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EDT 3610
Excel Lesson Plan

Arthur's First Grade



Microsoft Excel Integration

Background:

The students were introduced to the anchored instruction program, Arthur's First Grade, and worked on the program independently for about a week. The students completed a worksheet designed in Microsoft Word to review the skills they learned on the program.

Colorado Model Content Standards:

Civics

Standard 4: Students understand how citizens exercise the roles, rights, and responsibilities of participation in civil life at all levels- local, state, and national.

Mathematics

Standard 2: Students use algebraic methods to explore, model, and describe patterns and functions involving numbers, shapes, data, and graphs in problem-solving situations and communicate the reasoning used in solving these problems.

Lesson Objectives:

-Students will know how and be able to explain how students are citizens in the classroom, school, community, and state.

-Students will be able to describe patterns and other relationships using tables, graphs, and open sentences.

Organizational Framework:

The spreadsheet is designed to be the second lesson plan in the unit centered on Arthur's First Grade. The teacher will guide the lesson using the Excel Integration by providing a whole class activity, with the teacher modeling how to apply information and data into a spreadsheet, and show how to visually represent data in a graph.

Timeline and Procedure:

1. (15-20 minutes) The teacher will lead the class in a whole class activity brainstorming about helpful ways in which students can help each other. The teacher will provide questions similar to the following:
 - a. What does it mean to help someone?
 - b. Who are people that we help every day?
 - c. What are things that we do to help people?
 - d. How do people help us?
 - e. How do we help our school and community?
2. (20 minutes) After the teacher has led a class discussion about helping others, the teacher will use the Excel spreadsheet that she has prepared ahead of time, and provide the students with an explanation of what the spreadsheet represents. After the teacher explains the use of a spreadsheet, the teacher will ask go through a similar routine/dialogue as the following:

“We have discussed ways in which we all help our friends, family, school, community, etc. Why don’t we see how many helpful deeds we have done just for today. How many of you have helped your friends, by doing something helpful for them so far today?”

Follow with similar questions about mom, dad, brother, sister, school, and community.

While the teacher is asking each student who they have helped for the day, the teacher is entering the data into the spreadsheet, using a “1” for ‘yes’, and a “0” for ‘no’.
3. (10 minutes) After the teacher has gone through each student in the class and entered their data into the spreadsheet, the teacher finds the totals of each of the categories, and provides the data in a graph as an example to the students of how to visually represent numerical values.
4. (10-15 minutes) The teacher will ask if there are any questions and further clarify the program, graphs, etc. with the students. It is at this time that the teacher will do an on-the-spot evaluation of what the students have learned about the value of helping others.

Technologies/Materials Needed:

The teacher will need to have access to Microsoft Excel, as well as a computer and projector to present the program to the classroom.

Student Role:

Students will need to be active participants in the classroom discussion about helping others and provide information to the teacher in order for the data to be entered into the Excel spreadsheet.

Teacher Role:

The teacher will need to provide an interesting and meaningful lesson to the students in order to hold their attention. The teacher will have to be well

prepared ahead of time so that the lesson runs smoothly and the teacher is able to transition without holdups. It is important the teacher is familiar and prepared with the Excel program so that the students do not lose interest in the activity.

Evaluation:

The teacher will provide a review of the different ways that students can help out in the school, community, and home. Through the classroom discussion, the teacher will be able to assess how much the students have learned and understand, and provide more instruction and direction if necessary.