

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.