UNIVERSITY OF
MARYLAND

William Wirt Middle School
Educational Technology Professional Development Series

<div align="center">Agenda</div>

Session6:
Expanding Our Knowledge About Spreadsheets- **"EXCEL©" & Power Point—Resources**

4:15-4:45: Review
Using Excel -advanced exercises
- **Please complete the data table entries from Monday's Exercise I , if not completed yet.**
- **To average**
  o Click in the first Average cell (L2)—this tells the computer where you want the result from its calculation
  o In the formula area type **=AVERAGE(highlight the first row of numbers)**—remember to add the parentheses before and after—it should say =AVERAGE(B2:K2)
  o Click **enter**
  o The score of 77.6 should appear—you can change the number of sig fig's if you like
  o Click on the 77.6 cell---**edit---copy---highlight the remaining cells in the average column—edit paste**—the averages should appear
- **To convert from number grade to letter grade**
  o Click in the first (M2)
  o In the formula location—click on the *fx* (a pop up box will appear)
  o Choose *Lookup & Reference* (you might need to navigate to this in the pull down window section). Lookup & Reference translated to look at the number I tell you (e.g., the average score) and convert it to a reference value I tell you (e.g., the letter grade)
  o Choose **Lookup**---then **OK**
  o Popup box appears—choose **LOOKUP(lookup_value, lookup_vector, result_vector)** this translates to look at the average score—look at the grading scale range this falls into---assign a letter grade to that value)
  o A new popup appears
    ▪ In the Lookup_value area-click on the AVE grade cell **(L2)**
    ▪ Next line-lookup_vector—highlight the grade ranges **(middle column only)**
      • Click on **F4** key to make this range absolute
    ▪ Result_vector area-highlight the **grade range**
      • Click on **F4** key to make absolute values
    ▪ **Enter**
  o **Edit---copy**
  o Highlight the rest of the cells----**Enter—paste**

After trying the Average grades in Excel and the conversion to letter grade complete the rest of Monday's activity sheet (pg 2.)
- Cut and paste your chart into Word
    - Make it fit the page size
    - Have it print the columns and row headings
    - Keep the gridlines
    - Delete the gridlines
    - Add page numbers and headers and footers

5:00-6:00 PowerPoint
- Open PowerPoint (Start/Programs/PowerPoint)
- Blank Presentation
- Choose the design Layout
- Type in Text—add other resources (pictures etc…)
- Insert/new slide for each additional slide needed—choosing layout design along the way
- Format/background—apply to all or to single slides
- Slideshow—and then transitions and timing are also applications to check out
- Guidelines
    - No more than 3 colors
    - No less than 20-22 font size
    - No more than 6 bulleted items
    - Background should stay the same
    - Transitions should stay the same
    - Text and pictures are better than text only
- Exercise I
    - Create a Powerpoint slide show of at minimum of 6 slides (we will select a few volunteers to "show and tell"
    - Need a topic? How about-"What I have gained from this class"

6:00-6:15 Show and Tell

6:15- end
- Wrap up of course
- Maryland Teacher Technology Standards
- Basic COMAR Regulations
    - Readability Application
    - Bobby Application
- Evaluation and Standards Matrix
- MSDE credit-pending—if interested what would it entail:
    - Your grades on Excel for a semester
    - A lesson plan that includes a technology application being added to enhance or a new lesson plan that you will try with technology
    - A 6-10 slide PowerPoint presentation about what you have learned from this course and experience