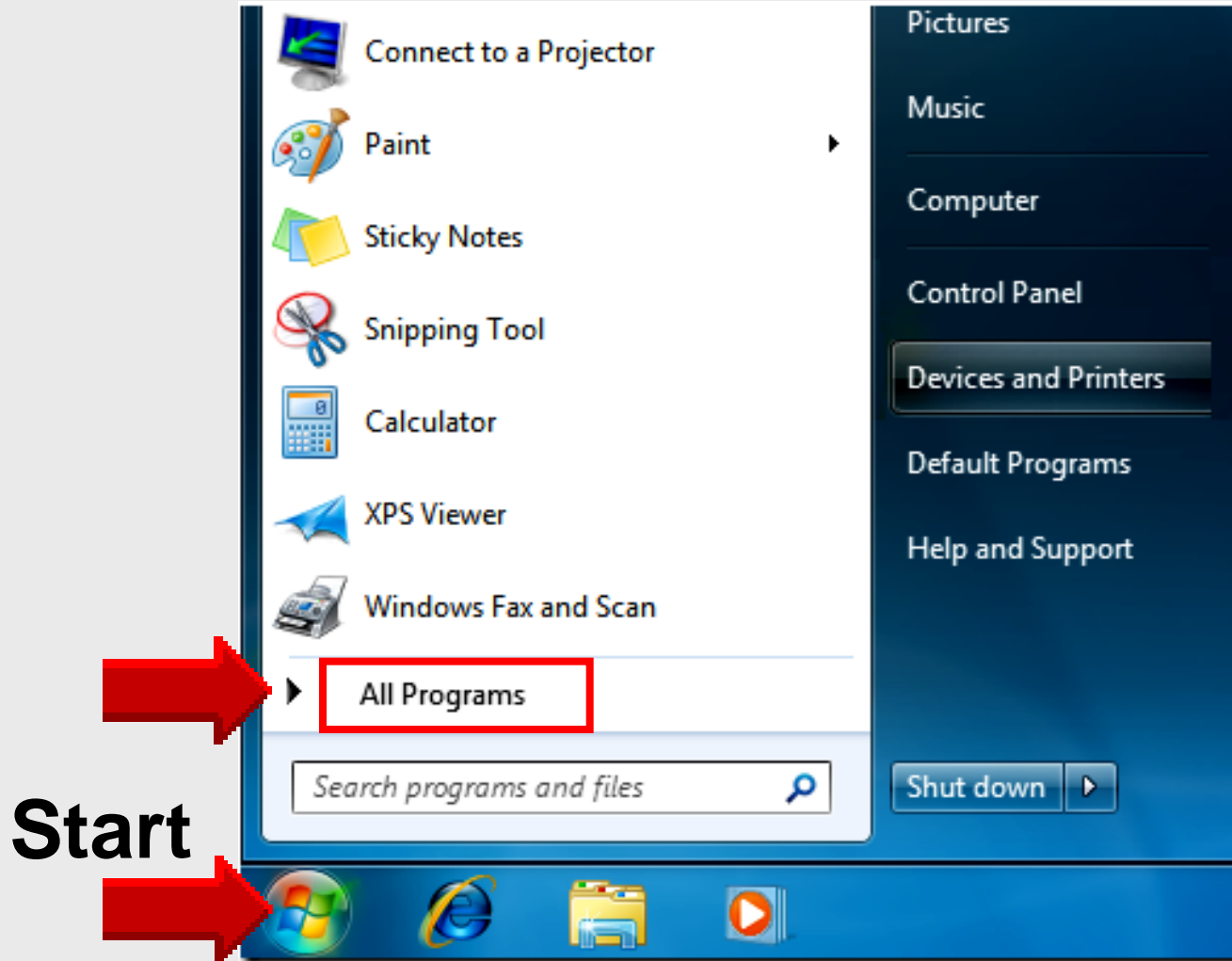
- **Science**

- Collect and organize data
 - Construct charts – graphs and maps
 - Interpret data

- **Language Arts**

- Improve comprehension – listening skills
 - Use drawings – keywords for predictions

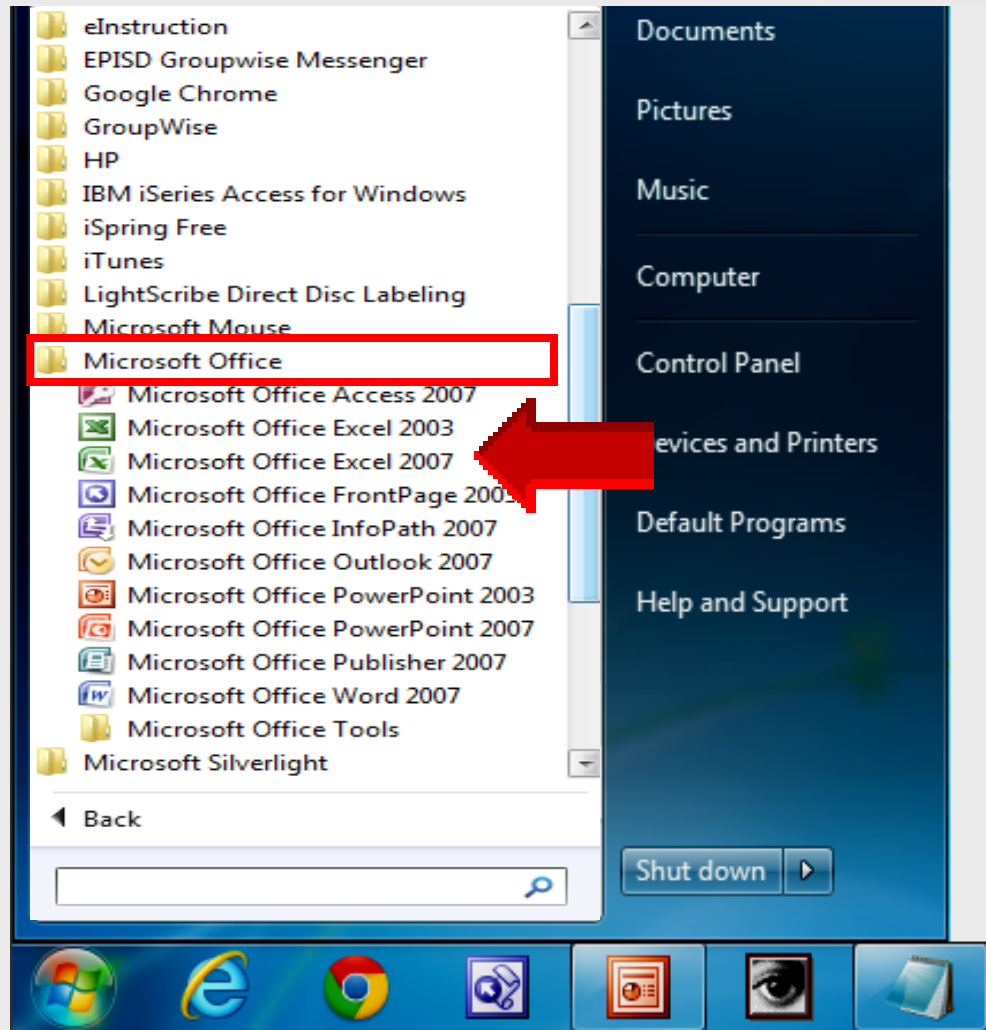
Start – All Programs



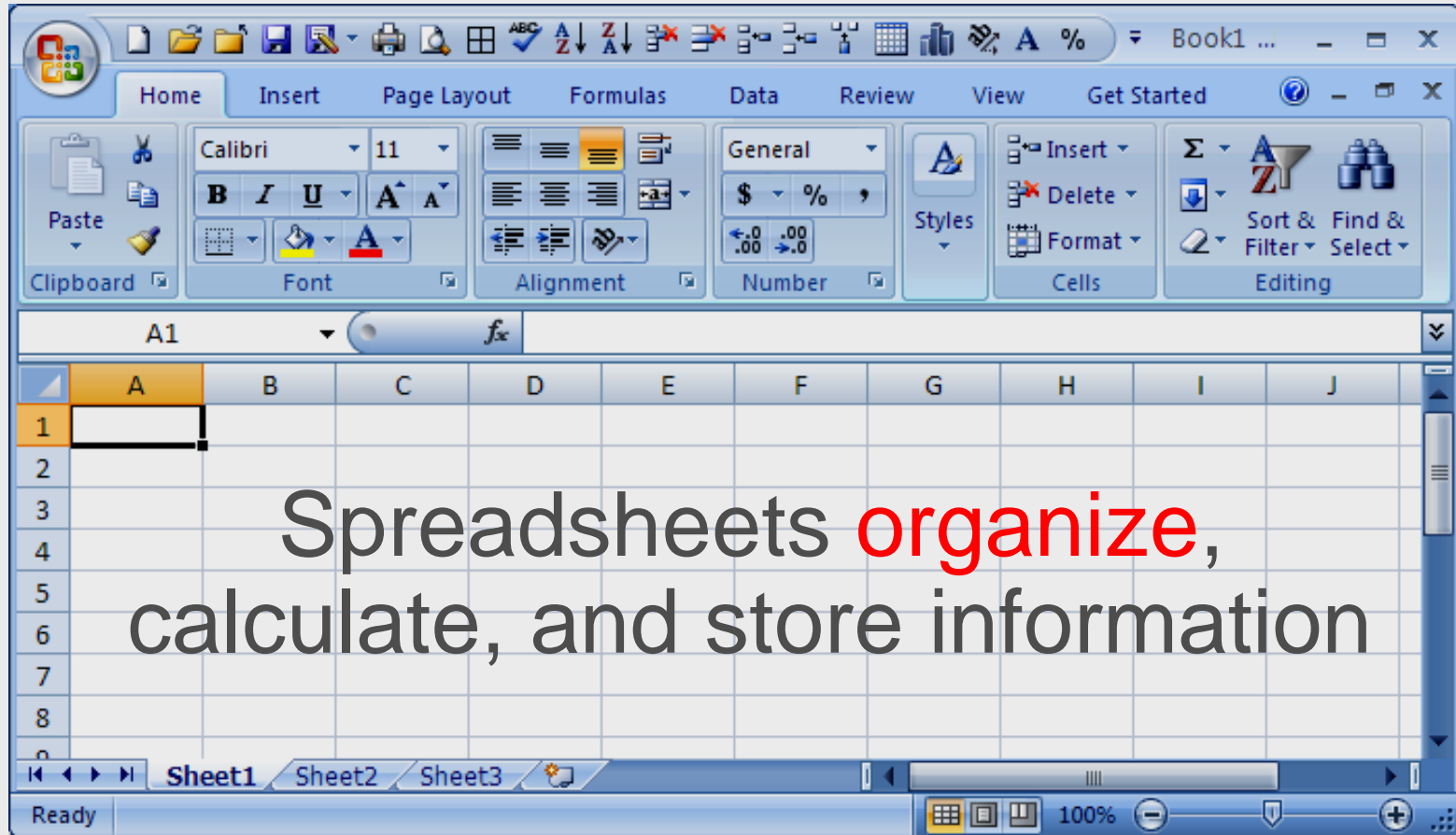
Open *Microsoft* Excel

Left-click
MS Office

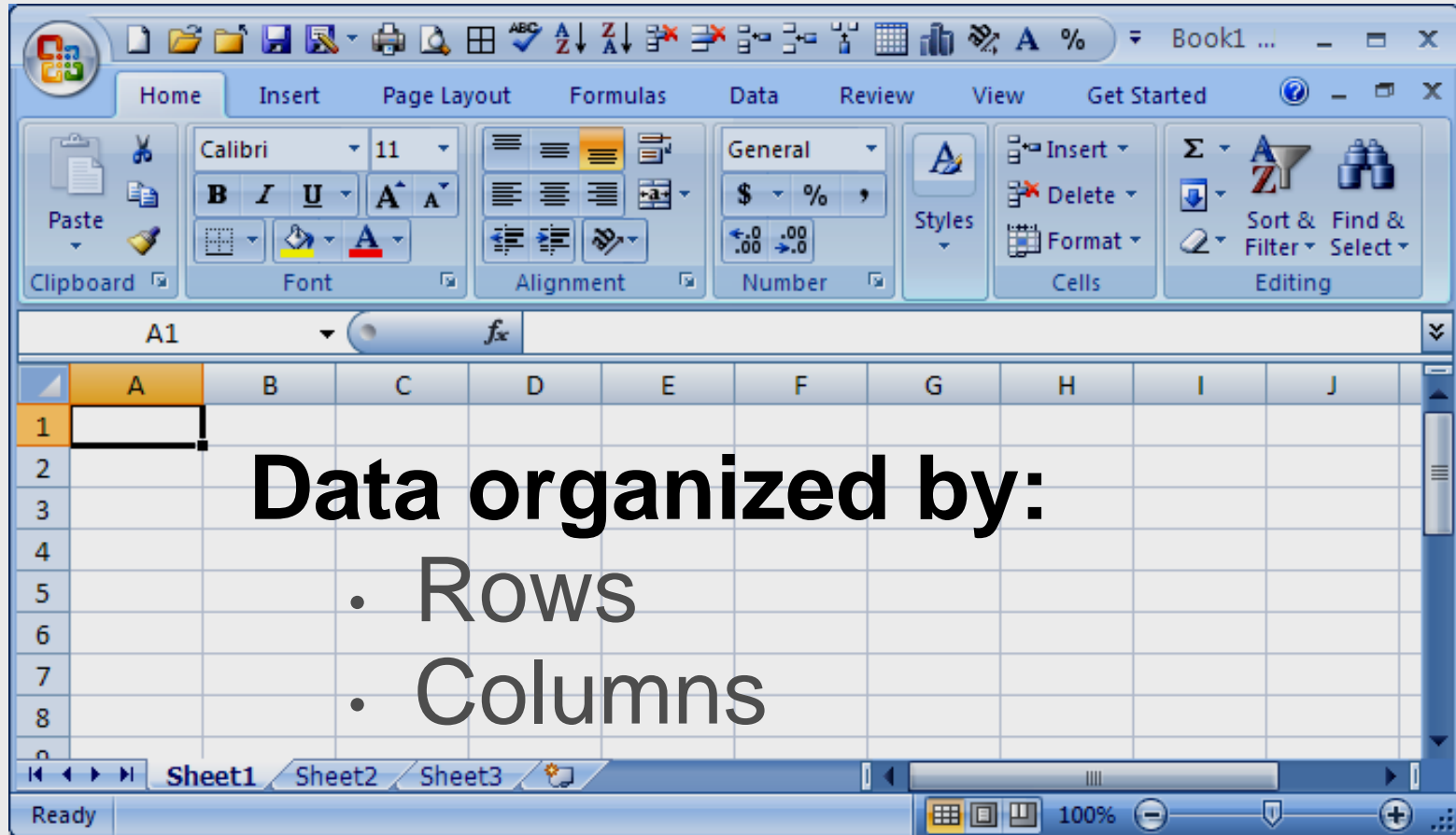
Right-click
Excel 2007
Select Pin to
Start Menu



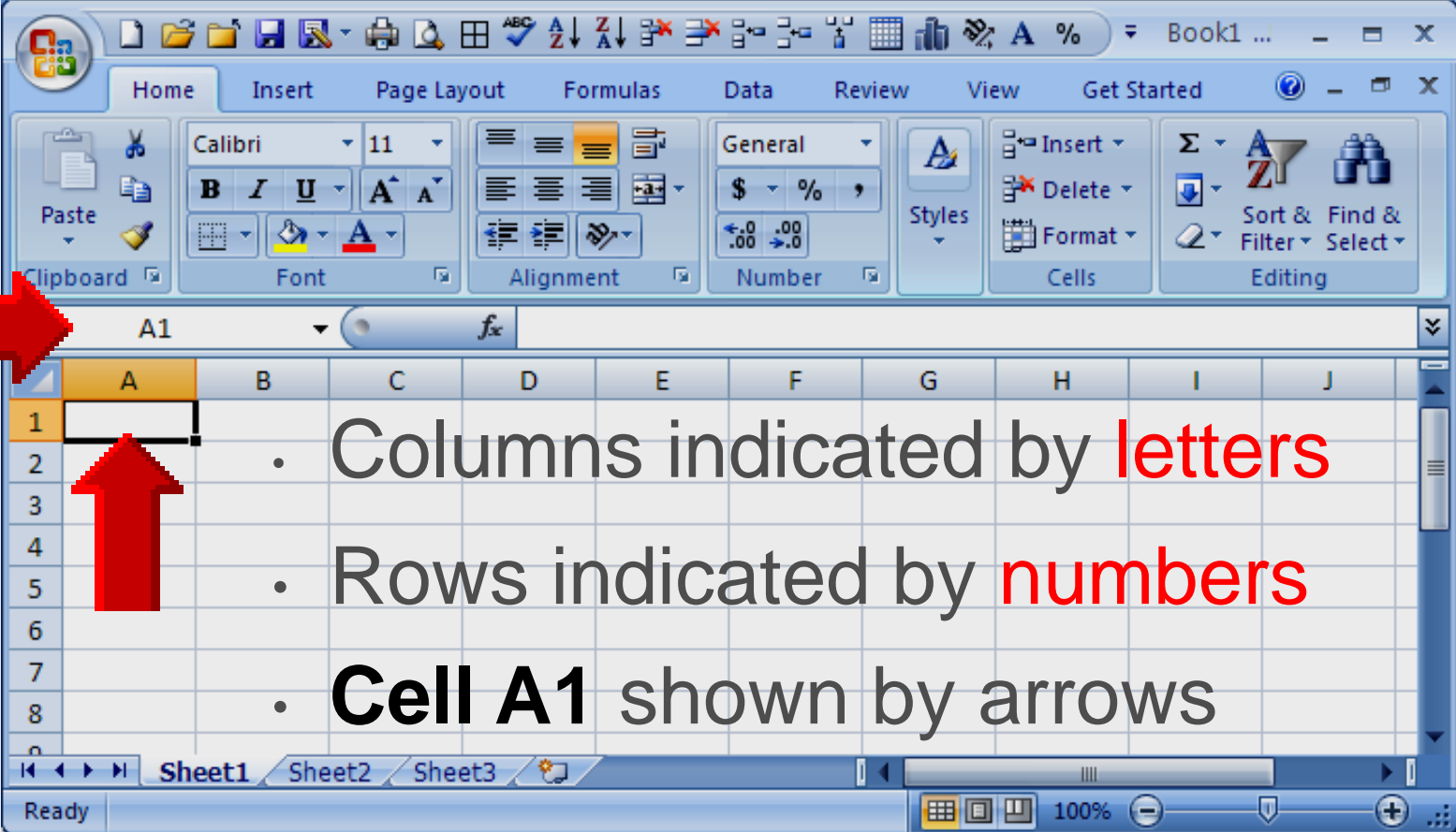
Excel Review



Excel Review



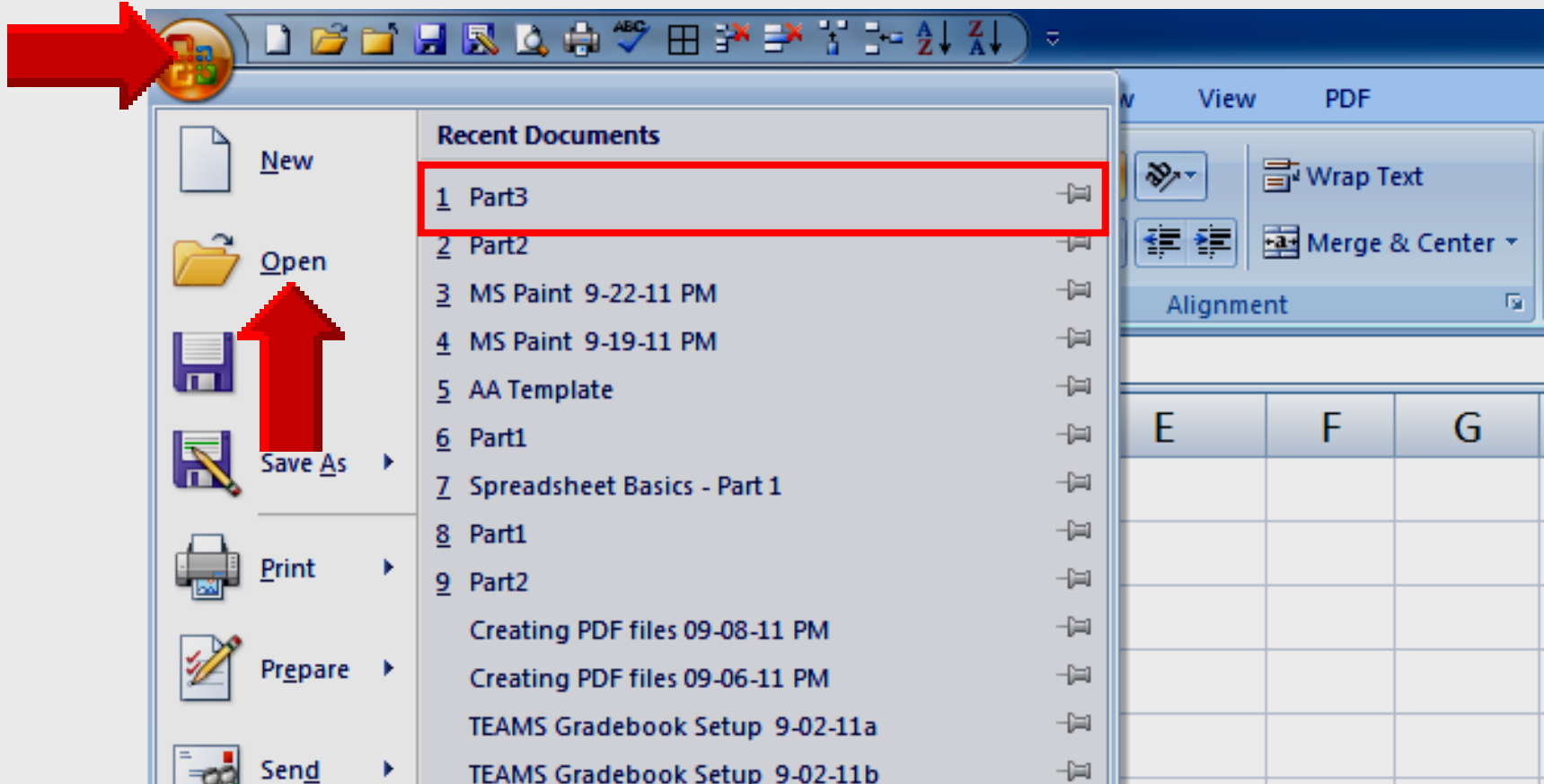
Cell Name Review



A screenshot of the Microsoft Excel interface. The ribbon is set to 'Home', showing options for Clipboard, Font, Alignment, Number, Styles, Cells, and Editing. The active cell is A1, as indicated by the 'fx' bar and the 'A1' label in the top-left corner of the grid. A red arrow points to the 'A1' label. Another red arrow points to the 'A' column header. A list of bullet points is overlaid on the grid:

- Columns indicated by **letters**
- Rows indicated by **numbers**
- **Cell A1** shown by arrows

Open Spreadsheet



Create Part 3 Spreadsheet

	A	B	C	D	E	F
1	Antarctic Penguins at the Zoo					
2	Type	Eye Color	Population			
3	Adelie	Brown	18			
4	Chinstrap	Rust	32			
5	Emperor	Brown	24			
6						
7						
8						
9						
10						


Part 3 Spreadsheet

	A	B	C	D	E	F
1	Antarctic Penguins at the Zoo					
2	Type	Eye Color	Population			
3	Adelie	Brown	18			
4	Chinstrap	Rust	32			
5	Emperor	Brown	24			
6						
7						

Letters aligned left

Numbers aligned right

Highlight Column



	A	B	C	D	E
1	Antarctic Penguins at the Zoo				
2	Type	Eye Color	Population		
3	Adelie	Brown	18		
4	Chinstrap	Rust	32		
5	Emperor	Brown	24		
6		Total			
7					
8	New column will be inserted to the				
9	left of highlighted column				
10					

Select Insert

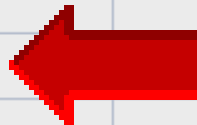
The screenshot shows a spreadsheet with columns C, D, and E. Column C contains the text 'at the Zoo', 'Population', '18', '32', and '24'. A right-click context menu is open over column C, with the 'Insert' option highlighted by a red box and a red arrow. The menu options are: Cut, Copy, Paste, Paste Special..., Insert, Delete, Clear Contents, Format Cells..., Column Width..., Hide, and Unhide.

	C	D	E
1	at the Zoo		
2	Population		
3	18		
4	32		
5	24		
6			
7			
8			
9			
10			
11			

- Right-click on selected column
- Select **Insert**

Blank Column Inserted

	A	B	C	D	E	F
1	Antarctic Penguins at the Zoo					
2	Type		Eye Color	Population		
3	Adelie		Brown	18		
4	Chinstrap		Rust	32		
5	Emperor		Brown	24		
6			Total			
7						
8						
9						
10						
11						



Blank column inserted to the **left** of highlighted column

Data Entered

	A	B	C	D	E
1	Antarctic Penguins at the Zoo				
2	Type	Height (inches)	Eye Color	Population	
3	Adelie	24	Brown	18	
4	Chinstrap	30	Rust	32	
5	Emperor	44	Brown	24	
6			Total		
7					
8					
9	Letters are left-aligned				
10	Numbers are right-aligned				
11					



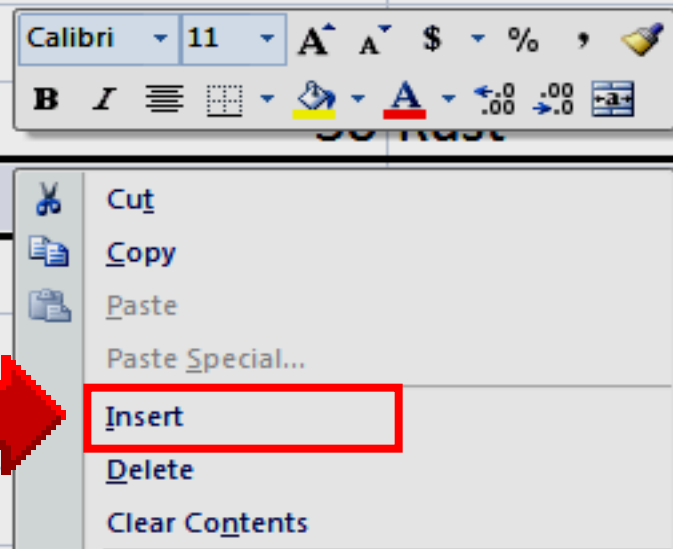
Letters are left-aligned
Numbers are right-aligned

Highlight Row

	A	B	C	D	E
1	Antarctic Penguins at the Zoo				
2	Type	Height (inches)	Eye Color	Population	
3	Adelie	24	Brown	18	
4	Chinstrap	30	Rust	32	
5	Emperor	44	Brown	24	
6			Total		
7					
8	New row inserted directly above				
9	the highlighted row				
10					
11					

Select Insert

	A	B	C	D
1	Antarctic Penguins at the Zoo			
2	Type	Height (inches)	Eye Color	Population
3	Adelie			18
4	Chinstrap			32
5	Emperor			24
6				
7				
8				
9				
10				
11				
12				



- Right-click on selected row
- Select **Insert**

Blank Row Inserted

	A	B	C	D	E
1	Antarctic Penguins at the Zoo				
2	Type	Height (inches)	Eye Color	Population	
3	Adelie	24	Brown	18	
4	Chinstrap	30	Rust	32	
5					
6	Emperor	44	Brown	24	
7			Total		
8					
9	Blank row inserted above				
10	the highlighted row				
11					



Data Entered

	A	B	C	D	E
1	Antarctic Penguins at the Zoo				
2	Type	Height (inches)	Eye Color	Population	
3	Adelie	24	Brown	18	
4	Chinstrap	30	Rust	32	
5	King	37	Gray	26	
6	Emperor	44	Brown	24	
7			Total		
8					
9		Letters are left-aligned			
10		Numbers are right-aligned			
11					



Center Numerical Data

	A	B	C	D	E
1	Antarctic Penguins at the Zoo				
2	Type	Height (inches)	Eye Color	Population	
3	Adelie	24	Brown	18	
4	Chinstrap	30	Rust	32	
5	Emperor	44	Brown	24	
6	King	37	Gray	26	
7			Total		
8					
9					
10		Left-click on cell B1 and			
11		highlight down to cell B6			

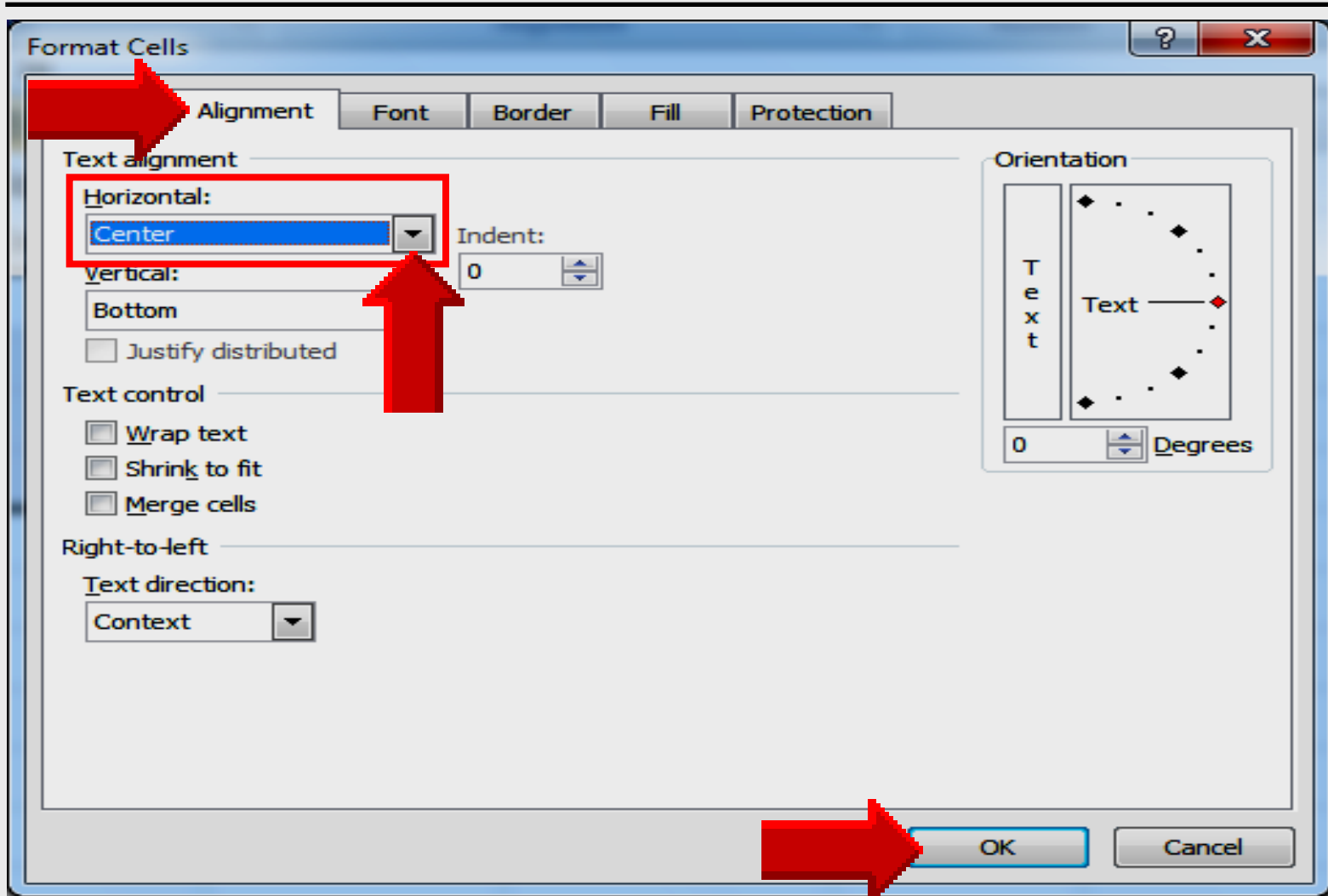


Select Format Cells

	A	B	C	D	E
1	Antarctic Penguins at the Zoo				
2	Type	Height (inches)	Eye Color	Population	
3	Adelie				
4	Chinstrap				
5	Emperor				
6	King				
7					
8					
9					
10					
11					

Right-click on **any cell** and select **Format Cells**

Select Horizontal Center



Data Centered

	A	B	C	D	E
1	Antarctic Penguins at the Zoo				
2	Type	Height (inches)	Eye Color	Population	
3	Adelie	24	Brown	18	
4	Chinstrap	30	Rust	32	
5	Emperor	44	Brown	24	
6	King	37	Gray	26	
7			Total		
8					
9					
10					
11	Repeat procedure for column D or for the entire spreadsheet				



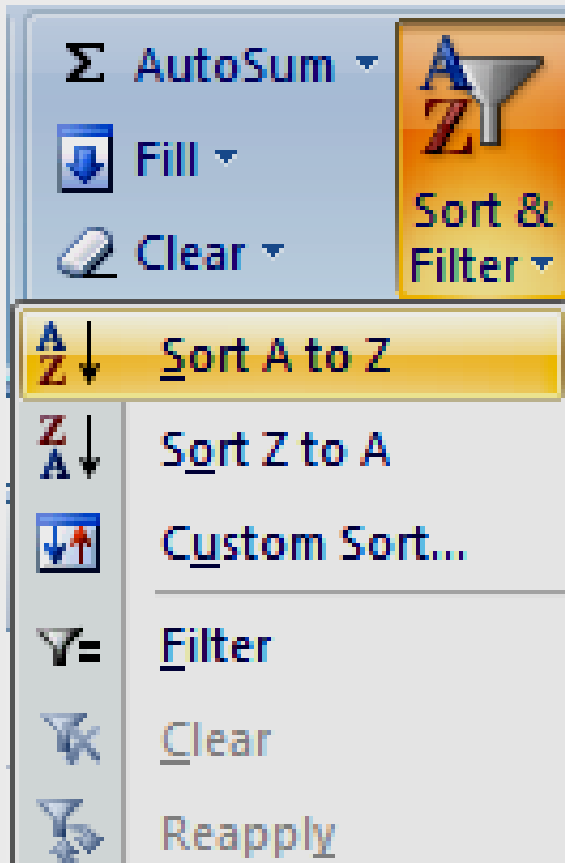
Sort Data

	A	B	C	D	E
1	Antarctic Penguins at the Zoo				
2	Type	Height (inches)	Eye Color	Population	
3	Adelie	24	Brown	18	
4	Chinstrap	30	Rust	32	
5	Emperor	44	Brown	24	
6	King	37	Gray	26	
7			Total		
8					
9	Highlight all cells to be sorted				
10	either ascending or descending				
11					



Toolbar Icons

Excel 2007



Excel 2003



Sort by selecting:

Ascending **A to Z**

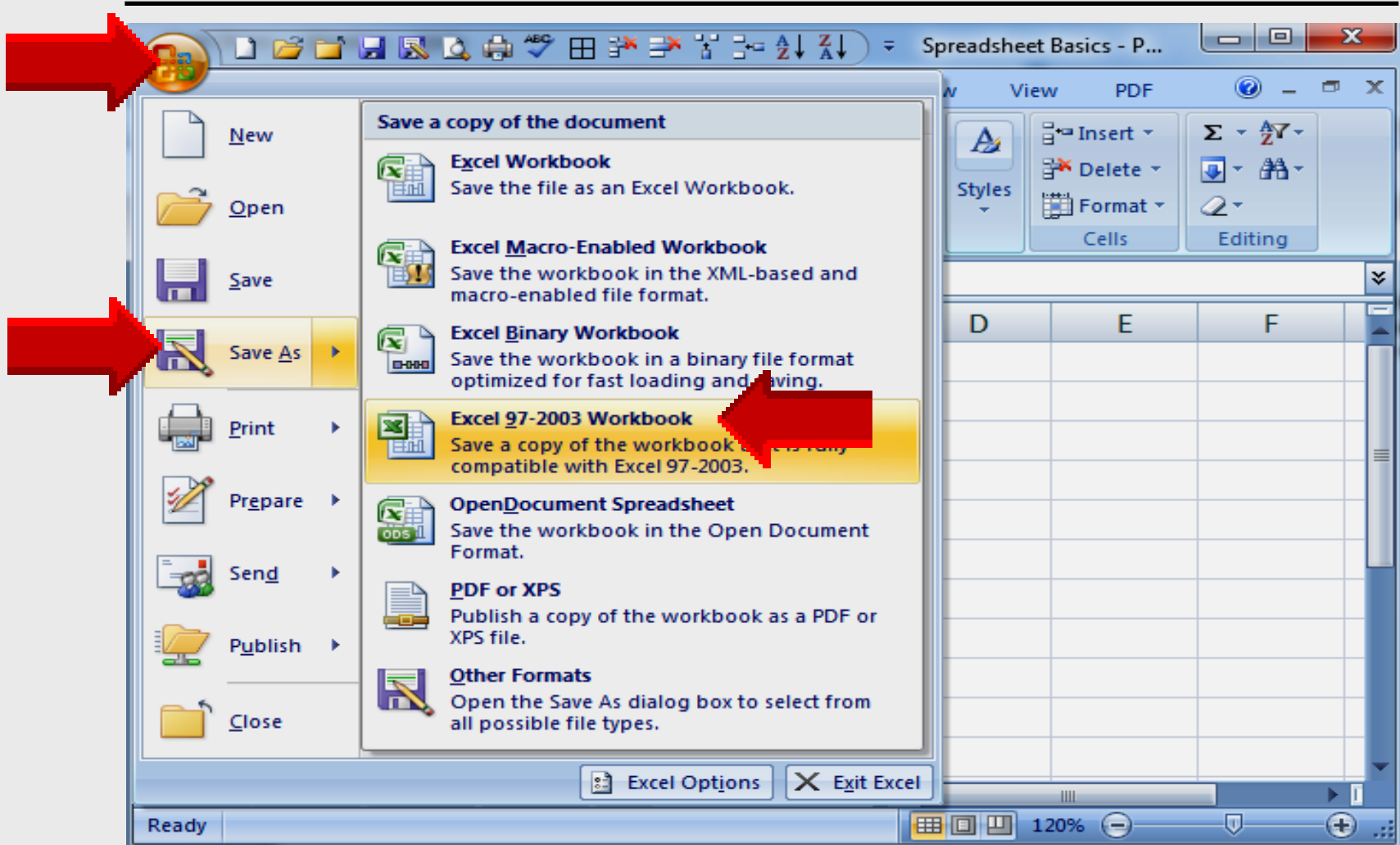
Descending **Z to A**

Data Sorted Z to A

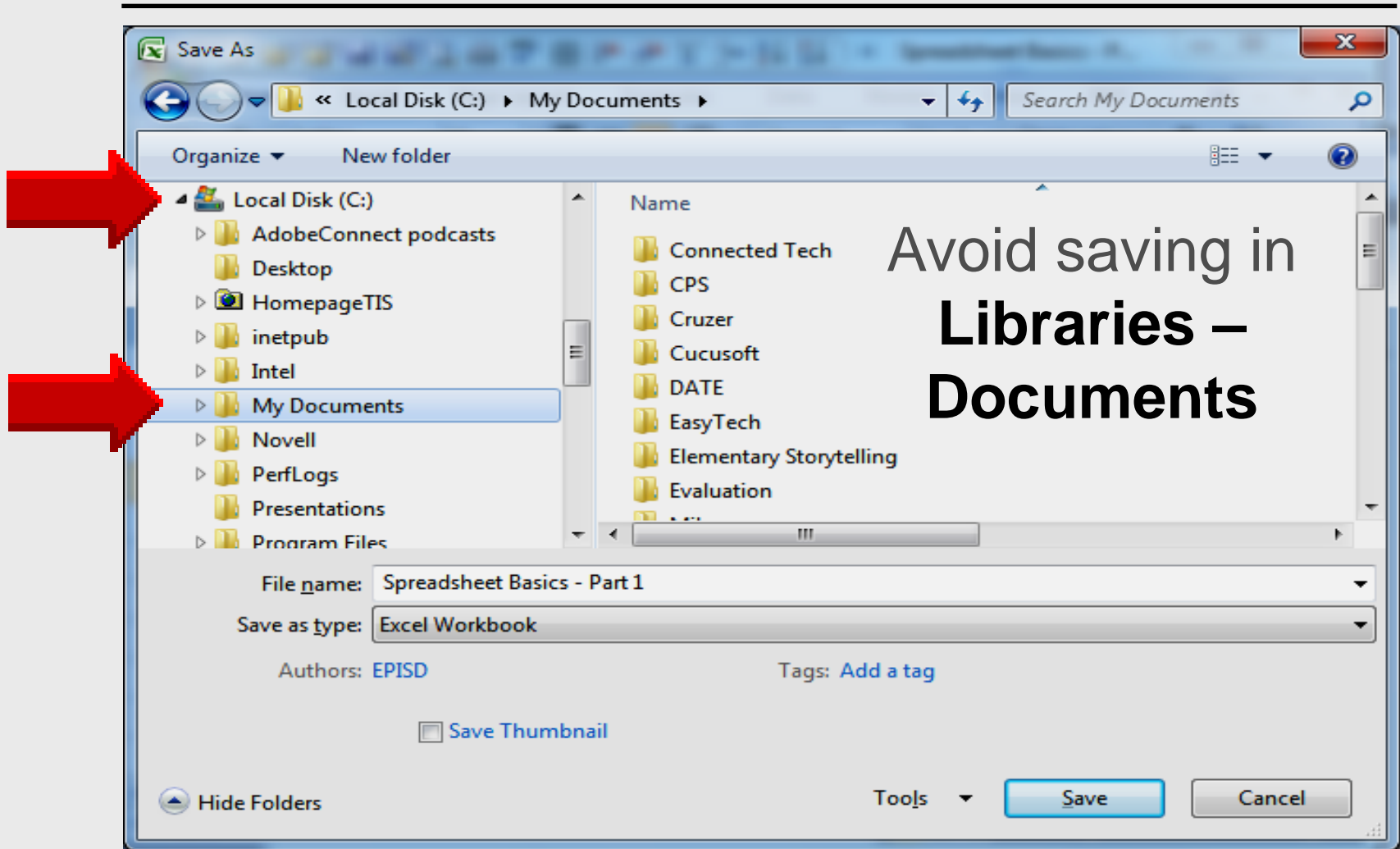
	A	B	C	D	E
1	Antarctic Penguins at the Zoo				
2	Type	Height (inches)	Eye Color	Population	
3	King	37	Gray	26	
4	Emperor	44	Brown	24	
5	Chinstrap	30	Rust	32	
6	Adelie	24	Brown	18	
7			Total		
8					
9		Data sorted generally on			
10		Field 1 – column A			
11					



Save Worksheet

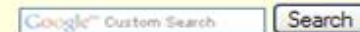


Save Worksheet



Online Handouts

<http://webclass.org>



Atomic Learning

Desktop Setup

EasyTech

Elementary Storytelling

Audacity

Copyright Infringement

Creating a Digital Story

Digital Cameras

EPISD Photo Release

iPod - Getting Started

Podcast Projects

Sample Movie Maker files

Syncing video iPod

Using iTunes

Windows Movie Maker

MOV-WMV converter

MP4-AVI converter

WMV-MP4 converter

TEAMS for Teachers

Attendance

Gradebook

1 Gradebook Options

2 Category Setup

3 Copying Categories

4 Adding Assignments

5 Entering Grades

6 Copying Assignments

Parent Portal

Progress Report

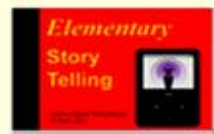
Report Card

Transfer Grade

Education and training via the internet are growing rapidly. Accessibility from home or school makes Internet handouts a viable alternative to hardcopy handouts. The PDF format is accessible on both Windows and MAC platforms using [Adobe Reader](#), or the fast and simple open-source reader for Windows called [Sumatra](#).

Elementary Storytelling in iTunes

View all **21** digital stories from El Paso ISD teachers and students



[View in iTunes](#)

Elementary Storytelling illustrates how video and audio tools are used to tell a story - a digital story. Curriculum topics chosen by the teacher vary from class field trips to the reenactment of historical or current events.

Some digital stories include the entire class, while others use a smaller group of selected students. Video length is generally 2 to 10 minutes.

Technology Webinars

using Adobe Connect



Creating PDF files using Office 2007

Customizing Quick-Access Toolbar in Office 2007

Using Paint for Math-Science-Lang Arts

Using HP webcam for Digital Storytelling

Windows 7 Features