

# Lesson Notes for Microsoft Excel

## Lesson 2: Constructing Cell Data

Slide	Topic/Exercise Heading	Obj	Instructor Notes	Timing (mins)
	<b>The Microsoft Office Specialist Exam Objectives listed at the right are covered in this lesson.</b>	<b>1.3.2</b> <b>2.1.1</b> <b>2.1.2</b> <b>2.1.3</b> <b>2.1.4</b>	<b>Adjust row height and column width</b> <b>Paste data by using special paste options</b> <b>Fill cells by using Auto Fill</b> <b>Insert and delete multiple columns or rows</b> <b>Insert and delete cells</b>	
3	Lesson Objectives		Review the objectives on Slide 3 with students so they know what will be covered in the lesson.	5-10
4	Editing Cells and Undoing Changes		Demonstrate the various methods for editing cells, undoing changes, and redoing changes.  You may have students practice a few of these techniques as you demonstrate them, but it is not necessary as the following exercise will give them the opportunity to practice.	5-15
	<b>Learn to edit cell content</b>		Students edit the contents of cells containing text, numbers and dates.	5-10
5	Copying and Moving Data – Cutting, Copying and Pasting Data		Demonstrate the various methods for cutting, copying, and pasting data.  You may have students practice a few of these techniques as you demonstrate them.	10-15
	<b>Learn to copy and paste data</b>		Students copy and move the contents of cells from one part of a worksheet to another. Students use text labels as row and column titles.	10-15
6-7	– Using Paste Special	2.1.1	Paste Special is typically a more complex topic to understand. Demonstrating the use of Paste Special and some of the outcomes may be very beneficial to student understanding.	5-10
	<b>Learn to use Paste Special</b>	2.1.1	Students use the Paste Special feature using a specialized workbook that highlights its capabilities.	5-10
8	– Copying and Moving Cells Using the Mouse		This is a technique that students must <i>feel</i> , and often it is the hardest for them.  The drag-and-drop method takes a little practice to master.  Students often need to have some hands-on practice with this to understand the technique. Have students practice on their own as you work with any student who may be having difficulty.	10-15
	<b>Learn to copy and move data with the mouse</b>		Students copy and move the contents of cells from one part of a worksheet to another.	10-15

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9-10	Inserting and Deleting Rows and Columns – Inserting Rows and Columns	2.1.3	Explain that Excel can insert new rows and columns, even between rows or columns containing data.  Demonstrate how rows are always inserted directly above the current cell position and columns are always inserted to the left of the current cell position.  Quickly demonstrate the various ways in which rows and columns can be inserted.	10-15
11	– Deleting Rows and Columns	2.1.3	Emphasize to students that one must be cautious when deleting columns and rows because you may unintentionally delete valuable data.  Assure them that column and row deletions can be undone if they make a mistake.	5-10
12	– Inserting and Deleting Cells	2.1.4	Explain that caution must be used when deleting cells. Demonstrate the difference between removing cell content and deleting a cell.	5-15
	<b>Learn to add and delete rows, columns and cells</b>	2.1.3 2.1.4	Students add and delete rows, columns and cells in a workbook.	10-15
13	Adjusting the Columns and Rows – Changing the Column Widths	1.3.2	Demonstrate what happens with long text entries when there is data in the adjoining cell, and with numeric values that are too wide to be displayed.  Review methods for adjusting the column width.	5-15
14	– Adjusting the Row Height	1.3.2	Demonstrate ways to adjust the row height.	5-15
15	– Using AutoFit	1.3.2	AutoFit is a timesaving feature that is easy to use. Demonstrate the methods for engaging AutoFit with particular attention placed on the use of the double-headed arrow shown on slide 15.	5-10
	<b>Learn to modify column widths</b>	1.3.2	Students modify column widths and the display of cell contents.	10-15
16-17	– Hiding/Unhiding Rows & Columns		Have students try each of the methods outlined on Slides 16 and 17 so they can see what happens on their screens as they manipulate the worksheet.  Have them try hiding a single row or column, multiple consecutive rows/columns, and then non-consecutive rows/columns.	5-15
	<b>Learn to use hide and unhide</b>		Students hide and unhide rows and columns.	5-10
18	Using AutoFill and Flash Fill	2.1.2	These features can reduce the time and labor it takes to enter data. Explain that these features use patterns found in the data to determine how to fill the selected cells.	5-15

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			<ul style="list-style-type: none"> <li>Demonstrate how AutoFill works to complete patterns such as months of the year or days of the week.</li> <li>At your discretion, you may wish to demonstrate how Flash Fill can be used as a labor-saving feature.</li> </ul>	
	<b>Learn to use AutoFill</b>	2.1.2	Students use the AutoFill and Flash Fill features.	10-15
19	Managing Worksheets		<p>Emphasize the difference between a worksheet and a workbook by simply explaining that a workbook is made up of one or more worksheets.</p> <p>You may wish to show them a workbook that is made up of multiple worksheets.</p> <p>This a good place to show the location of the worksheet tabs and how they are named.</p> <p>Explain that worksheets can be renamed, added, deleted, copied or moved within the workbook.</p>	5-10
20	– Renaming Worksheets		Demonstrate the three methods used to rename worksheets, as outlined on Slide 20.	5-10
	<b>Learn to rename worksheet tabs</b>		Students change sheet tab names in a workbook.	10-15
21-22	– Inserting or Deleting Worksheets		<p>Demonstrate the methods you can use to insert and delete worksheets.</p> <ul style="list-style-type: none"> <li>It is of the utmost importance that students understand the need to exercise caution when deleting worksheets from a workbook because once deleted, a worksheet cannot be retrieved (even using the Undo command).</li> </ul>	5-10
23	– Moving or Copying Worksheets		Demonstrate how easily a worksheet can be repositioned within a workbook or copied using the techniques outlined on Slide 23.	5-10
	<b>Learn to insert, delete, move and copy worksheets</b>		Students add a new worksheet to a workbook and move and delete worksheets.	10-15
24	– Hiding/Unhiding Worksheets		<p>Explain that the most common reason for hiding columns, rows, or entire worksheets is to prevent other users from viewing the data or formulas used in them.</p> <ul style="list-style-type: none"> <li>Demonstrate the ease of hiding and unhiding worksheets as outlined on Slide 24.</li> </ul>	5-10
	<b>Learn to hide and unhide worksheets</b>		Students hide and unhide one or more worksheets.	5-10
25	– Adding Color to the Worksheet Tabs		Color coding worksheets is helpful for easy identification of worksheets within a workbook.	5-10

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			<ul style="list-style-type: none"> <li>Demonstrate how to add color to the worksheet tabs as outlined on Slide 25.</li> </ul>	
	<b>Learn to add color to worksheet tabs</b>		Students add color to worksheet tabs.	10-15
26	Lesson Summary		Review the objectives with students to remind them of what was covered in the lesson. Provide a short summary of the features and give students a chance to complete exercises if they did not complete them earlier.	10-15
<b>Total (Hours)</b>				<b>4.0-7.5</b>