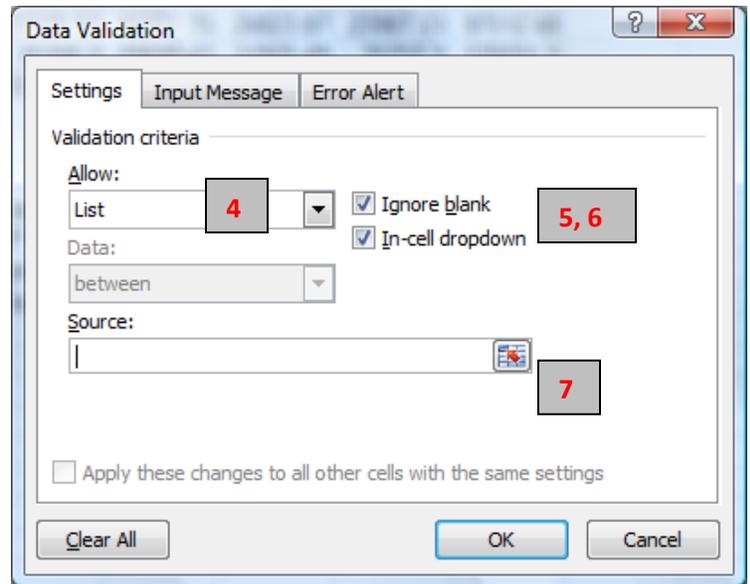


## CLASSROOM ACTIVITES USING EXCEL

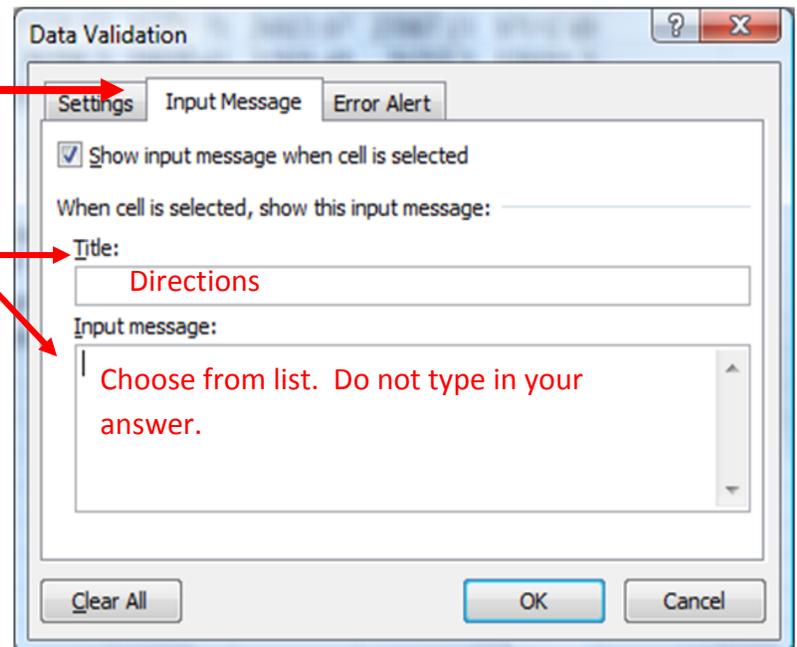
### Creating Dropdown List:

You can create a dropdown list that gets its choices from cells elsewhere on the worksheet.

1. Type the entries for the dropdown list in a single column or row. Do not include blank cells in the list.
2. Select the cell where you want the dropdown list.
3. On the **Data** tab, **Data Tools** group, click **Data Validation**, and then click the **Settings** tab.
4. In the Allow box, click List.
5. Specify whether the cell can be left blank: Select or clear the Ignore blank check box.
6. Make sure the In-cell dropdown check box is selected.
7. Enter your list in the Source box separated by commas or click the  in the Source dialog box and highlight the cells that contain your list. Click  to return to Data Validation screen. List is now populated in Source box.
8. To display optional input instructions choose the Input Message tab, make sure there is a check on the box **Show input message when cell is selected**. Fill in the title and text for the message. Click **OK**.



**Practice:** In *Practice* sheet, highlight a blank cell. On **Data** tab, **Data Tools** group, click **Data Validation**, **Settings** tab. Choose List in Allow box. In **Source** box, type “Acadian Middle, Plantation, Burke, Comeaux, Myrtle.” Click **Input Message** tab and type information shown in figure. Click OK. Information will display in cell.



## Creating If Then Statements:

This formula is used when the desired data in one cell is dependent upon the information in another cell. For example, you may want to create an Excel file with questions and use a formula to display whether the user supplied the correct or incorrect answer. In the following example, a worksheet was produced and the formula displayed either “Right” or “Wrong” in Column D after the user typed in their response.

	A	B	C	D
2				
3		What is the capital of Louisiana?	Baton Rouge	Right
4		What is the state flower?	rose	Wrong
5		What is the river in New Orleans?	Mississippi	Wrong
6		What is the nickname for the southern part of the state?	Acadiana	Right
7		What state borders Louisiana on the west?	Texas	Right
8		What state borders Louisiana on the north?	Arkansas	Right
9				
10		Hide column "D", then protect the sheet to use as a test. Unprotect to grade.		

The IF worksheet function checks a condition that must be either true or false. If the condition is true, the function returns one value; if the condition is false, the function returns another value. The function has three arguments: the condition you want to check, the value to return if the condition is true, and the value to return if the condition is false. If you are entering a label in the formula that you want displayed, you must enclose it in quotes, values do not need to be in quotes.

=IF(logical\_test,value\_if\_true,value\_if\_false)

For the above example, the function (in cell D3) says if the answer in cell C3 is Baton Rouge, then put the word “Right” in cell D3. If the answer in cell C3 is **NOT** Baton Rouge, then put “Wrong” in cell D3.

If you are entering a label in the formula that you want displayed, you must enclose it in quotes. For example, you may want to create an Excel file with questions and use a formula to display whether the user supplied the correct or incorrect answer. In the following example, a worksheet was produced and the formula displayed either “Right” or “Wrong” in Column D after the user typed in their response. Cell D 10 contains a “Count formula” that counted “Wrong” responses.

# Shading Activities

AE10

	A	B	C	D	E	F	G	H
1								Which Figure is one-third shaded?
2								
3	A							
4								
5								
6								
7	B							
8								
9								
10								
11	C							
12								
13								
14								
15	D							
16								
17								
18								

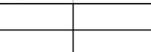
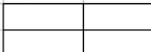
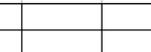
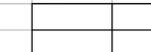
H16

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															

H17

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	FRACTIONS							NAME: _____													
2	Shade the correct fractional value.																				
3																					
4																					
5	1/4																				
6																					
7																					
8	3/10																				
9																					
10																					
11	7/40																				
12																					
13																					
14																					
15	Make your own design below. Enter the fraction you used below the cells you shaded.																				
16																					
17																					
18																					
19																					
20																					
21																					
22																					
23																					

G26

	A	B	C	Formula Bar	E	F	G	H	I	J	K	L	M	N	O
1	EQUIVALENT FRACTIONS						Name _____								
2															
3	For each problem, change the fill pattern of the correct number of cells to match the fraction.														
4															
5	1/2			1/2			1/2			1/2					
6															
7															
8															
9															
10															
11															
12	1/4			1/4			1/4			1/4					
13															
14															
15															
16															
17															
18															
19	Create four different examples below to demonstrate 1/3														
20															
21															
22															

Grids created in Excel can be used for introducing decimals. Create a border around 100 squares and have students shade in the correct decimal (.25, .13, .33, etc). Another option is to shade in part of the grid and students must supply the correct decimal number for the shaded area.

Shading cells in Excel can also be used for teaching addition and subtraction. Example: Color 2 cells blue and 3 cells green. How many cells are colored? ( $2 + 3 = 5$ ) Reverse the process and have students shade the correct cells.

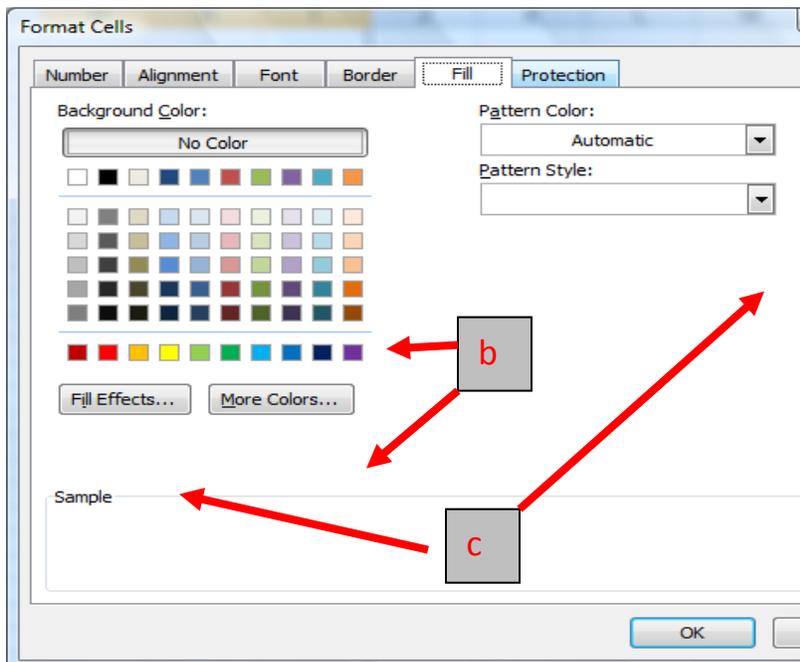
### Create a border

- Highlight all cells to be outlined with a border
- On the **Home** tab, the **Font** group, click the arrow on Borders icon.
- Click All Borders.
- To change border style (line thickness) and line color, highlight cells with borders. On **Home** tab, in **Font** group, click the **launcher** arrow and choose **Border** tab. Select line style and color from left side. On right side, select borders you want to change. Click **OK**.



### Shading Cells

- Highlight cells to be shaded/colored (hold down Ctrl key to select multiple cells).
- From the **Home** tab, in the **Cell** group, choose **Format, Format Cells**. Click **Fill** tab. Choose a color from the grid or click **More Colors** button. Click **OK** to apply selection to the cells.
- To apply a pattern to the cells, From the **Home** tab, in the **Cell** group, choose **Format, Format Cells**. Click **Fill** tab, click the **Fill Effects** button or choose a pattern from the **Pattern Style** box. Click **OK** to apply the pattern to the cells.



## Seating Chart

Create a seating chart using Excel. Great to leave for substitute teachers. Student pictures can be imported into the cells so substitutes will be able to place a face with a name. To insert pictures, on **Insert tab**, choose **Picture** from **Illustrations** group.

## Patterns

A great higher order thinking activity for primary grades is picture/number pattern. Students duplicate a picture pattern by using numbers and/or colors to repeat the pattern.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2	Make the pattern above with numbers												
3	1	1	2	3	1	1	2	3	1	1	2	3	
4	5	5	6	2	5	5	6	2	5	5	6	2	
5	Make your own patterns below by coloring cells, or using numbers or shapes.												
6													
7													
8													
9													
10													
11													
12													

## Weather Charts

Create visual calendars. Insert weather related clip art on each day to denote type of weather for that day (clouds, sun, windy, rain, lightening, snow, etc.)

## Writing Activities

1. Journals--Create daily, weekly or monthly journaling logs. Rename each sheet by date (Monday, Oct. 15, Week of... or October). Post writing prompt in one of the rows (merging and centering).
2. Sequential order in stories--Create three boxes: Beginning, Middle, End. Students place important events in the story in the proper position.
3. Compare/Contrast--Create three boxes to compare and contrast story elements: Story 1, Story 2, Both.

4. Dictionaries--Place words in one column. Students supply definitions in next column. Reverse the procedure. Give definitions and students supply word.
5. Clip art can be used with primary grade students. Spreadsheet has pictures and students must type in words.
6. Matching--students match pictures with correct words by clicking and dragging to correct location.
7. Word Searches--create word searches with vocabulary words. Allow students to make their own and exchange with each other.
8. Compound Words--Insert clip art pictures for compound words and have students type in the word the pictures represent. Example: picture of a foot and a ball; word: football.

## RESOURCES FOR MORE ACTIVITIES

### Website:

Bergeron, Kim. "Trackstar." EXCEL Classroom Activities. September 7, 2007. 4Teachers.org. 11 Sep 2007 <<http://trackstar.4teachers.org/trackstar/ts/viewTrack.do?number=328584>>. Click View in Frames.

**Alternate:** <http://trackstar.4teachers.org/trackstar/> In the Track Number box, type 328584.

### Books

1. Caughlin, Janet. Excel Workshop for Teachers. Tom Snyder Productions, 2003. Includes CD-ROM with clip art photos, sample files, plus teacher and student projects that can be customized. Cost: \$35.00 Order from bookstores or [www.tomsnyder.com](http://www.tomsnyder.com)
2. Lewis, Pamela. Spreadsheet Magic. 2nd. Eugene, Oregon: ISTE, 2006. Includes CD-ROM with lesson plans and templates. Ordering Info: 1-800-336-5191 or [www.iste.org](http://www.iste.org) COST: \$39.95.