

## Exercise 3: Identifying Spreadsheet Resources

### Step 1

To learn more about spreadsheet skills, check the Intel® Education *Help Guide* as you complete the exercises, activities, and action plan. The Spreadsheets section consists of nine skill groups:

- **Spreadsheet Group 1:** Getting to Know Spreadsheet Software (**Note:** This group name will change depending on the *Help Guide* version being used.)
- **Spreadsheet Group 2:** Selecting Cells, Rows, and Columns
- **Spreadsheet Group 3:** Using Worksheets
- **Spreadsheet Group 4:** Adding and Working with Information
- **Spreadsheet Group 5:** Changing the Look of Information and Worksheets
- **Spreadsheet Group 6:** Organizing Information
- **Spreadsheet Group 7:** Doing Math
- **Spreadsheet Group 8:** Making Charts
- **Spreadsheet Group 9:** Printing Worksheets

### Step 2

What is one spreadsheet skill that you would like to learn how to do? In which skill group might you begin looking to learn how to do that skill?

## Exercise 4: Using Spreadsheet Skills

You will have an opportunity to learn and use spreadsheet skills as you complete one required activity and at least one elective activity from the following list:

- **Required Activity:** Grade Book
- **Elective Activity:** Classroom Inventory
- **Elective Activity:** Seating Chart
- **Elective Activity:** Pictograph
- **Elective Activity:** Roll Book

Now you will learn about the required spreadsheet activity, Grade Book. You will develop spreadsheet skills to create a product that may improve your productivity, and you will gain direct experience with 21st century teaching and learning skills and approaches. Turn to the next page to see the Grade Book activity, and wait for further direction.