

# Introduction to Excel

*Lesson Plan for beginner Excel 2016*

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## OVERVIEW & PURPOSE

To give the student an opportunity to practice some basic Excel manipulations that will be useful in many courses as well as in their professional life.

## EDUCATION STANDARDS

1. To better manage a Spreadsheet environment and audit by insuring accuracy & consistency both at the beginning of the design/development stage and methods to verify results.
2. Sheet types, structure, consistency, titles and content.
3. Calculation formulae consistency, rules, diagrams and complexities.

## OBJECTIVES

1. Insert or delete a worksheet in MS Excel file.
2. Identify cells in a worksheet by their names.
3. Enter and format data.
4. Perform simple arithmetic calculations directly in a cell as well as by referring to another cell.
5. Perform operations on a whole column or a row.
6. Use absolute and relative references to refer to cells or cell ranges.
7. Use Excel functions to calculate mean, median, standard deviation, minimum and maximum values.
8. Create simple graphs and charts.
9. Create frequency tables using pivot table functions in Excel.

## MATERIALS NEEDED

1. Laptop or desktop
2. Excel 365 2016 software
3. Notebook and pencil/pen

## VERIFICATION

*Steps to check for student understanding*

1. Excel 2016 Pre Test
2. Homework

## ACTIVITY

- *Students will complete assessment in 365 Excel 2016, afterwards we will review the answers.*
- *Based on the overall level of understanding in the class a homework assignment will be given based on the following criteria:*
  - *Student accessibility to the study material.*
  - *Class overall understanding of material*