

**Workshop Title: Excel Math**

**Objective:** In this workshop you will research MS Excel templates and resources with the purpose of choosing an Excel template or resource to use in your classroom.

**Intro Activity:** "I have always been interested in bringing visual, hands-on activities into my classroom... I use Excel regularly in my math classes, and I love it! ..." **Discussion:** Why use excel?

**Presentation:** 75 minutes (Participants will use the Power Point Presentation *Excel Math*)

- Excel is a spreadsheet. It is a computer equivalent of a paper ledger sheet consisting of a grid made from columns and rows.
  - The intersection of a column and a row is called a cell.
  - Each cell can contain text, images, constants, or formulas.
- When we refer to Excel templates in this course we are talking generically about any Excel (.xls) file or workbook that we can download.
- There are many Excel templates and activities created by teachers for use in the classroom that are available on the Internet. Analyzing M&M data...
  - First we will scroll down on the Internet4Classrooms site and find the link (green) entitled *M&M Spreadsheet*
  - When we click on it we will get this message box:
  - Since we already know this is the one we want to save click <Save>. If we're just previewing it we would click <Open>.
- Make sure that the file will be saved in *My Documents* before you click <Save>
  - Next, select <Open> to view the M&M Excel File.
  - The first page of this Excel Workbook is the Project Description.
  - Click the tabs on the bottom of the window to progress through the steps of the process.
  - Depending on the level of your students, they could start with a blank excel document or any one of the 6 other Excel sheets.
- Now that you've chosen the Excel activity for your classroom it is time to download and save the information files you found to the *my documents* folder.  
Click here to review downloading and saving an excel file.
- If your activity is not an excel file, then you can paste the instructions or Internet address (URL) into a word document and save it.

During the workshop, the trainer will need to email all of the participants in the course with the following message:

Dear Participant in the *Excel Math Workshop*::

This is a reminder that you must reply to this email within 7 days in order to receive your certificate for this workshop.

In your reply you need to attach the document (.xls or .doc) that includes the activity you researched to use in your classroom.

Please also specify whether you would like me to email your certificate or send it by district mail.

Thank You,

**Practice Activity:** (45 Minutes) Complete Excel Math Power Point and research on your own.

**Assessment:** When you have finished the tutorial, save your newsletter and send an email to your trainer with the word document attached.