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

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

El Paso Independent School District®

NOTHING LESS THAN SUCCESS!

Attendee List

Presentation Area

Presentation Area

Chat

Recording Attendance

Integrating Spreadsheets into Core Curriculum – 1

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

Completed at session end

- FIRST name
- LAST name
- School

- Comments optional

click
Submit

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
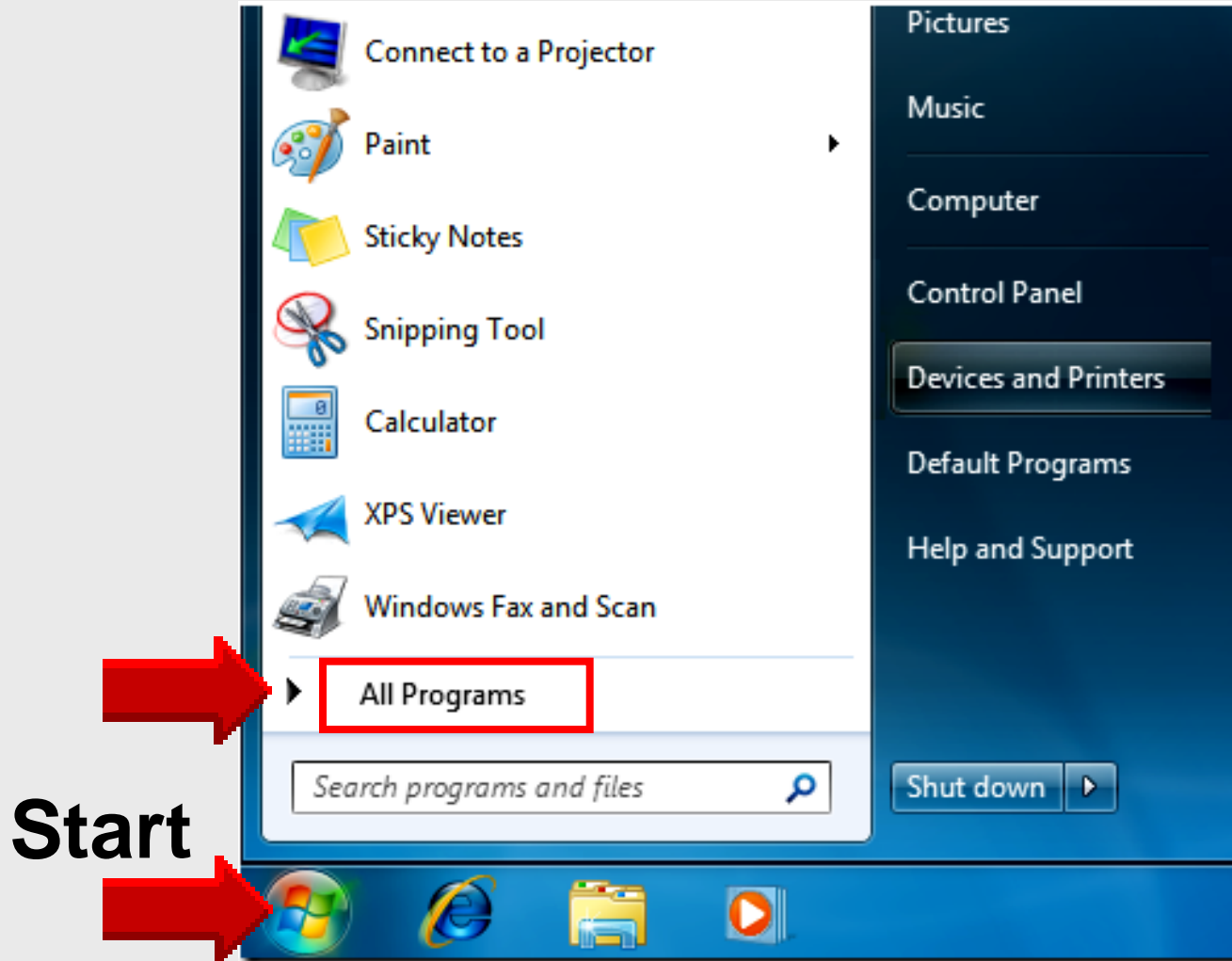
Pin *Microsoft* Excel

Left-click
MS Office

Right-click
Excel 2007
Select Pin to
Start Menu

Open Excel 2007
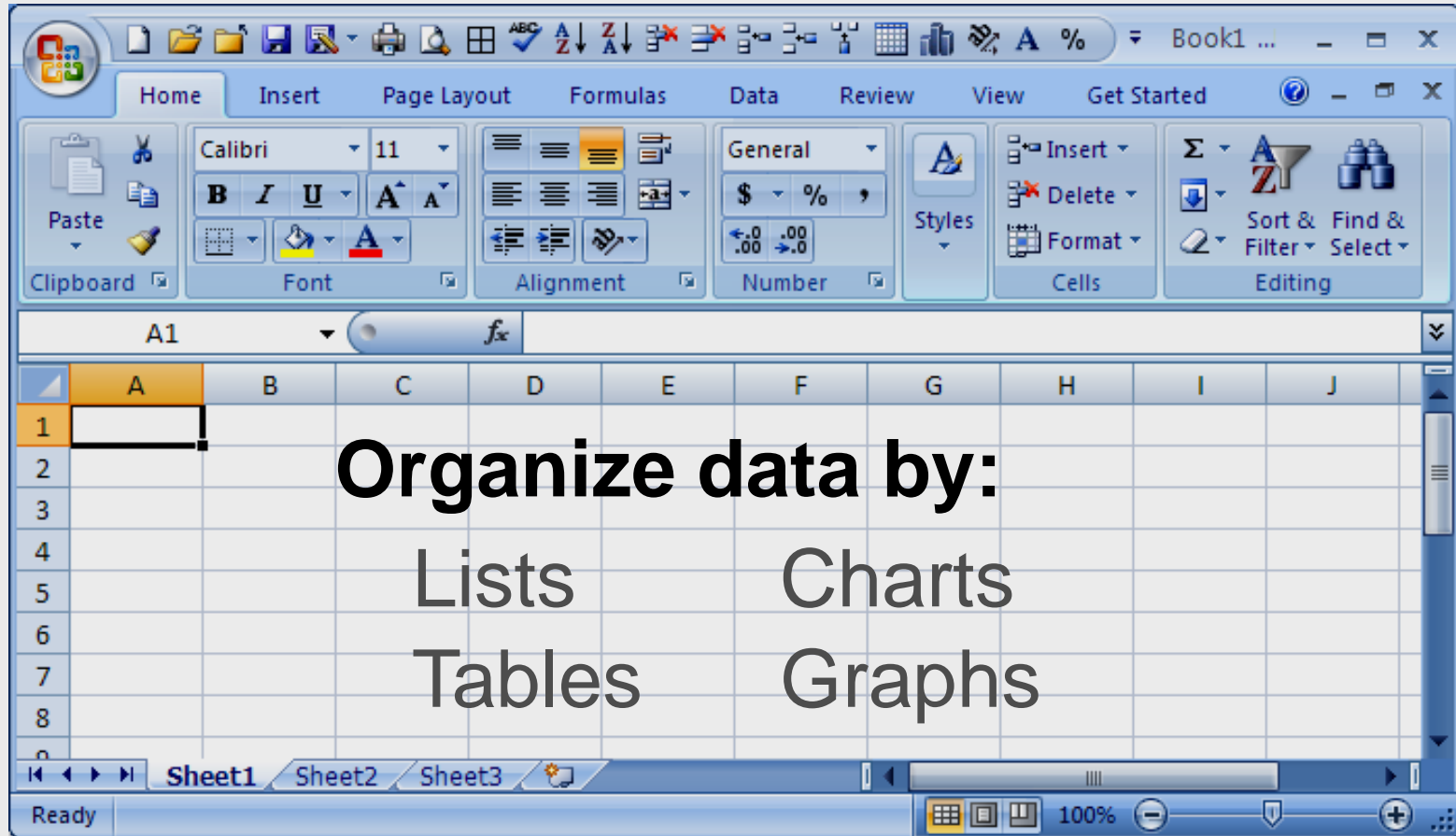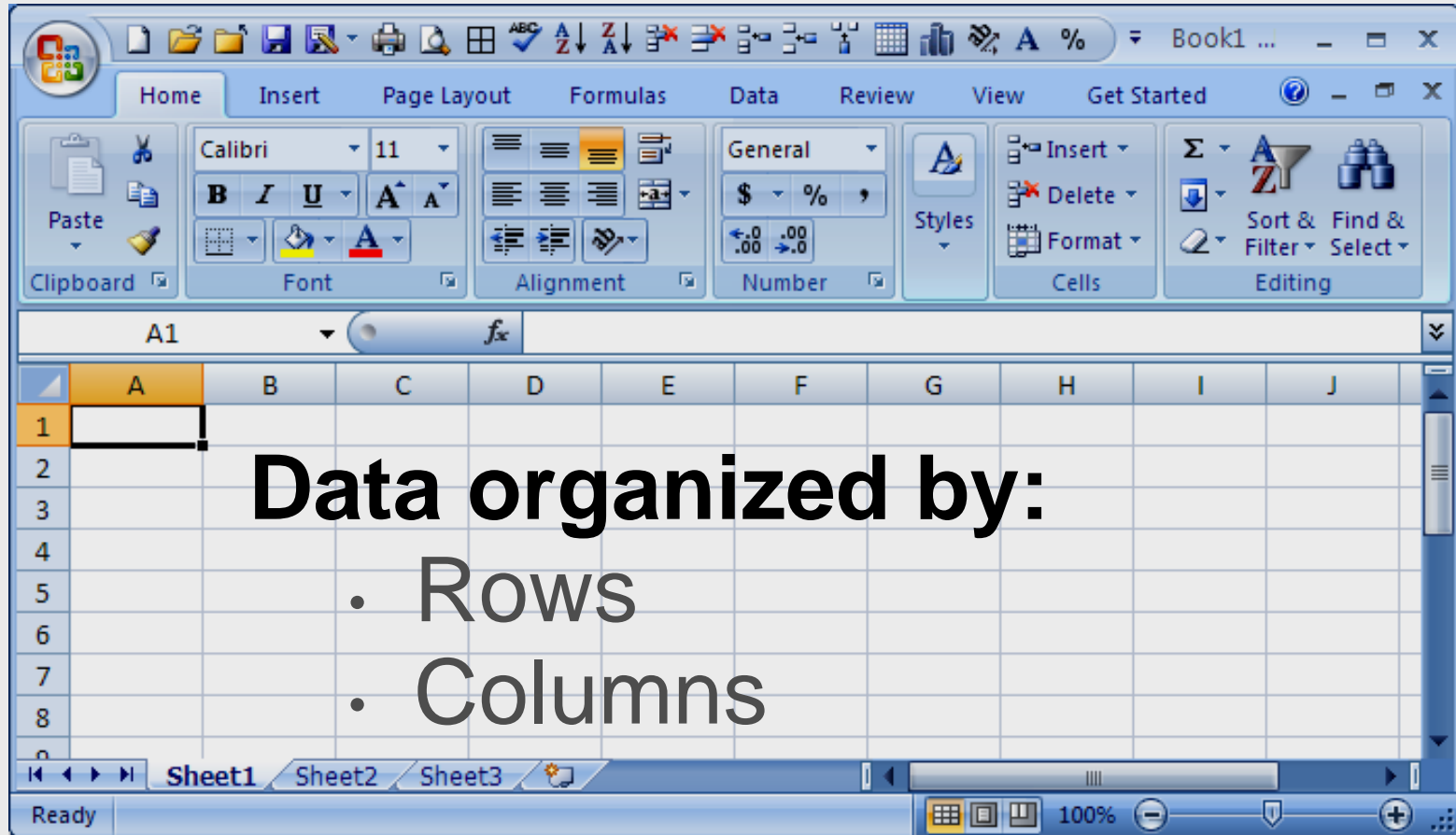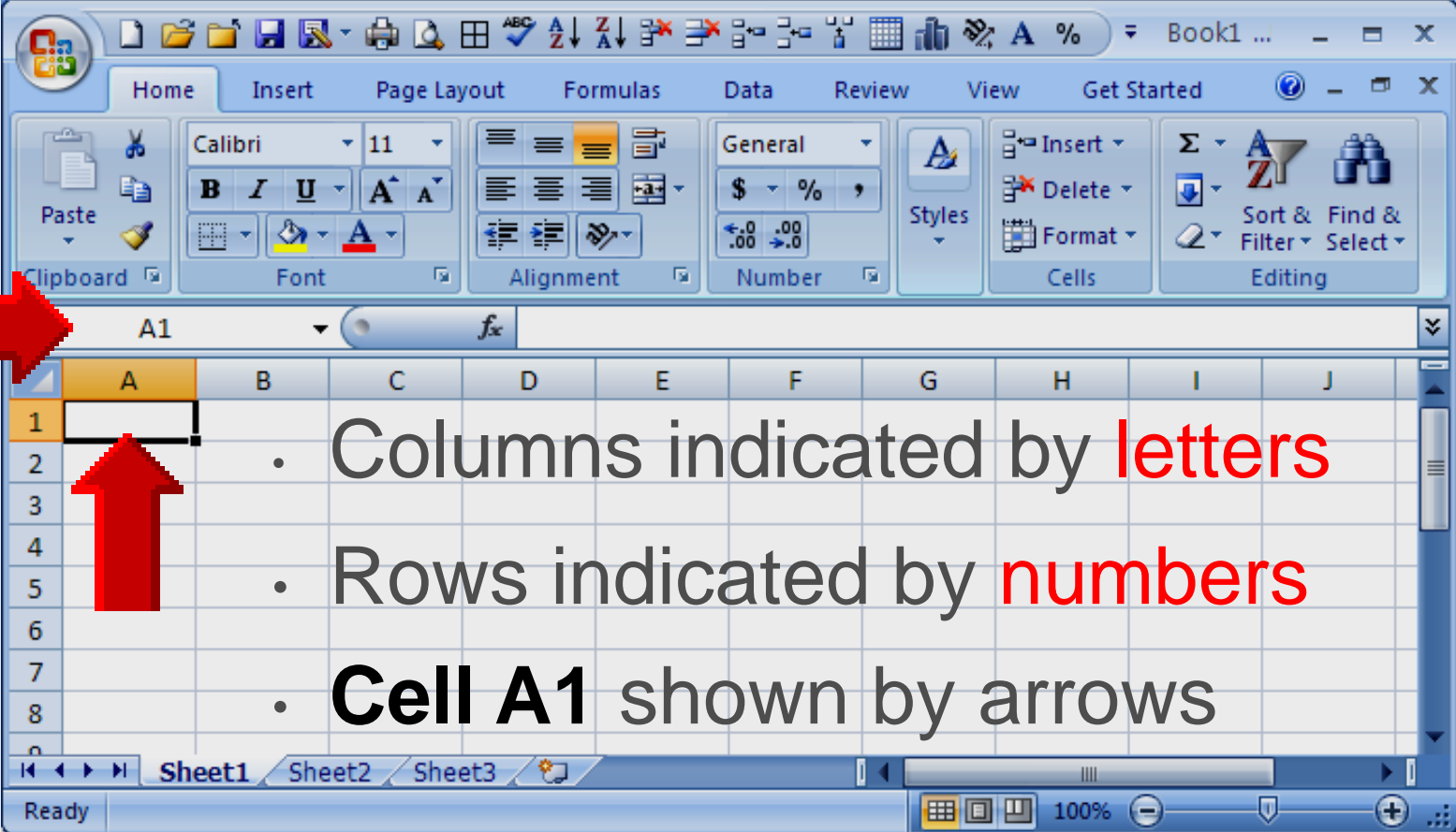
Start

Excel

Spreadsheets organize, calculate, and store information

Word – PowerPoint – Excel

Organize data by:

Lists   Charts

Tables   Graphs

Excel

Data organized by:
- Rows
- Columns

Cell Name

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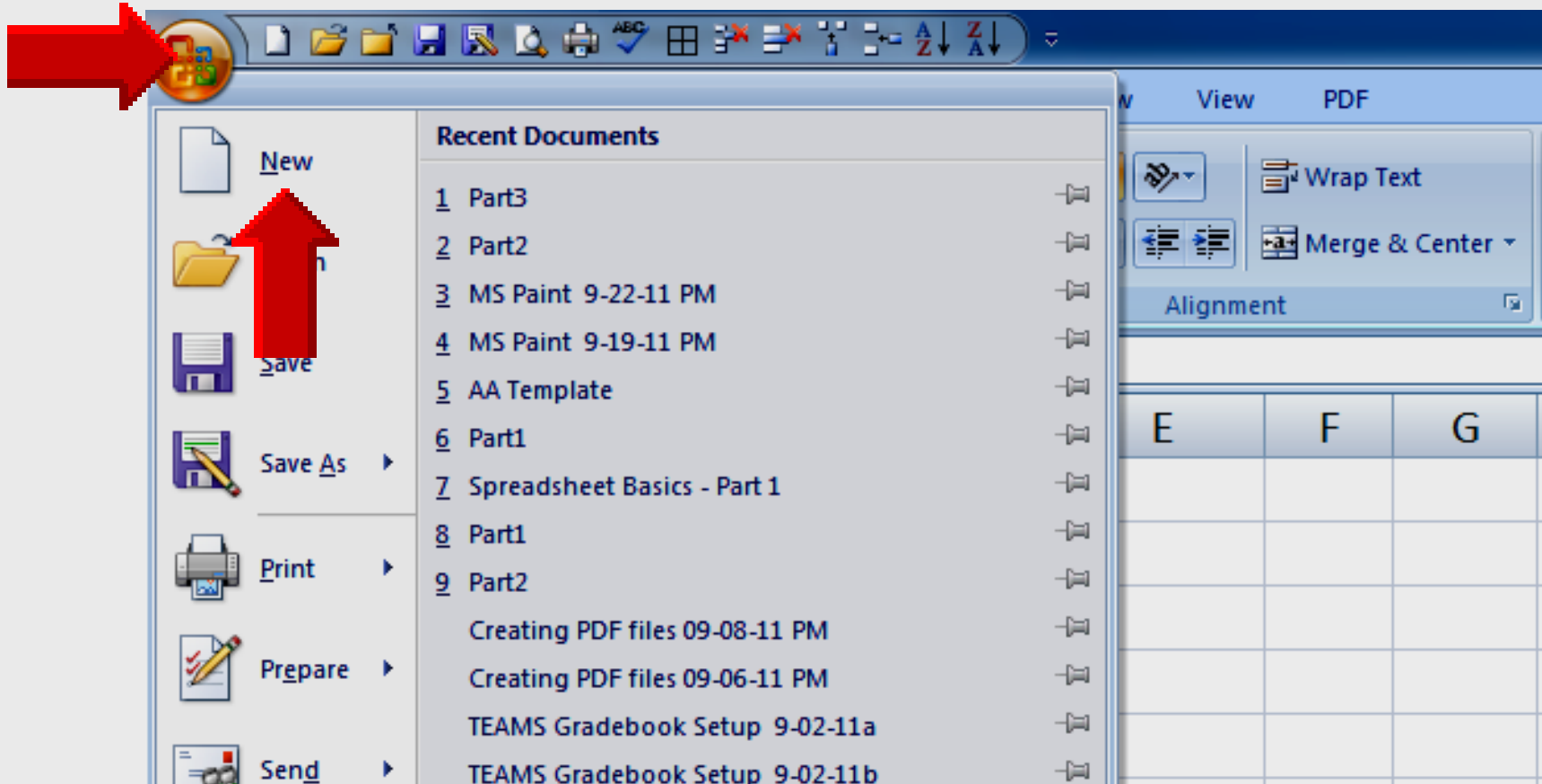
Open Spreadsheet

Office 2003 – select File - New
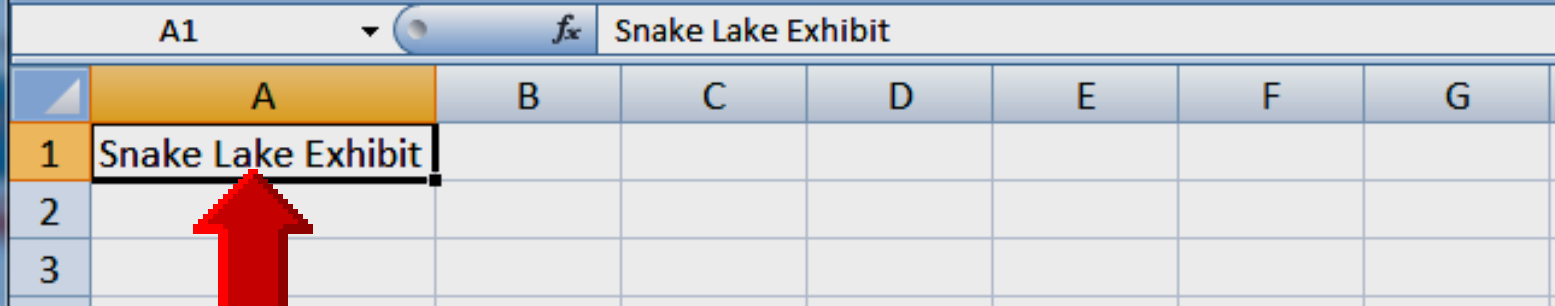
Basic Spreadsheet

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

Enter Data

A1		fx	Snake Lake Exhibit

	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
			Boa			

	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

Avoid saving in **Libraries – Documents**
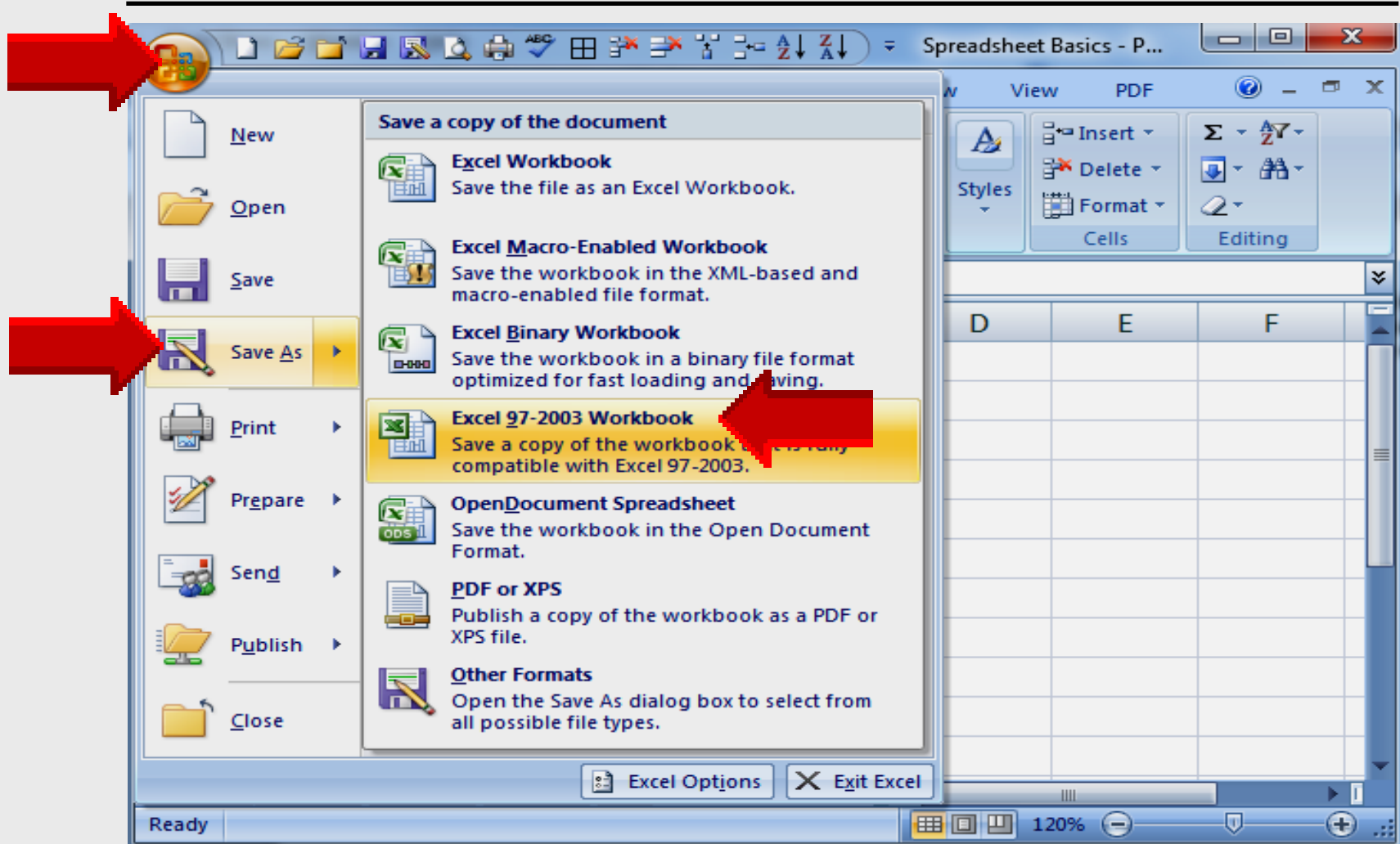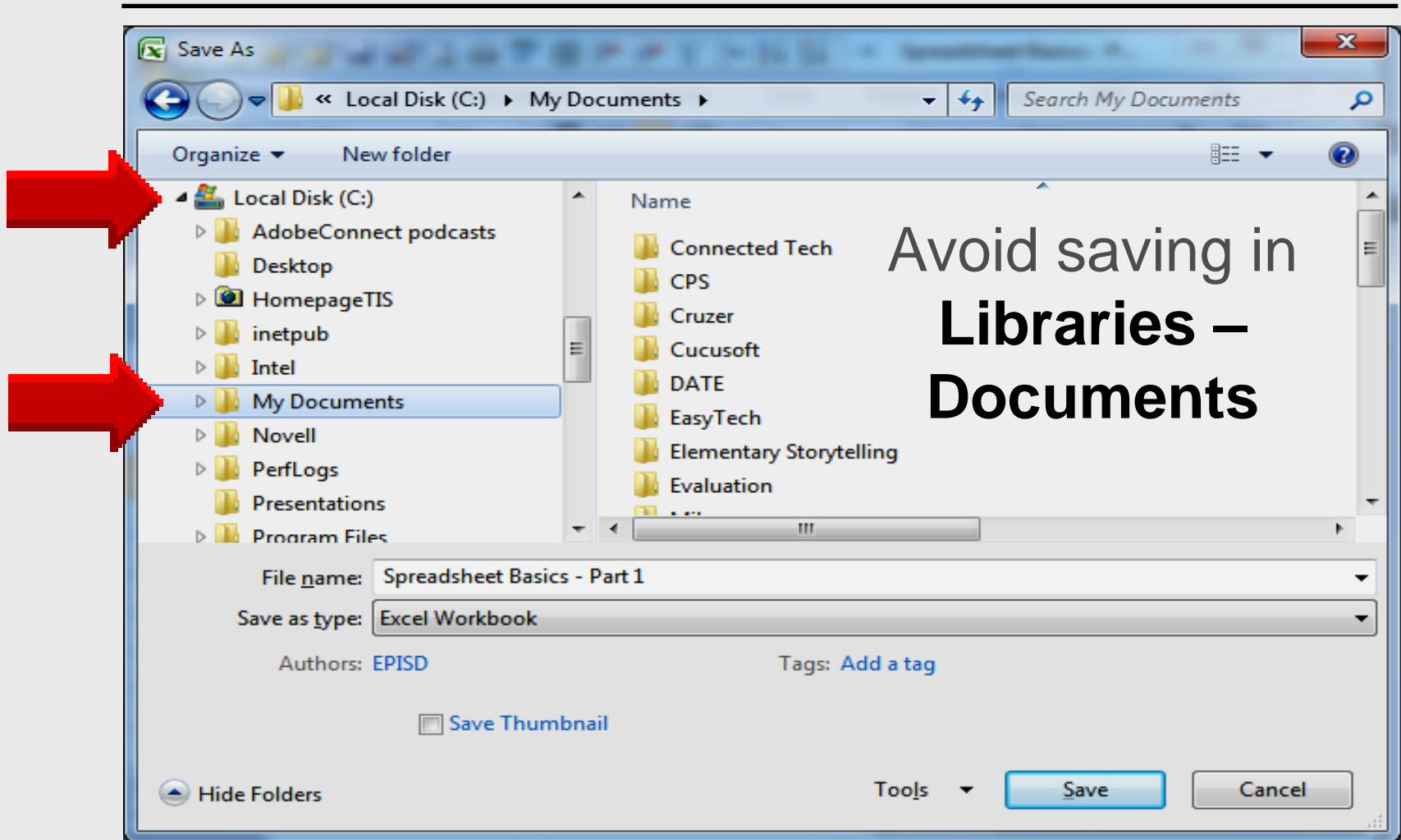
Technology Webinar

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
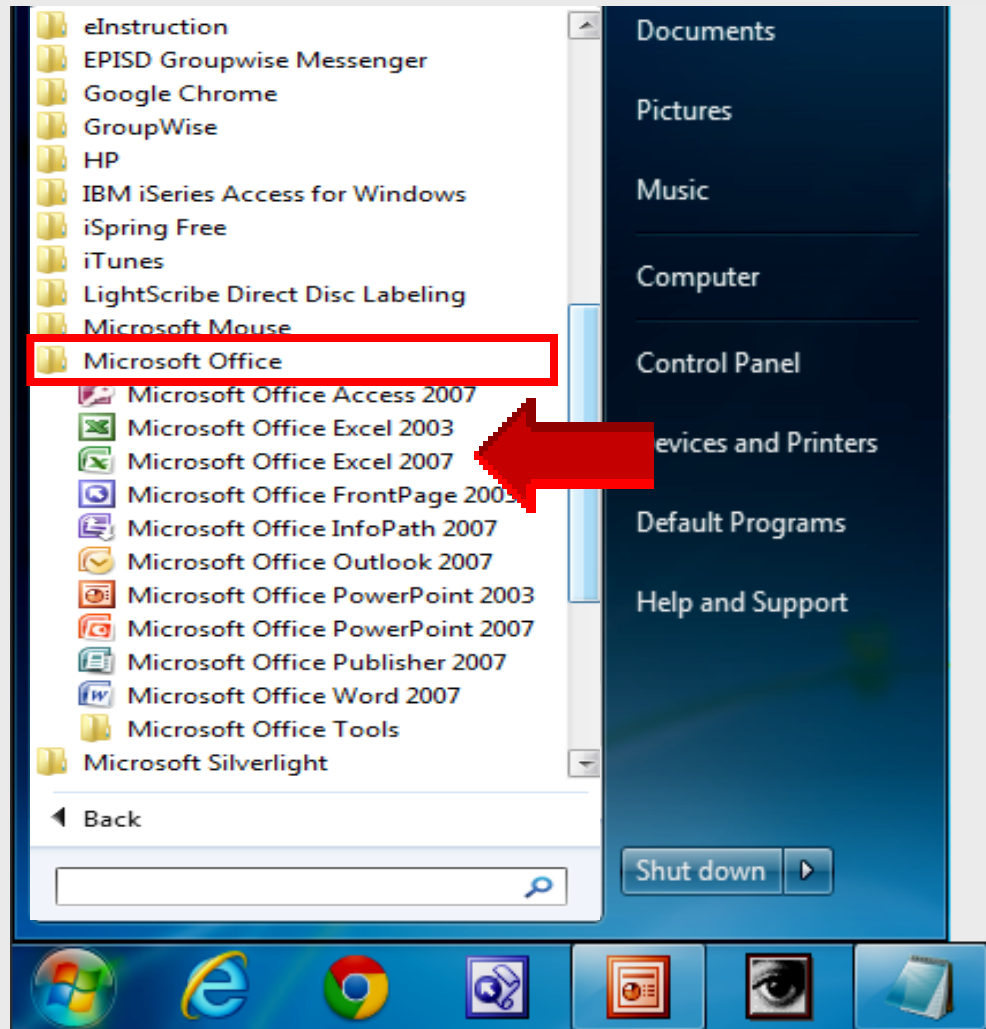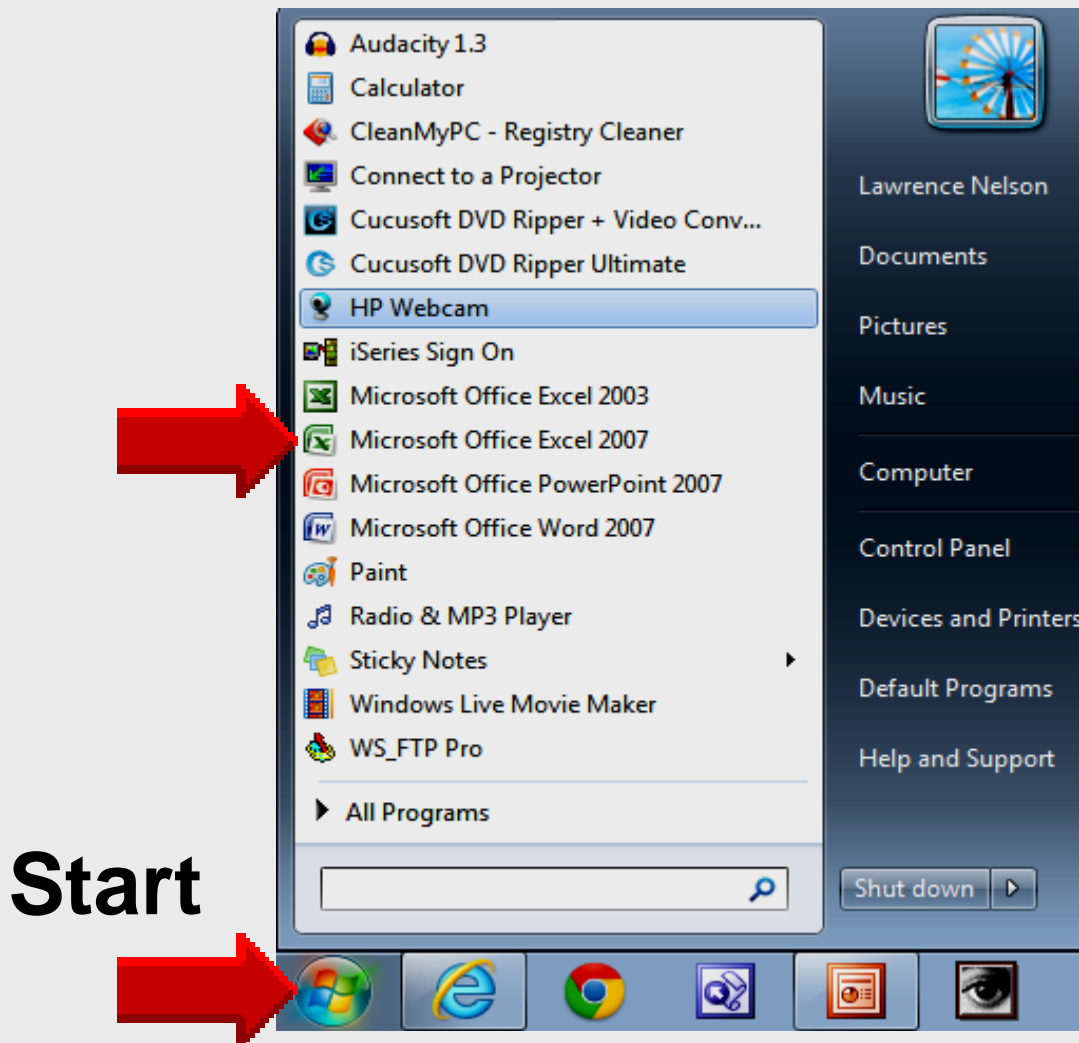
Start – All Programs
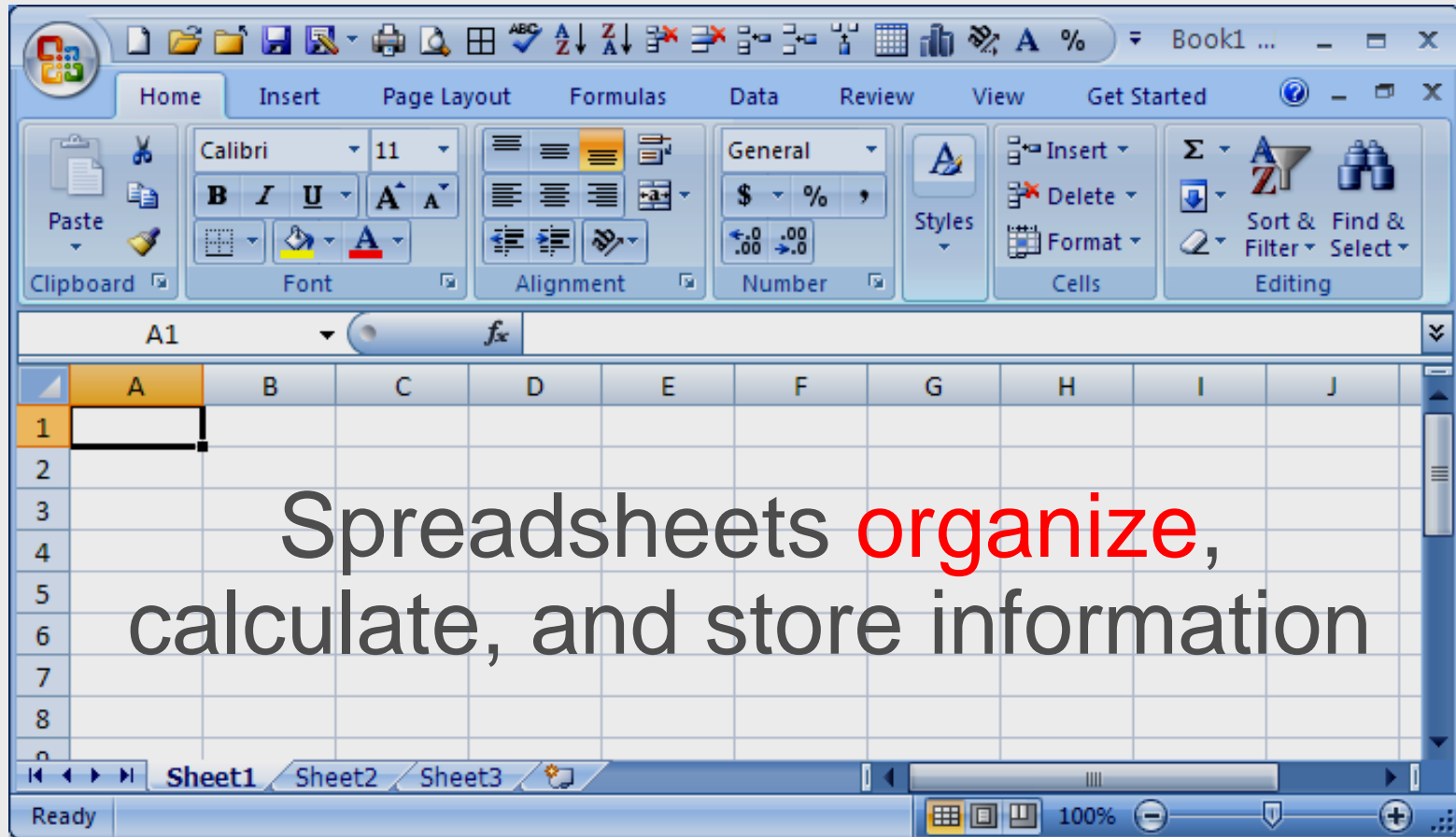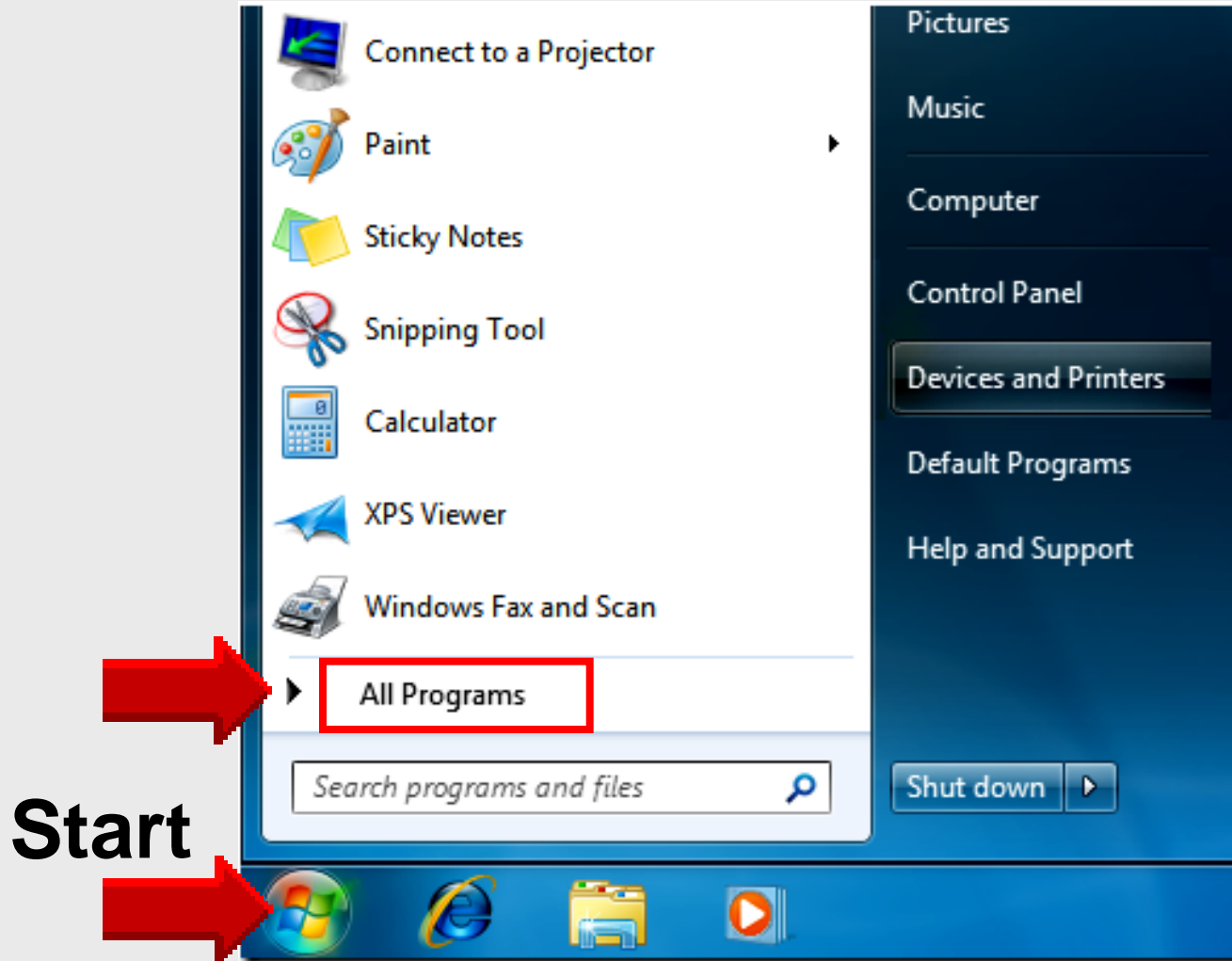
Open *Microsoft* Excel

Left-click
MS Office

Right-click
Excel 2007
Select Pin to
Start Menu
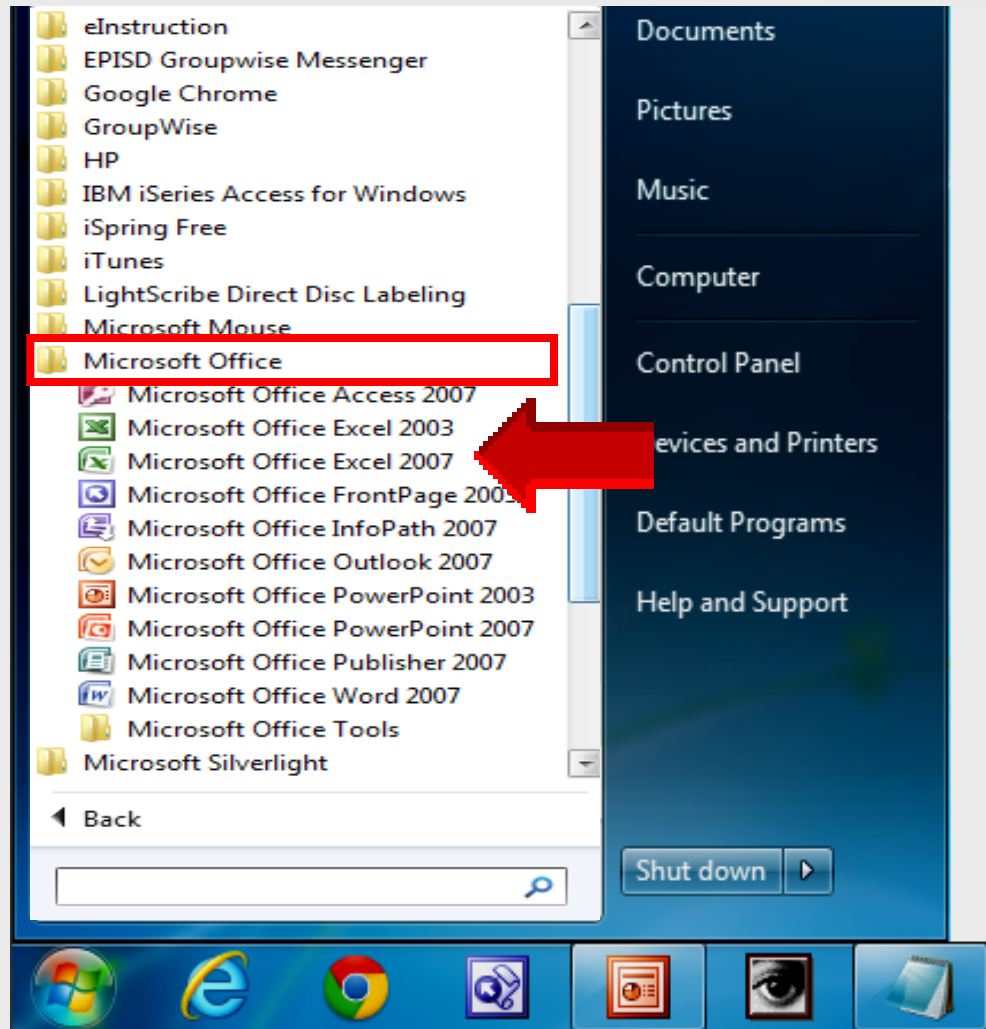
Open Spreadsheet
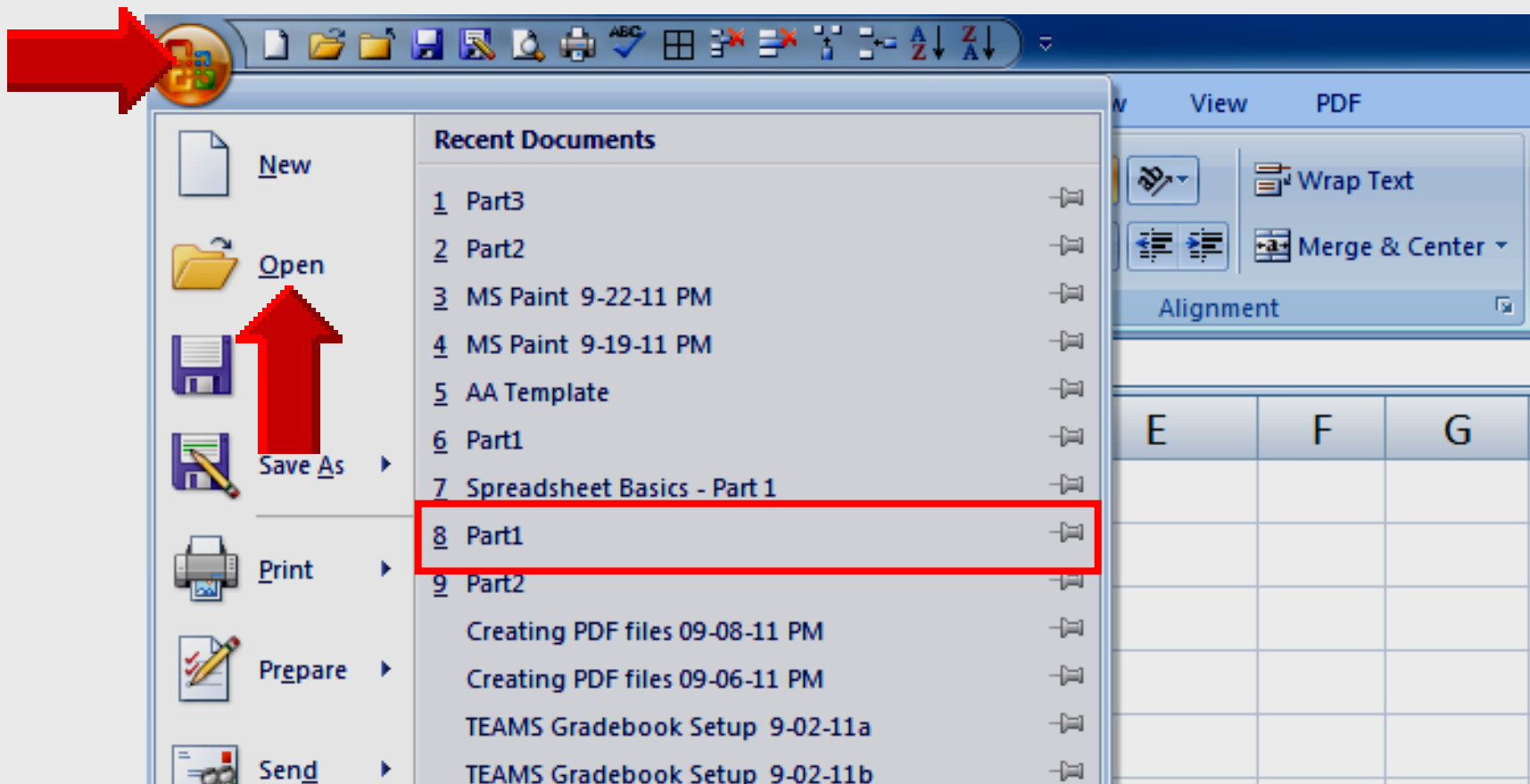
Table Parts

Spreadsheet showing:

	A	B	C	D	E	F
	fx	Boa				
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 cells — Data cells

- 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				

A3 — Boa

Center title

Center column data

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

New Spreadsheet

New

Save

Save As

Print

Prepare

Send

Recent Documents

1 Part3
2 Part2
3 MS Paint 9-22-11 PM
4 MS Paint 9-19-11 PM
5 AA Template
6 Part1
7 Spreadsheet Basics - Part 1
8 Part1
9 Part2
Creating PDF files 09-08-11 PM
Creating PDF files 09-06-11 PM
TEAMS Gradebook Setup 9-02-11a
TEAMS Gradebook Setup 9-02-11b

View   PDF

Wrap Text

Merge & Center

Alignment

E   F   G

Merge Cells

	A	B	C	D	E	F	G	H
	A1	▼	○	*fx*	The Weasel Family Tree			
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

- Left-click on cell A1 and highlight cells to be merged

- Right-click – select **Format Cells**

Alignment Tab
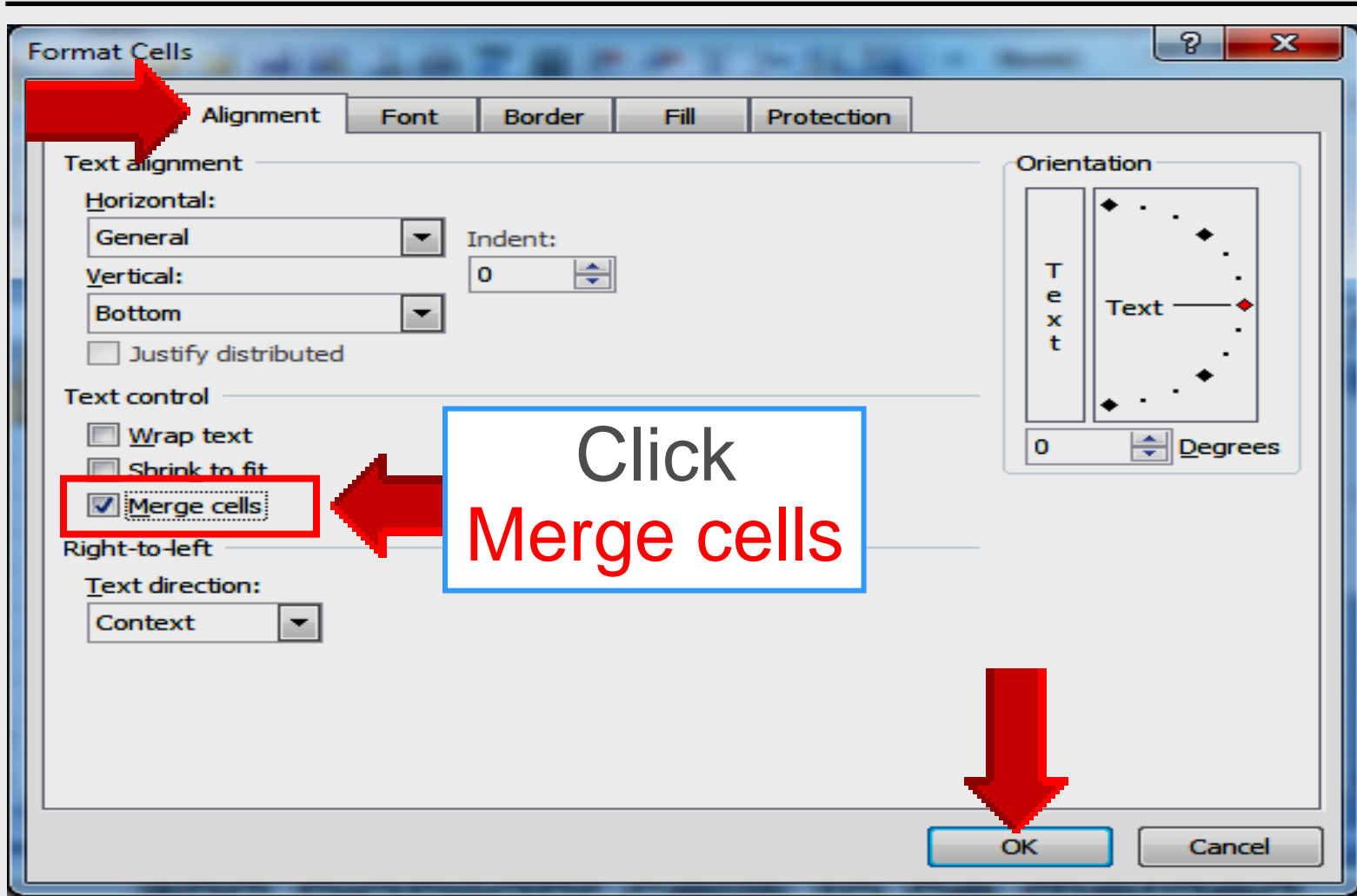
Cells Merged

	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
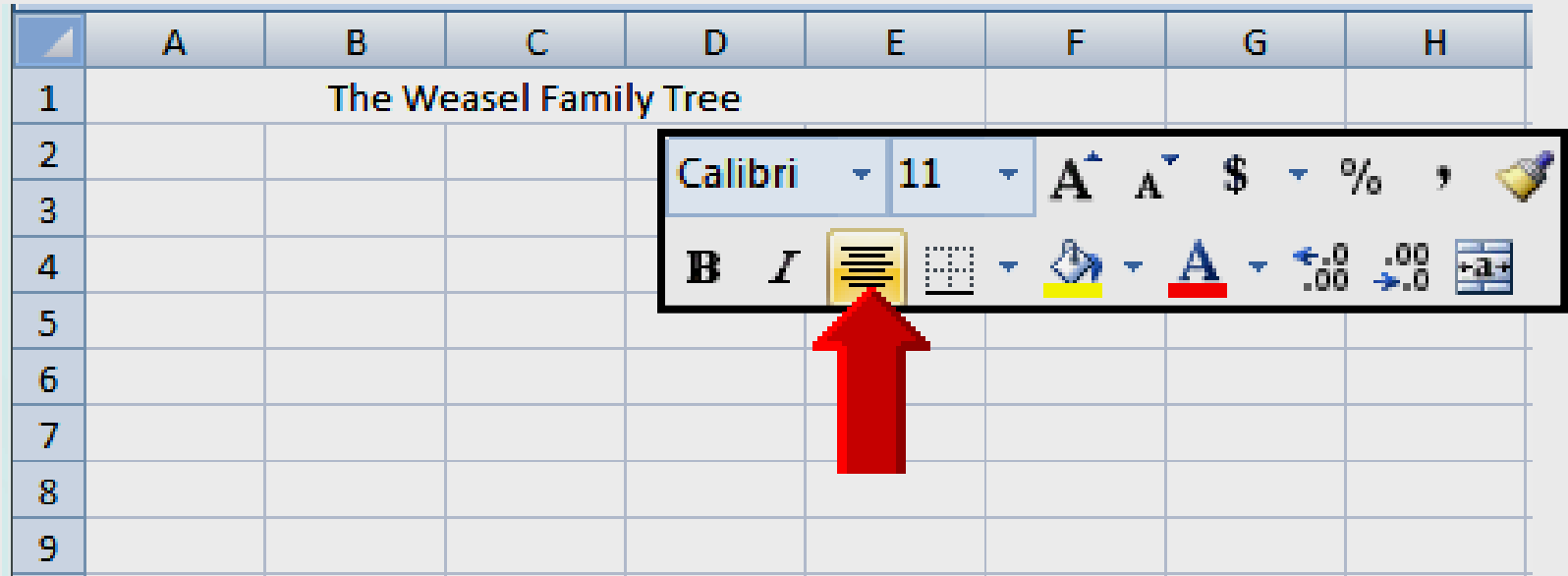
- Right-click on **cell A1**

- 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
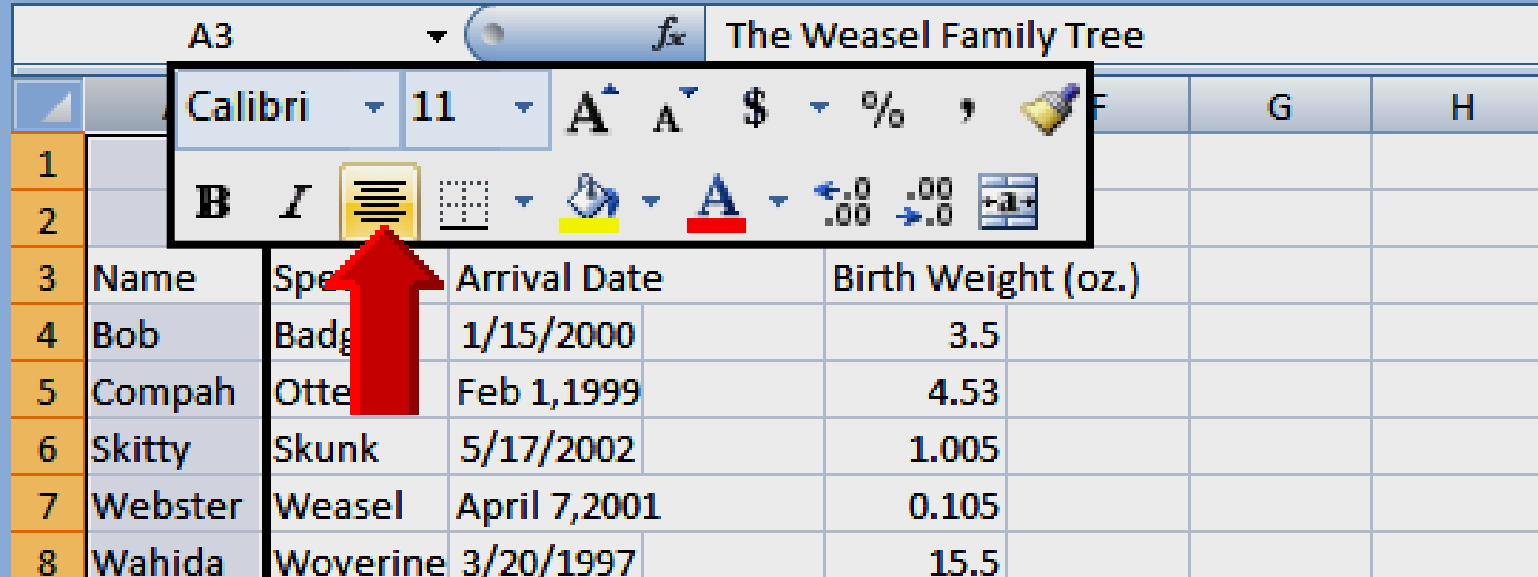
Numbers Right Alignment

	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

- 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

- Highlight column **E**

- Right-click on any cell in **column E**

- Click **center** to center all cells
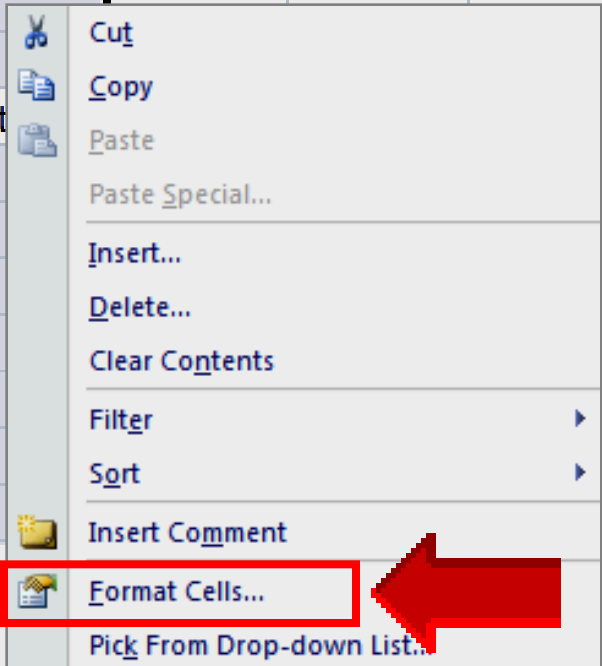
Center Alignment

	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							

- Cut
- Copy
- Paste
- Paste Special...
- Insert...
- Delete...
- Clear Contents
- Filter
- Sort
- Insert Comment
- **Format Cells...**
- Pick From Drop-down List...

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

Number Tab

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				

✂ Cut
📋 Copy
📋 Paste
Paste Special...
Insert...
Delete...
Clear Contents
Filter ▶
Sort ▶
📝 Insert Comment
📋 **Format Cells...**
Pick From Drop-down List...

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

Number Tab

Format Cells

Number | Font | Border | Fill | Protection

Category:
- General
- Number
- Currency
- Accounting
- Date
- Time
- Percentage
- Fraction
- 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)

Select Date

Select Type 3/14/01

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.

OK | Cancel

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

Avoid saving in
**Libraries –
Documents**
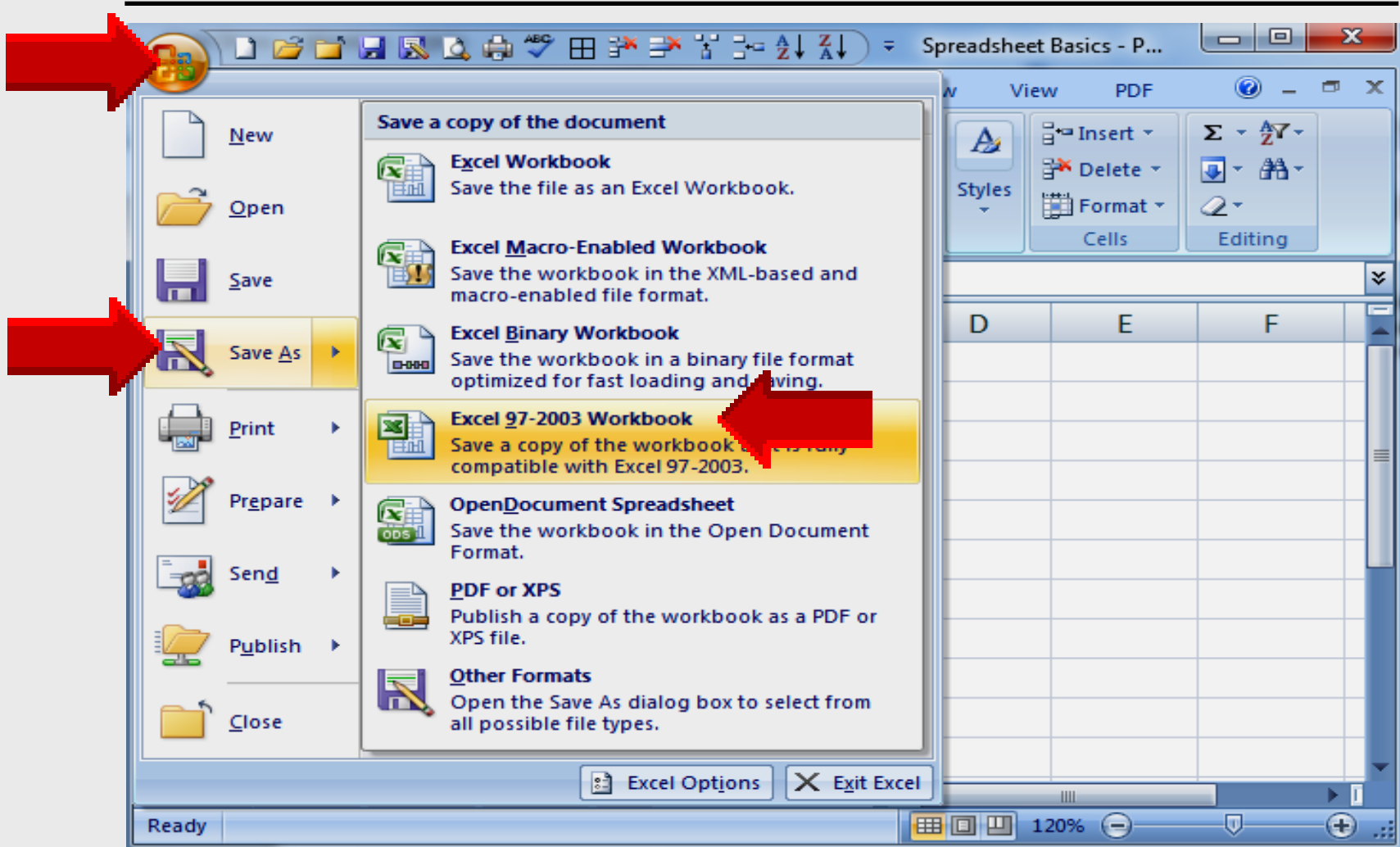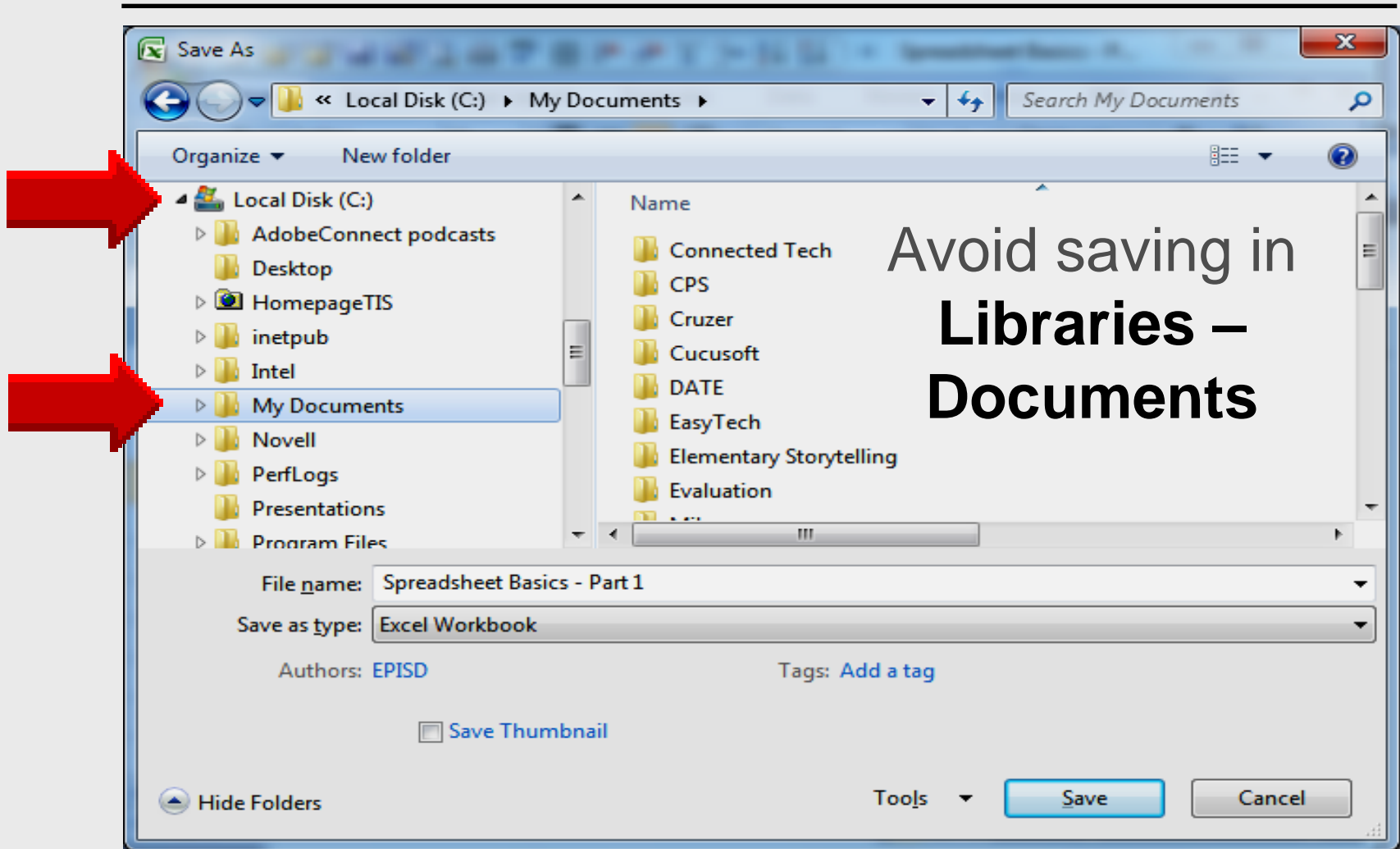
Technology Webinar

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
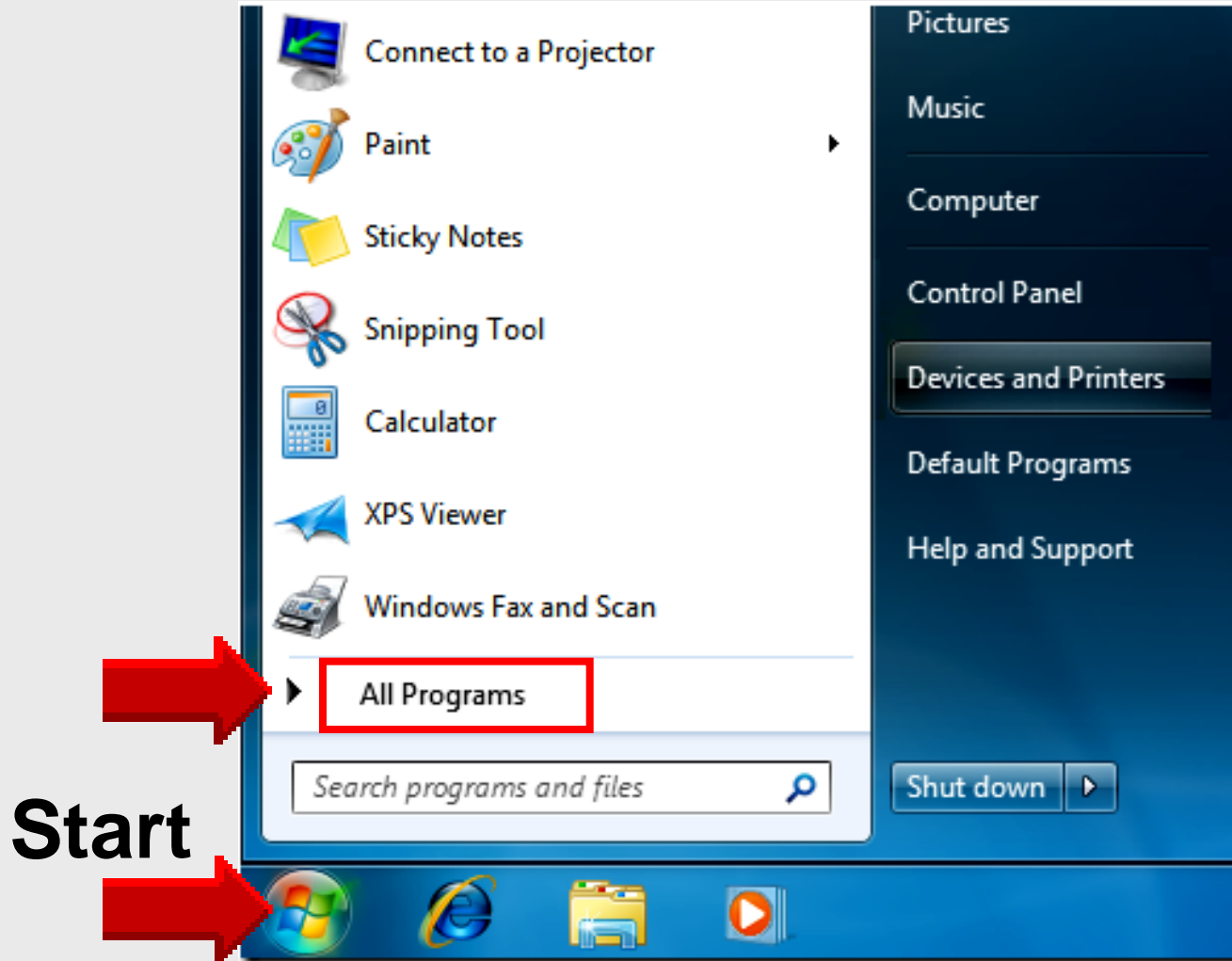
Open *Microsoft* Excel

Left-click
MS Office

Right-click
Excel 2007
Select Pin to
Start Menu

Excel Review
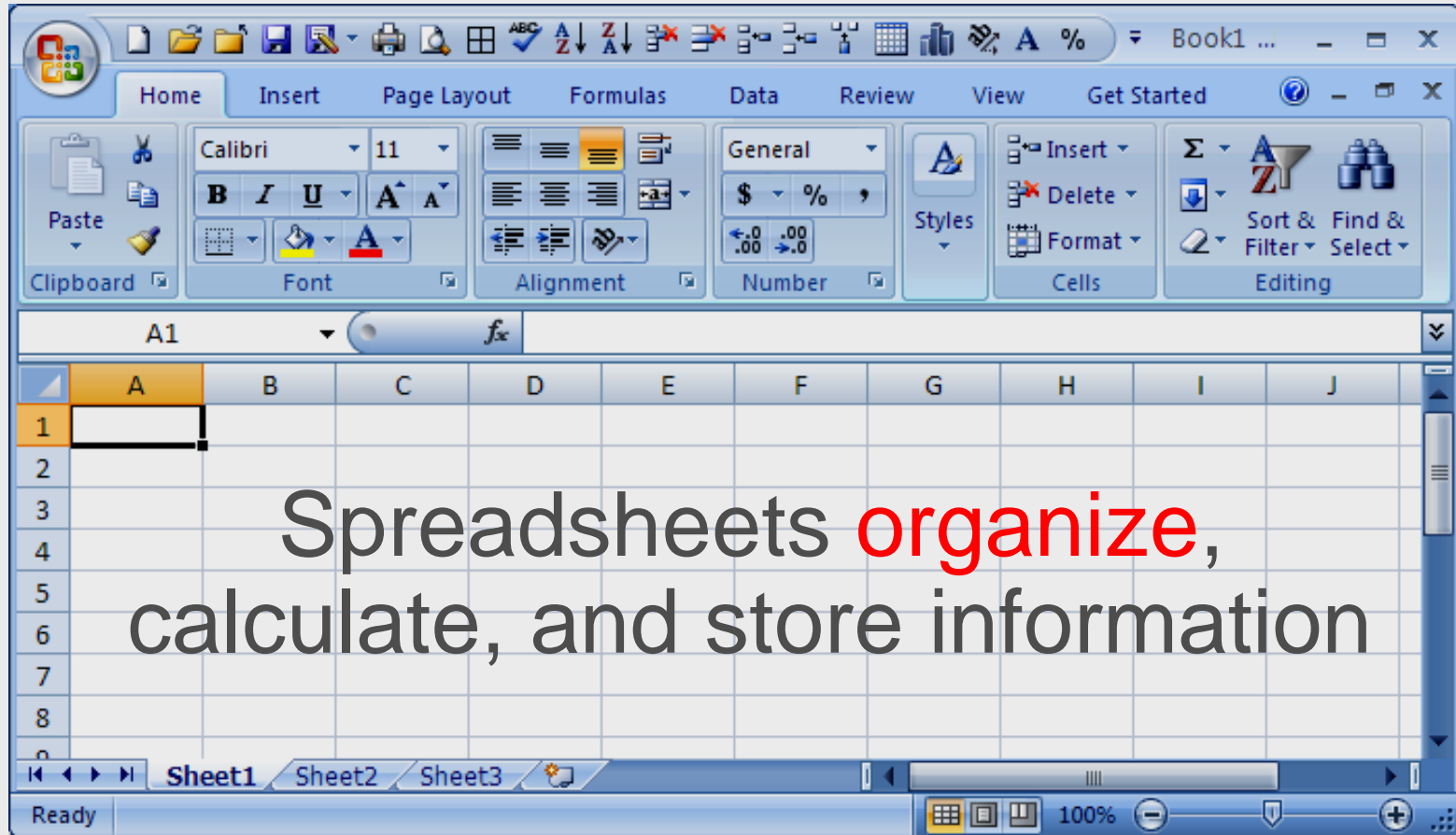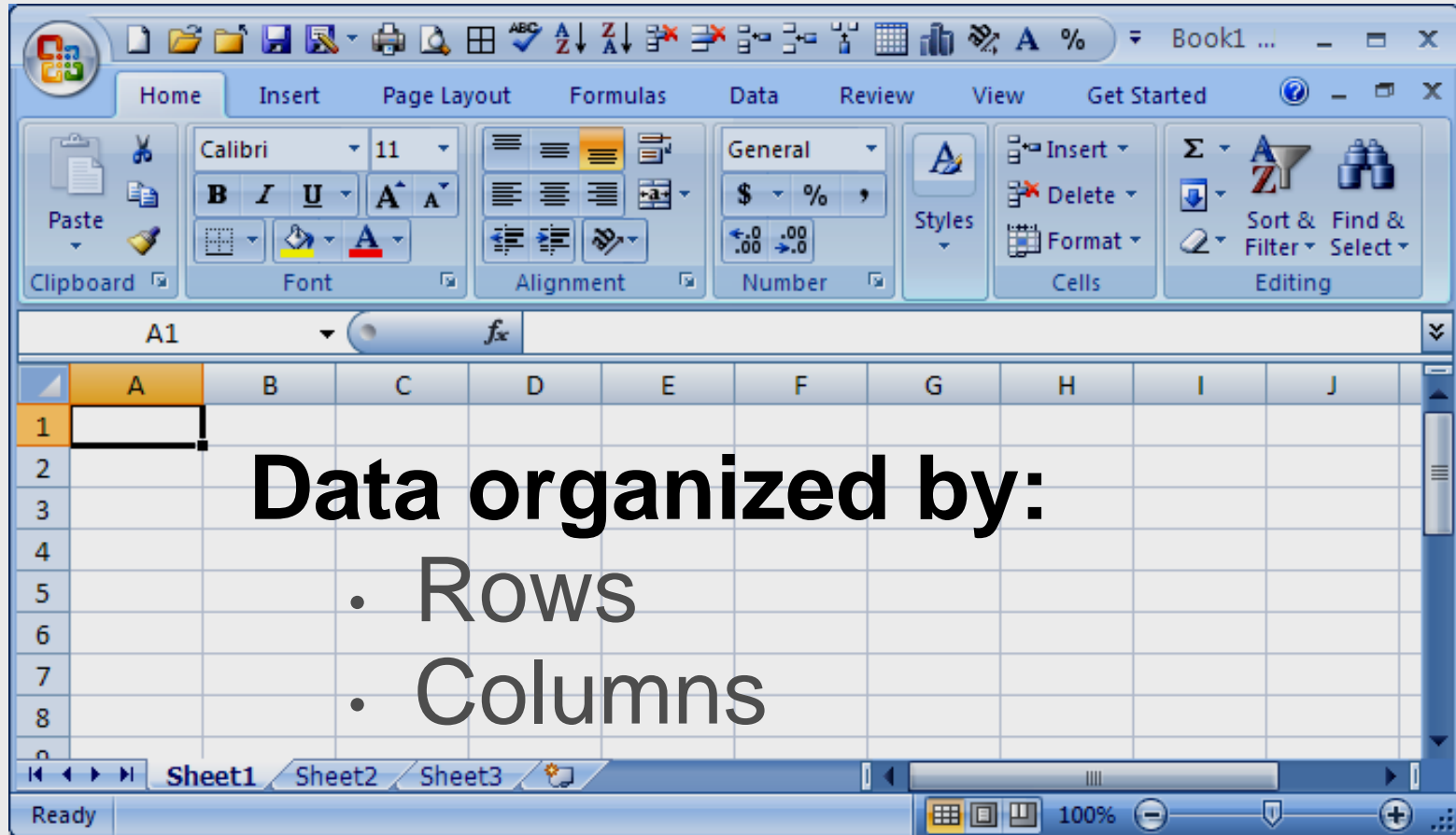
Spreadsheets organize, calculate, and store information

Excel Review

Data organized by:
- Rows
- Columns

Cell Name Review

- Columns indicated by letters

- Rows indicated by numbers

- **Cell A1** shown by arrows

Open Spreadsheet

New

Open

Save As

Print

Prepare

Send

Recent Documents

1 Part3
2 Part2
3 MS Paint 9-22-11 PM
4 MS Paint 9-19-11 PM
5 AA Template
6 Part1
7 Spreadsheet Basics - Part 1
8 Part1
9 Part2
  Creating PDF files 09-08-11 PM
  Creating PDF files 09-06-11 PM
  TEAMS Gradebook Setup 9-02-11a
  TEAMS Gradebook Setup 9-02-11b

View   PDF

Wrap Text

Merge & Center

Alignment
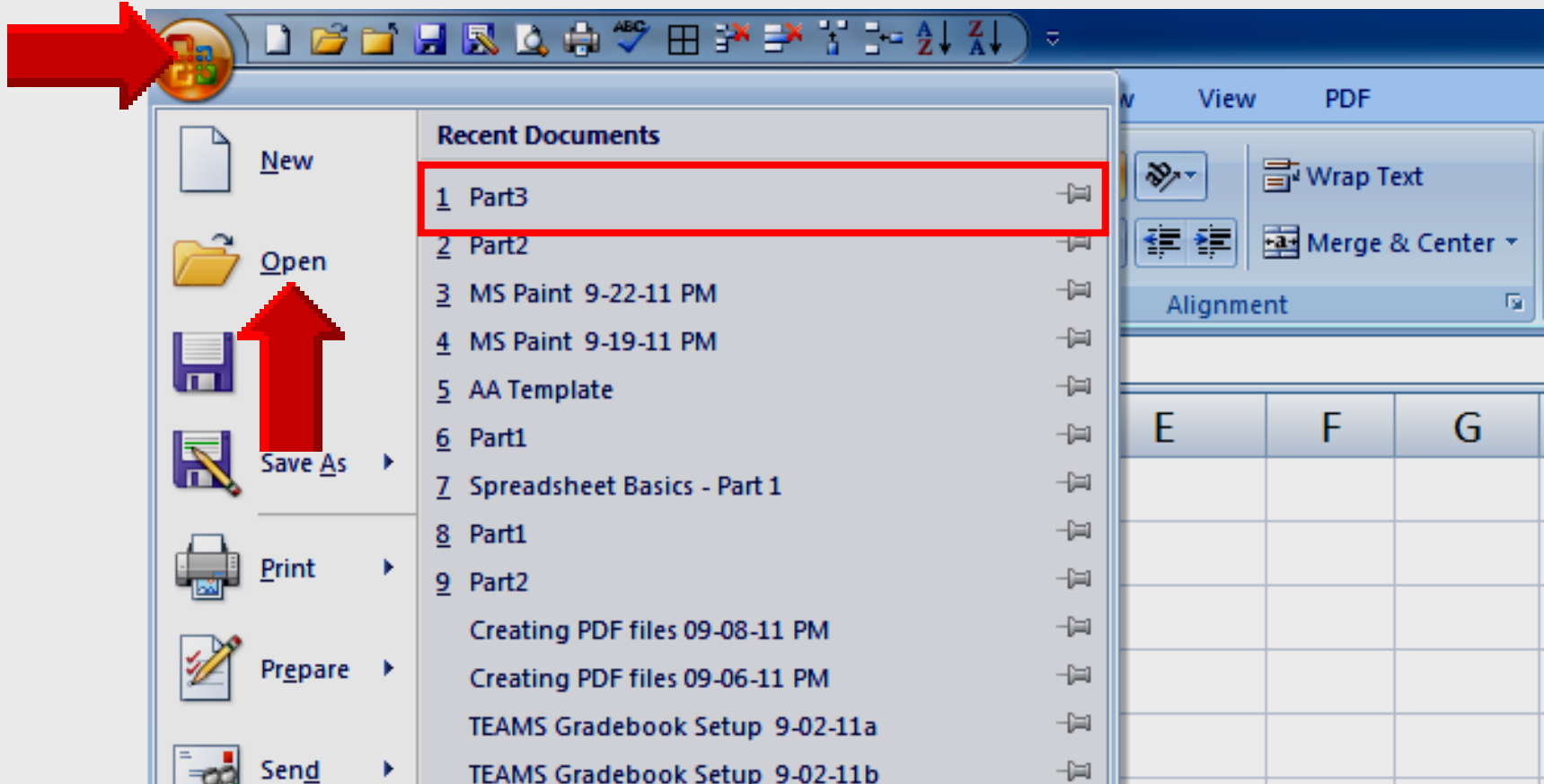
Create Part 3 Spreadsheet

	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					
9					
10					

B2

New column will be inserted to the **left** of highlighted column

Select Insert

	C	D	E
1	the Zoo		
2	Population		
	18		
4	32		
5	24		

Right-click menu:
- Cut
- Copy
- Paste
- Paste Special...
- **Insert**
- Delete
- Clear Contents
- Format Cells...
- Column Width...
- Hide
- Unhide

- 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					
10					
11					
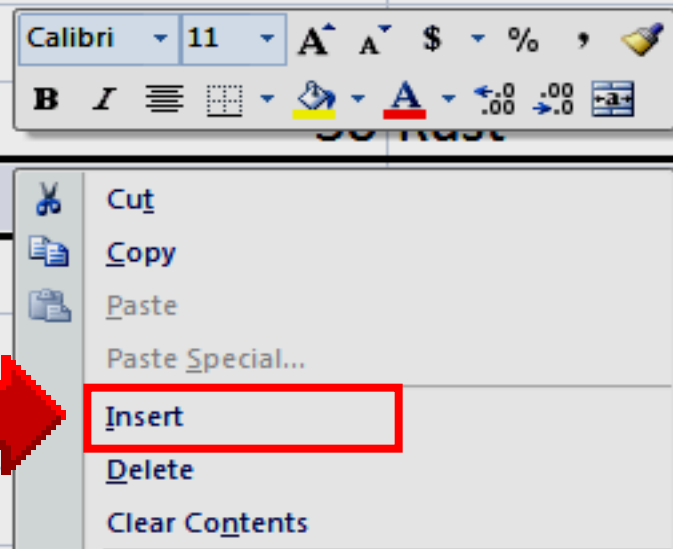
Letters are left-aligned
Numbers are right-aligned

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					
9					
10					
11					

New row inserted **directly above** the highlighted row

Select Insert

- 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					
10					
11					

Blank row inserted **above** the highlighted row

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					
10					
11					

Letters are left-aligned
Numbers are right-aligned

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					
11					

Left-click on cell B1 and highlight down to cell B6

Select Format Cells

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					
10					
11					

Highlight all cells to be sorted either **ascending** or **descending**

Toolbar Icons

Excel 2007
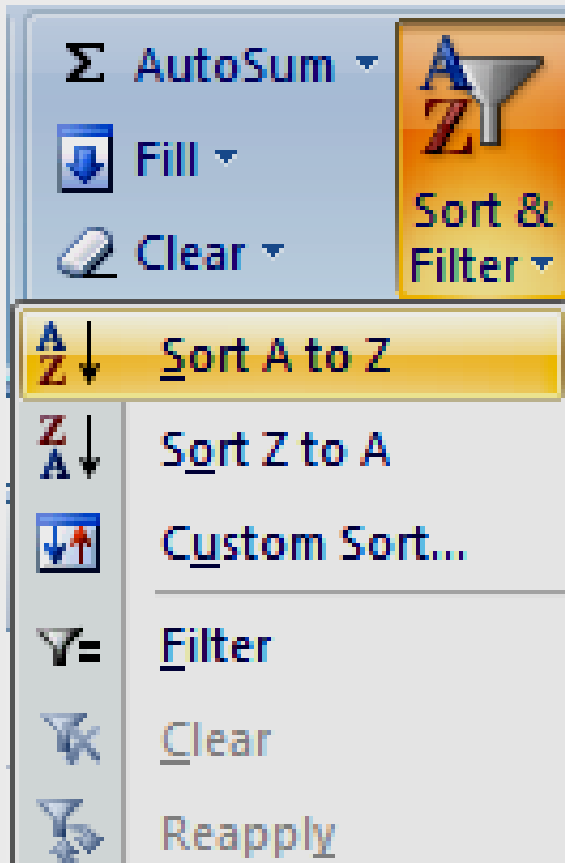
Excel 2003

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					
10					
11					

Data sorted generally on
Field 1 – column A

Save Worksheet

Save Worksheet

Avoid saving in
Libraries – Documents

Online Handouts

http:// **webclass.org**

Webclass
web-based tutorials

Google™ Custom Search | Search |
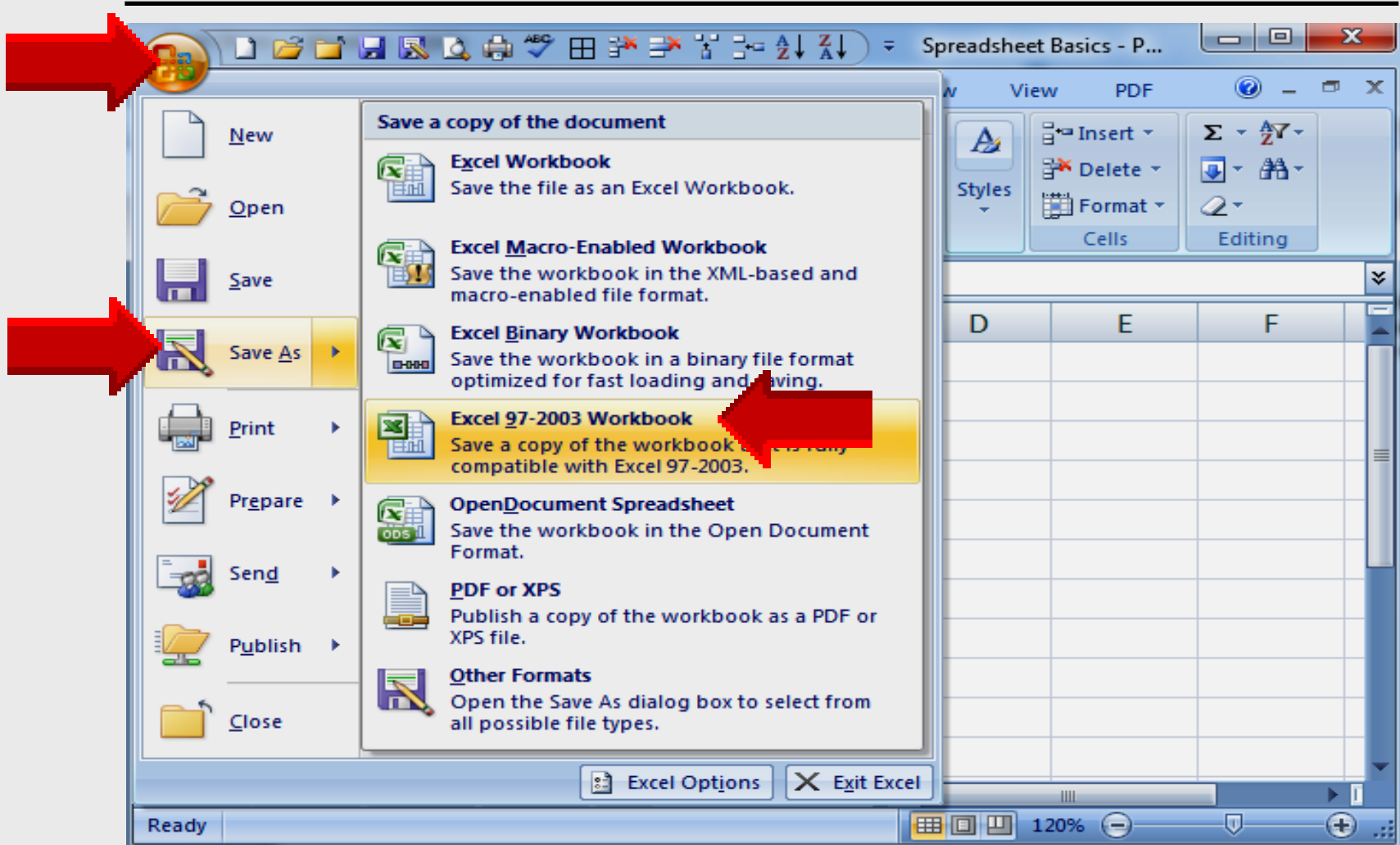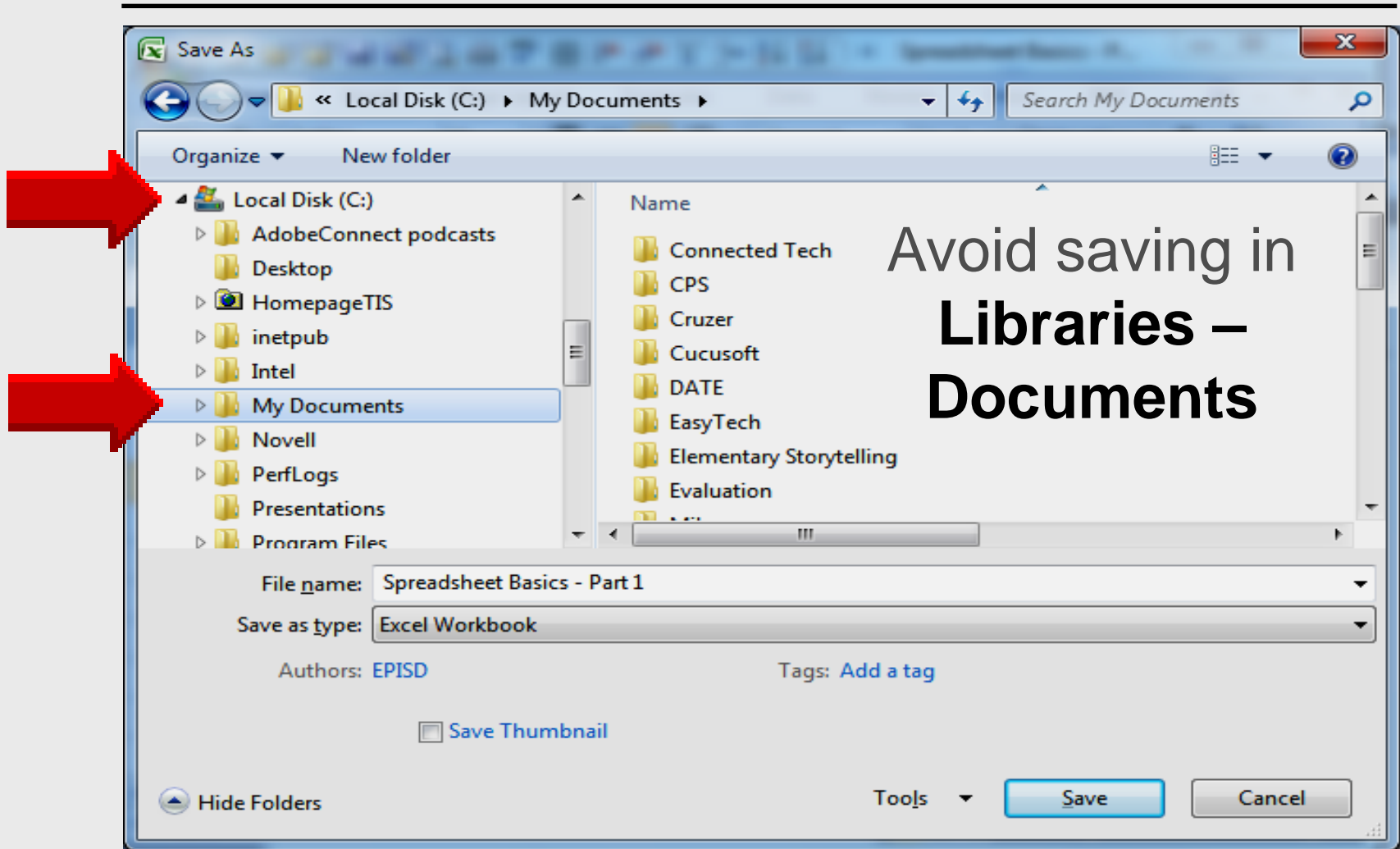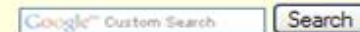
Atomic Learning

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

Elementary Story Telling
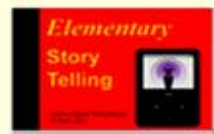
View In iTunes

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   de the entire class, while others use a smaller group of sel   students. Video length is generally 2 to 10 minutes.

Technology Webinars
using Adobe Connect

Adobe

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