

# 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. Working in the MS Excel 365 2016 environment
2. Creating an invoice
3. 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.
    - 1. Center and bold cells A1-K1.
    - 2. Widen/adjust each column to fit the data on the spreadsheet.
    - 3. Fill in the “**Date**” column in cells A4-A20.
    - 4. Fill in the “**Order #**” column in cells E4-E20.
    - 5. Format the “**Unit Price**” and “**Total \$**” columns to currency.
    - 6. Make the word “**Total**” in cell A22 bold.
    - 7. Add the “**Unit**” to the “**Unit Price**” in each row then put the total in column K.
    - 8. Add the “**Unit**”, “**Unit Price**” and “**Total \$**” columns then enter the totals in cells G22, I22 and K22.
    - 9. Merge cells A30-K30 then enter your name and the date.
    - 10. Freeze frame the top row.

- 11. Merge and center row 1 with the name “**HOOPER’S WAREHOUSE INVOICE**”.
- 12. Use the absolute value of the tax (6.725%) multiplied by the subtotal to create the total.
- 13. Insert two rows with the titles “**Subtotal**” and “**Tax**” between columns I and J then format the two rows to currency.