

SunLANDA and EXCEL



Computer Smart TRAINING CENTRE

Learning Outcomes: This course is specially designed for teachers to learn how spreadsheets can be applied in classroom scenarios. Every teacher is required to manage student data in some way. Excel shows teachers how to use today's most popular software and integrate it into the curriculum. By using a task-based approach, teachers will not only learn the features of MS Excel but they will also be able to explore and experiment real-world tasks. In doing so, it is hoped that their productivity at work can be improved. In the course of learning how to build a grade book, classroom library database, attendance sheets, you will learn every major feature in Excel. In MS Excel courses, teachers will learn how to create lists that can hold almost limitless amounts of organised data along with how to sort and filter those lists for easy access to the data. You'll learn how to write formulas that instantly calculate grades based on any number of different weighted variables. MS Excel courses to help them discover new ways to streamline their daily, weekly and monthly tasks. This helps teachers spend more time teaching and less time handling paperwork while also freeing up some much needed hours or personal time.

SunLANDA

- Using SunLANDA
- Loading Student Results
- Understanding Filters
- Understanding Charts

Classroom Examples:

- Introduction to Excel
- Calculation Basics
- Multiplication Tables
- Grade Book
- Attendance Records
- Student Mailing Lists
- Tracking Student Information
- Sort Class List by First Name
- Reporting Long Term Test Results
- Reading Grade Level Test Results
- Demonstrating Fractions with Pie Charts
- Presenting Survey Results with Bar Charts
- Student and Staff Birthday and Anniversary Reminders
- Introduces Add, Subtract, Multiple, Division, BODMAS, SUM, AVERAGE, MIN, MAX, COUNT, COUNTA, COUNTBLANK
- Introduces the concept of Absolute & Mixed cell references
- Introduces the concept IF Function, Absolute Cell references
- Introduces the concept of Freeze Panes, and Spilt Windows
- Introduces the concept Sorting and Filtering
- Introduces the concept Charting, Sorting Filtering, Printing, MEDIAN, MODE, STDEV
- Introduces the concept Formatting Charts
- Introduces the concept of Conditional Formatting

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Excel Orientation

- Starting Excel
- The Excel Screen
- Using The Ribbon / Menus / Toolbars
- Using KeyTip / Screen Tips
- Minimising The Ribbon
- Using Shortcut Menus
- Understanding Dialog Boxes
- Moving around the Workbook
- The Status Bar
- Exiting Safely From Excel

Creating A New Workbook

- Understanding Workbooks
- Using The Blank Workbook Template
- Typing Text Into A Worksheet
- The Save As Dialog Box
- Saving A New Workbook
- Typing Numbers Into A Worksheet
- Typing Simple Formulas In A Worksheet
- Easy Formulas
- Typing Dates In A Worksheet
- Easy Formatting
- Checking Spelling In A Worksheet
- Making And Saving Changes

Working With Workbooks

- Opening An Existing Workbook
- Moving About A Worksheet
- Moving About A Workbook
- Going To A Specific Location
- The Open Dialog Box

Absolute Cell Referencing

- Absolute Versus Relative Referencing
- Relative Formulas
- Problems With Relative Formulas
- Creating Absolute References

Selecting Ranges

- Understanding Ranges
- Selecting Ranges
- Selecting Non-Contiguous Ranges
- Using Special Selection Techniques
- Selecting Larger Ranges
- Selecting Rows
- Selecting Columns
- Viewing Range Calculations
- Creating An Input Range

Formulas And Functions

- Understanding Formulas
- Creating Formulas That Add
- Creating Formulas That Subtract
- Formulas That Multiply And Divide
- Understanding Functions
- Using The SUM Function To Add
- Summing Non-Contiguous Ranges
- Calculating An Average
- Finding A Maximum Value
- Finding A Minimum Value
- Using the Count Function
- Using the CountA Function
- Using the Countblank Function
- Using the Median Function
- Using the Mode Function
- Using the Stdev Function
- Using IF To Calculate Values

Conditional Formatting

- Formatting Cells Containing Values
- Clearing Conditional Formatting
- More Cell Formatting Options

Printing

- Understanding Printing
- Previewing Before You Print
- Performing A Quick Print
- Selecting A Printer
- Printing A Range
- Printing An Entire Workbook
- Specifying The Number Of Copies
- The Print Dialog Box
- Page Orientation
- Scaling to Fit
- Creating Page Header and Footers

Creating Charts

- Understanding The Charting Process
- Choosing The Chart Type
- Creating A New Chart
- Working With An Embedded Chart
- Resizing A Chart
- Dragging A Chart
- Printing An Embedded Chart
- Creating A Chart Sheet

Sorting Data

- Performing An Alphabetical Sort
- Sorting On More Than One Column
- Sorting By Rows
- Sorting Numbered Lists

Freeze Panes & Split Window

- Using Freeze Pains
- Using Split Window

Filtering Data

- Applying And Using A Filter
- Clearing A Filter
- Creating Compound Filters
- Multiple Value Filters
- Creating Custom Filters
- Using Wildcards