

Our Lesson Plan for Excel

Teachers: _____ and _____

From Grade: _____ Homeroom Teacher: _____

Objective: Teach students grade 3 to 5 all about Microsoft Excel, what it does, how you use it, what it looks like, the “tools”, how it works.

Materials: Presentation tool (PowerPoint or Prezi): _____

* Saved as (write name of file): _____

* Note: Save PowerPoints to: drive: Community on Hubble (**P drive**)

file: **#1 Computer Class** - then save to **your Teacher’s File**

Objectives: *(what you want the students to learn)*

The Essential 5 Questions: *(check off that you included these 5 main ideas)*

1. What is EXcel?

2. What does EXcel do?

3. How do you work with EXcel?

What do you do once you click to open the program?

How does it work?

4. What can you do with the data in your EXcel?

5. What fun things can you do with EXcel?

Other ideas we added:

Closing (“wrap up”):