

Microsoft Excel 2016



Level 1

Teacher Guide

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Introduction

This course is an introduction to using computerized spreadsheets for beginning spreadsheet students. It provides the opportunity for students to learn the fundamentals of spreadsheet applications. Students will gain an in-depth understanding of a spreadsheet program that allows them to organize data, complete calculations, make decisions, and develop professional looking spreadsheets.

LEARNING METHODOLOGY

The instructor will inform students how to go through the program outline and textbook. Each student is expected to follow this guidance to influence other classmates in a positive manner. Individually and through teamwork, students will utilize all six levels of learning:

- Knowledge – recall and memorization
- Comprehension – ability to paraphrase and interpret information in one's own words
- Application – use knowledge in a new situation
- Analysis – break down knowledge into parts and show interrelationship
- Synthesis – bring together parts of knowledge together to form a whole
- Evaluation – make judgements based on given criteria

RESOURCES

Prepare the following for the student:

- MS Excel 2016 Level 1 Student Guide
- *Illustrated Microsoft® Office 365 & Office 2016: Introductory, 1st Edition* textbook
- Data files

ADDITIONAL NOTES

Data Files

The book instructs students to open files from the Student data files folder. Please ensure this folder is already saved in the computer; the data files are available from the Teacher's Resource Page under **Office 2016 Introductory - Data files**. Solutions files for some modules of the textbook are also available from the Teacher's Resource Page.

Best practice is to keep a clean copy of the data files on a memory stick and/ or C-drive so that the files can be replaced easily if they get corrupted. Also, students should save their work in their own folder; this will prevent them from changing the original data files.

Textbook

Please instruct students to read all text boxes (Quick Tip, Trouble, etc.) and tables in the required modules; these provide additional information that helps students complete module topics as well as independent challenges and visual workshops.

Note that **Figure 3-31, p. Excel 76** doesn't correctly reflect the instructions in Independent Challenge 3. If students decide to build the worksheet with the data provided in this figure, please print and hand out to students the **revised FIGURE 3-31** (last page in this guide).

FYI Students are to use the Answer Sheet on p. 4 in the Student Guide to enter their answers to the Practice - Concepts Review questions.

Goal Setting

The duration of this course is 40 hours, in-class. Students are to complete all the required content within the allotted time. In order to achieve this, students should set weekly/monthly SMART goals accordingly. Please provide guidance for students when they set their goals based on their training timelines.

Goal Setting Example

Scenario: Student training timeline for Excel 2016 Level 1 is 2 weeks at 4 hours/day; 5 days /week.

Set weekly goals: Use the Program Outline in the guides and basic math:

3 modules to be completed ÷ **2 weeks** of training = **1.5 modules** to be completed **per week**.

Possible student goals:

Week	Weekly Goals
1	<u>Module 1:</u> Completed required Topics 1 to 8, Concepts Review, Skills Review, Independent Challenge 2 & 4, and Visual Workshop by [enter specific date]. <u>Module 2:</u> Completed required Topics 1 to 8 and Concepts Review Workshop by [enter specific date].
2	<u>Module 2:</u> Completed required Skills Review, Independent Challenge 1 to 4, and Visual Workshop by [enter specific date]. <u>Module 3:</u> Completed required Topics 1 to 9, Concepts Review, Skills Review, Independent Challenge 1 to 4, and Visual Workshop by [enter specific date].

Course Evaluation and Grading

The instructor reserves the right to alter the grade structure and modify assignments. Evaluation will also take into account a student's participation and class etiquette.

GRADING CRITERIA	
CONCEPTS REVIEW	57 POINTS
APPLICATIONS (VISUAL WORKSHOP)	79 POINTS
TOTAL POSSIBLE POINTS	136 POINTS
FINAL GRADE %	____/136 = ____%

Program Outline and Grading Tracker

Topic	Page Number / Reference <i>(located at the bottom left and right of page)</i>	Evaluation	Mark
Getting Started with Excel 2016	Module 1		/44
1. Understand Spreadsheet Software	Excel 2, Excel 3	Checkmark for completion	
2. Identify Excel 2016 Window Components	Excel 4, Excel 5		
3. Understand Formulas	Excel 6, Excel 7		
4. Enter Labels and Values and Use the AutoSum Button	Excel 8, Excel 9		
5. Edit Cell Entries	Excel 10, Excel 11		
6. Enter and Edit a Simple Formula	Excel 12, Excel 13		
7. Switch Worksheet Views	Excel 14, Excel 15		
8. Choose Print Options	Excel 16, Excel 17		
Practice – Concepts Review	Excel 18, Excel 19	Complete questions # 1-21 <i>(open book)</i>	<u>21</u>
Practice - Skills Review	Excel 19, Excel 20	Checkmark for completion	
Independent Challenge 2	Excel 21, Excel 22		
Independent Challenge 4	Excel 23		
Visual Workshop	Excel 24	Complete Visual Workshop <i>(Refer to rubric for grading)</i>	<u>23</u>
Working with Formulas and Functions	Module 2		/44
1. Create a Complex Formula	Excel 26, Excel 27	Checkmark for completion	
2. Insert a Function	Excel 28, Excel 29		
3. Type a Function	Excel 30, Excel 31		
4. Copy and Move Cell Entries	Excel 32, Excel 33		
5. Understand Relative and Absolute Cell References	Excel 34, Excel 35		

6. Copy Formulas with Relative Cell References	Excel 36, Excel 37		
7. Copy Formulas with Absolute Cell References	Excel 38, Excel 39		
8. Round a Value with a Function	Excel 40, Excel 41		
Practice - Concepts Review	Excel 42, Excel 43	Complete questions # 1-17 (open book)	<u>17</u>
Practice - Skills Review	Excel 43, Excel 44, Excel 45	Checkmark for completion	
Independent Challenge 1	Excel 46		
Independent Challenge 2	Excel 47		
Independent Challenge 3	Excel 48		
Independent Challenge 4	Excel 49		
Visual Workshop	Excel 50	Complete Visual Workshop (Refer to rubric for grading)	<u>27</u>
Formatting a Worksheet	Module 3		/48
1. Format Values	Excel 52, Excel 53	Checkmark for completion	
2. Change Font and Font Size	Excel 54, Excel 55		
3. Change Font Styles and Alignment	Excel 56, Excel 57		
4. Adjust Column Width	Excel 58, Excel 59		
5. Insert and Delete Rows and Columns	Excel 60, Excel 61		
6. Apply Colors, Patterns, and Borders	Excel 62, Excel 63		
7. Apply Conditional Formatting	Excel 64, Excel 65		
8. Rename and Move a Worksheet	Excel 66, Excel 67		
9. Check Spelling	Excel 68, Excel 69		
Practice – Concepts Review	Excel 70, Excel 71	Complete questions # 1-19 (open book)	<u>19</u>
Practice – Skills Review	Excel 71, Excel 72, Excel 73	Checkmark for completion	
Independent Challenge 1	Excel 73, Excel 74		
Independent Challenge 2	Excel 74, Excel 75		
Independent Challenge 3	Excel 75, Excel 76		
Independent Challenge 4	Excel 77		
Visual Workshop	Excel 78	Complete Visual Workshop (Refer to rubric for grading)	<u>29</u>
Total Marks			<u>136</u>
Final Grade			<u>%</u>

ANSWER KEY for Concepts Review

Module 1 ~ Concepts Review, pp. Excel 18-Excel 19

Screen Labeling	Matching Items	Multiple Choice
1. Normal view button	7. a	13. b
2. Formula bar	8. e	14. b
3. Mode indicator ~ Status bar	9. d	15. b
4. New sheet button	10. c	16. c
5. Ruler	11. f	17. a
6. View tab	12. b	18. b
		19. b
		20. d
		21. d

Module 2 ~ Concepts Review, pp. Excel 42-Excel 43

Screen Labeling	Matching Items	Multiple Choice
1. Paste button	8. b	13. d
2. Copy button	9. e	14. b (see p. Excel 16 , Intro)
3. Insert Function button	10. c	15. c
4. Paste Options button	11. d	16. b
5. Fill handle	12. a	17. c
6. Fill button		
7. AutoSum button		

Module 3 ~ Concepts Review, pp. Excel 70-Excel 71

Screen Labeling	Matching Items	Multiple Choice
1. Format Painter button	8. a	14. b
2. Find & Select button	9. b	15. b
3. Comma Format button	10. c	16. d
4. Accounting Number Format button	11. d	17. a
5. Merge & Center button	12. e	18. c
6. Increase Indent button	13. f	19. b
7. Center Align button		

Visual Workshop Rubrics

Module 1 ~ Visual Workshop, p. Excel 24

CATEGORY	Description			Points	Student Score
Accuracy and Quality <i>(Based on the student’s ability to follow written & verbal instructions, and quality of finished product, e.g. are there errors? is the replicate close?)</i>	EX 1-Project Tools is saved to the data file location			2	
	Student skills are used to modify the worksheet to match Figure 1-25: Formulas in D4:D13, B14 and C14 are added			3	
	The student name is added to the header			3	
	One copy of the worksheet is printed with formulas displayed.			3	
Total Possible Points:				11	
CATEGORY	1	2	3	4	Student Score
Proficiency and Efficiency <i>(Based on the efficiency and speed on completing the project – student’s restrictions are factored in)</i>	Limited Expectations Met	Some Expectations Met	Meets Expectations	Meets and Exceeds Expectations	
Knowledge and Understanding <i>(Based on student’s dependency on the instructor, e.g. is the student able to complete the project independently or do they require a lot of assistance from the instructor)</i>	Limited Expectations Met	Some Expectations Met	Meets Expectations	Meets and Exceeds Expectations	
Effort and Attitude <i>(Based on the student working to the best of their ability; and shows respects to peers and teachers)</i>	Limited Expectations Met	Some Expectations Met	Meets Expectations	Meets and Exceeds Expectations	
Total Possible Points:				12	
VISUAL WORKSHOP TOTAL				23	

Module 2 ~ Visual Workshop, p. Excel 50

CATEGORY	Description			Points	Student Score
Accuracy and Quality <i>(Based on the student’s ability to follow written & verbal instructions, and quality of finished product, e.g. are there errors? is the replicate close?)</i>	EX 2-Monthly Expenses is stored to data file location			2	
	The worksheet shown in Figure 2-28 is created, with formulas in the cells specified in the figure. The gridlines are hidden, and the zoom is set to 90%, as instructed.			10	
	The student name and title are added to the header			3	
Total Possible Points:				15	
CATEGORY	1	2	3	4	Student Score
Proficiency and Efficiency <i>(Based on the efficiency and speed on completing the project – student’s restrictions are factored in)</i>	Limited Expectations Met	Some Expectations Met	Meets Expectations	Meets and Exceeds Expectations	
Knowledge and Understanding <i>(Based on student’s dependency on the instructor, e.g. is the student able to complete the project independently or do they require a lot of assistance from the instructor)</i>	Limited Expectations Met	Some Expectations Met	Meets Expectations	Meets and Exceeds Expectations	
Effort and Attitude <i>(Based on the student working to the best of their ability; and shows respects to peers and teachers)</i>	Limited Expectations Met	Some Expectations Met	Meets Expectations	Meets and Exceeds Expectations	
Total Possible Points:				12	
VISUAL WORKSHOP TOTAL				27	

Module 3 ~ Visual Workshop, p. Excel 78

CATEGORY	Description			Points	Student Score
Accuracy and Quality <i>(Based on the student’s ability to follow written & verbal instructions, and quality of finished product, e.g. are there errors? is the replicate close?)</i>	EX 3-London Employees is saved to the data file location			2	
	The worksheet is created to match Figure 3-33			3	
	A conditional format is applied to the Level column as instructed			3	
	A conditional format is applied to the Review Cycle column as instructed			3	
	The Accounting department label is replaced with Legal			3	
	Student name is added to the header			3	
Total Possible Points:				17	
CATEGORY	1	2	3	4	Student Score
Proficiency and Efficiency <i>(Based on the efficiency and speed on completing the project – student’s restrictions are factored in)</i>	Limited Expectations Met	Some Expectations Met	Meets Expectations	Meets and Exceeds Expectations	
Knowledge and Understanding <i>(Based on student’s dependency on the instructor, e.g. is the student able to complete the project independently or do they require a lot of assistance from the instructor)</i>	Limited Expectations Met	Some Expectations Met	Meets Expectations	Meets and Exceeds Expectations	
Effort and Attitude <i>(Based on the student working to the best of their ability; and shows respects to peers and teachers)</i>	Limited Expectations Met	Some Expectations Met	Meets Expectations	Meets and Exceeds Expectations	
Total Possible Points:				12	
VISUAL WORKSHOP TOTAL				29	

