

Spreadsheets for 4th Grade

The following information is intended to document the most basic absolute essential information required to complete all 9 spreadsheet skills for 4th grade.

1875	The student can recognize the parts of a spreadsheet.	__Introduce	__Master	
1880	The student can understand the purpose of a spreadsheet.	__Introduce	__Master	
1885	The student can open a spreadsheet program.	__Introduce	__Master	
1890	The student can recognize new menus within the spreadsheet environment.	__Introduce	__Master	
1895	The student can move to a specific cell on a spreadsheet.	__Introduce		
1900	The student can enter text or numbers into a spreadsheet.	__Introduce		
1905	The student can save and retrieve spreadsheet files.	__Introduce	__Master	
1910	The student can select a cell or block of cells.	__Introduce		
1915	The student can change the order of information within a column by sorting.	__Introduce		

Note: screen shots and specific instructions below are written for Excel XP as found on the Gateway computers in the main lab. Screen shots and specifics may not match older or newer versions of Excel.

Skill 1880 - The student can understand the purpose of a spreadsheet.

Introduce – The teacher has told students the purpose of a spreadsheet.

Master – The student can tell the purpose of a spreadsheet upon request.

Basic definition:

A spreadsheet is a general purpose application used to organize and display information.

More detail:

In the simplest case a spreadsheet can be used as a table (to simply lay out information in a nice readable grid). In more advanced cases it can be used in conjunction with formulas to solve problems and find averages or discover probabilities.

Skill 1885 – The student can open a spreadsheet program.

Introduce – the teacher demonstrates starting a spreadsheet program.

Master – the student can start a spreadsheet program upon request.

On the Gateway computers in the lab:

- click START
- click ALL PROGRAMS
- click MICROSOFT EXCEL

If the icon for Microsoft Excel (or any other icon) is missing do the following to restore icons in the START menu.

- click START
- click RUN
- type SM
- click OK

Note: The process of restoring icons does take between 30 seconds and a minute.

Skill 1875- The student can recognize the parts of a spreadsheet.

Introduce – the student has been shown the following items.

Master – the student can respond back with proper spreadsheet part names upon request.

Chart 1 of 5

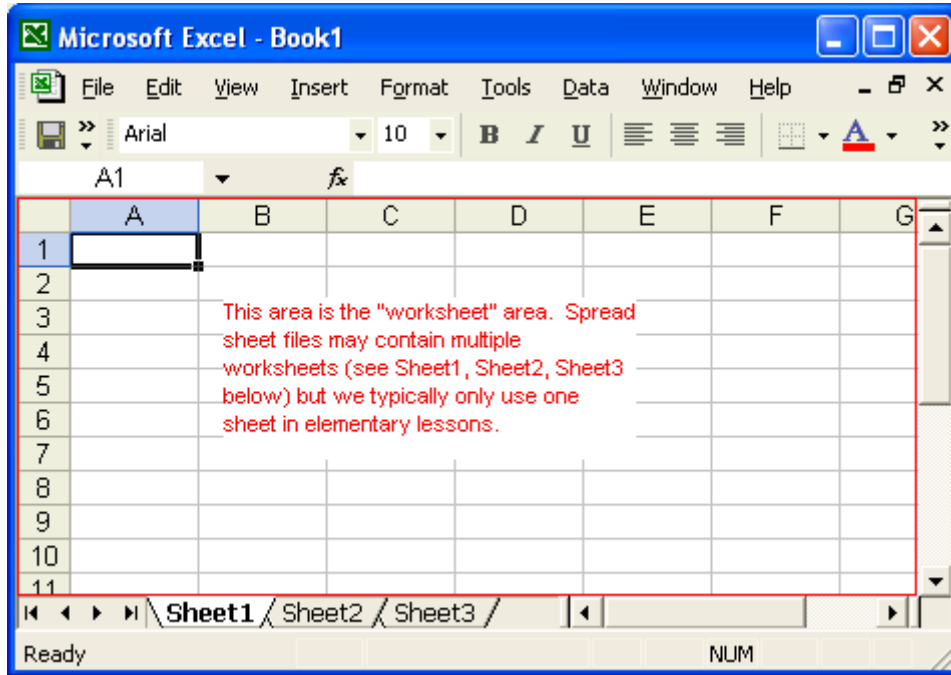


Chart 2 of 5

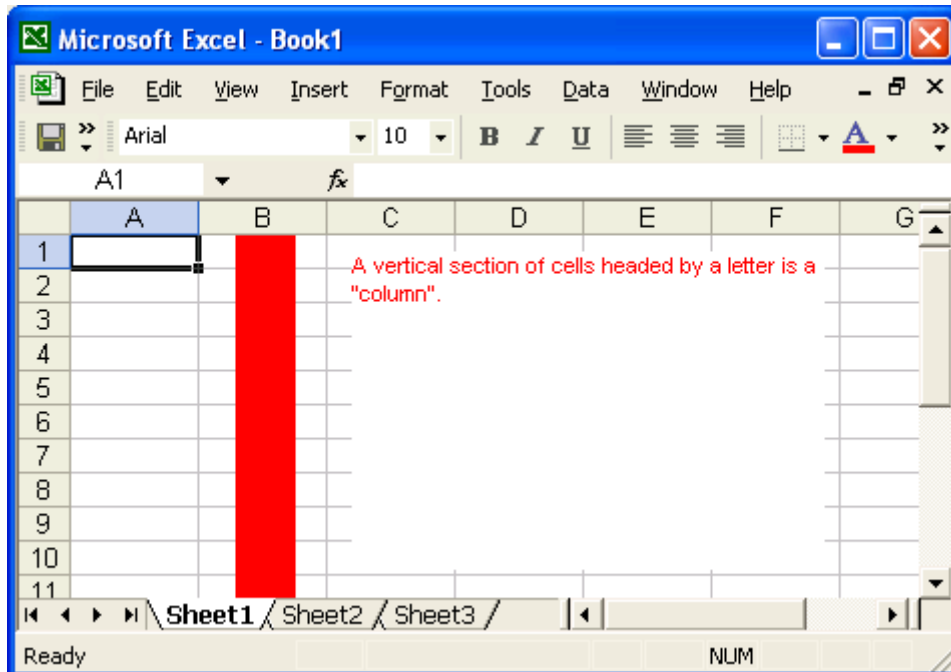


Chart 3 of 5

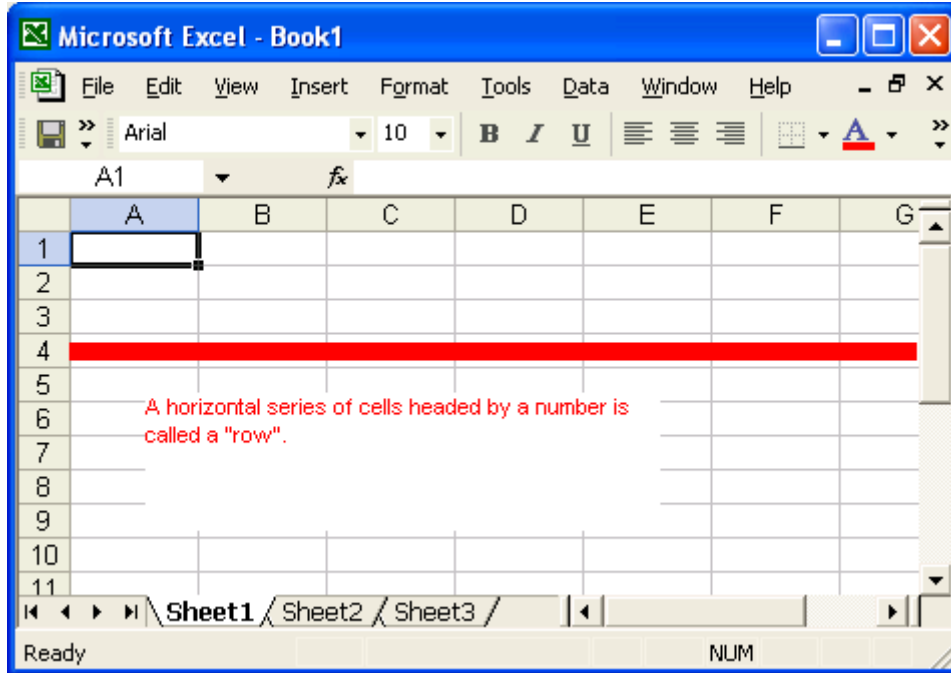
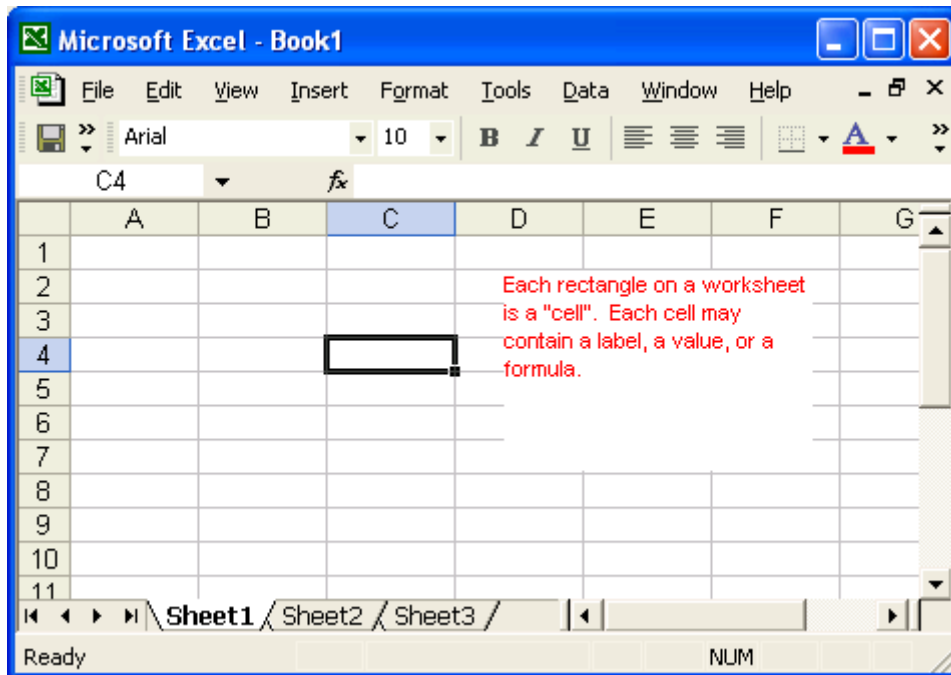


Chart 4 of 5

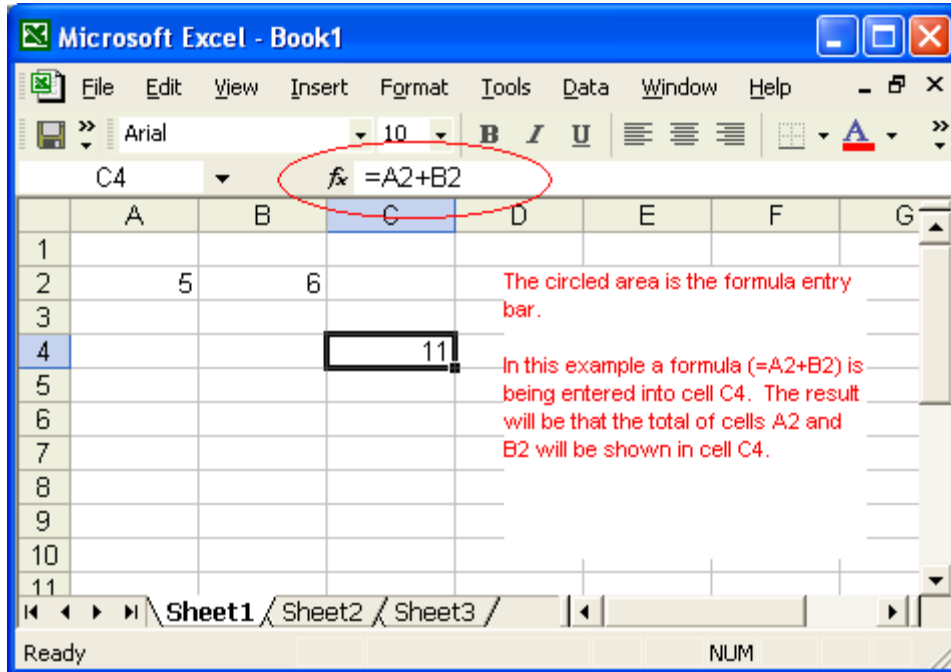


A label is text typed into a cell that helps us understand information on the worksheet.

A value is a number.

A formula is a set of instructions that result in something being displayed in a cell based off of values in other cells. For example, the formula =A2+B2 would show the result of adding the contents of cells A2 and B2.

Chart 5 of 5



Skill 1890 - The student can recognize new menus within the spreadsheet environment.

Introduce – the teacher shows that the spreadsheet has a DATA menu and explains its purpose.

Master – the student knows that the DATA menu is specific to the spread sheet program and knows why this is important.

What is the purpose of the DATA menu in Excel?

The data menu gives access to a variety of options to help manage, organize, verify, and import data. These options are commonly used with larger projects.

Note: the Data menu is not found in other Office applications (Word, PowerPoint, Access). It is specific to Excel (the spread sheet). It is important to note special menus as functionality that is specific to a program is likely to be located within.

Skill 1895 - The student can move to a specific cell on a spreadsheet.

Introduce – at completion of this skill students may still require some assistance in selecting the proper cell

Click a series of cells to show that as the user clicks different cells are highlighted (one at a time). Practice can be as simple as the teacher calling out a series of cells and the students selecting them. Check for understanding can be done visually by circulating around the room while students click the various cells being called out.

Skill 1900 - The student can enter text or numbers into a spreadsheet.

Introduce – students may accomplish this task with assistance.

Click a specific cell and begin typing.

Click a different cell and begin typing.

Skill 1905 - The student can save and retrieve spreadsheet files.

Introduce – the student has been shown where and how to save and retrieve their work.
Master – the student can save and retrieve their work on their own.

There is nothing special about saving or retrieving spreadsheet files. This point is probably as important as anything.

As with any other item students should save their work to their personal space on the U drive. The process is the same as the one used for Word and PowerPoint. (Click File: SAVE choose U drive, choose grade level folder, choose personal folder, name file, click SAVE.)

Also, as with most any other item student may retrieve their work by going into their U drive space and double click the file or they may start the program and get to it via the File:Open option.

Skill 1910 - The student can select a cell or block of cells.

Introduce – the student can perform this operation with assistance.

To select a grouping of cells click the first cell and drag to the last cell. An important thing to note is that the first cell does not change color like the rest. However, it is selected. This is simply the way the spreadsheet handles things.

Why would we want to select a group of cells? Once a group of cells is selected they may be cleared all at once. Other operations that may be desirable include change of formatting and copy (for copy/paste).

Skill 1915 - The student can change the order of information within a column by sorting.

Introduce – the student can perform this operation with some assistance.

Enter a column of numbers in no specific order. For example:

900
93
78
21
394
100

Highlight the column of numbers and then click the AZ or ZA button (the ordering buttons) in the button bar. If the ordering buttons are not visible choose an ordering option from the DATA menu.

Continuing:

Spreadsheet is a flexible tool that can be incorporated into and used to enhance a variety of subject matter. To help get started in thinking about how spreadsheet might be used in your classroom (beyond just teaching basic spreadsheet skills) see these sites:

Sample lesson plans for grades 3-5 that integrate spreadsheet skills with classroom subject matter and projects.

<http://www.fi.edu/fellows/fellow4/may99/spreadsheet.html>

Lessons that utilize spreadsheet including counting money and visualizing fractions.

<http://www.northcanton.sparcc.org/~technology/excel/>

Spreadsheet activities for science, math, reading, and social studies

http://library.thinkquest.org/J0110054/Classroom_Activities.html