

**Grade Level: 6**

**Materials**

All students will have access to a computer with Microsoft Excel installed.

**Prerequisite Skills**

Students will have a basic understanding of formatting data in Excel.

**Common Curriculum Goals**

**Communication**

- Communicate supported ideas using oral, visual, written, and multi-media forms in ways appropriate to topic, context, audience, and purpose.

**Technological Knowledge and Application**

- Understand that technology can be used to solve problems and meet needs.
- Use a variety of technological systems.

**Benchmarks**

**Communication**

- Convey clear, focused main ideas with accurate, relevant supporting details, including documentation of source, appropriate to audience and purpose.

**Career Related Learning**

**Communication**

- Locate, process, and convey information using traditional and technological tools.

**National Education Technology Standards**

- Select and use appropriate tools and technology resources to accomplish a variety of tasks and solve problems.

**Lesson Objectives**

- Develop understanding of formatting data to convey clear understanding.

**Anticipatory Set**

Have students review hand written chart. Ask how they could make it easier to read and understand.

**Stated Objective and Purpose**

Today, you will take the information that you input and format it in such a way to be clearly understood.

**Learning Activities/Procedures**

Review formatting basics: bolding, fonts, borders, and shading. Direct students to format sheets to make it look more professional. Use demonstration software to reinforce what students already know. Visit teams to make suggestions and answer questions.

### **Adaptation for Special Needs & Multiple Intelligence's**

None

### **Closure**

Discuss with class the merits of good, proper formatting.

### **Assessment**

Team participation and completion of formatted worksheet according to Itinerary checklist.

### **Reflection**

After reviewing and discussing the importance of clear communication and formatting, I gave a short demo on formatting tips and techniques. I gave the students some general guidelines and let them use the tools creatively to make their spreadsheet look better. Most of the students were fairly conservative (that is a good thing, in my opinion) with the formatting. Not surprising, the results were strikingly similar to the sample. However, a few decided to take the formatting to a new (not good) level. Strange script fonts, colors and shading obscured what they were attempting to communicate. I had those students look at "good" samples and rethink how they wanted to present their work.

At this point, the students are seeing that they will be collecting a pile of paperwork - what they have now and what they will be doing in upcoming lessons within this unit.