

# Lesson Notes for Microsoft Excel

## Lesson 8: Using Data Tools

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>1.1.1</b> <b>1.1.2</b> <b>1.2.1</b> <b>1.2.3</b> <b>1.4.1</b> <b>1.4.5</b> <b>1.5.2</b> <b>1.5.4</b>	<b>Import data from .txt files</b> <b>Import data from .csv files</b> <b>Search for data within a workbook</b> <b>Insert and remove hyperlinks</b> <b>Customize the Quick Access toolbar</b> <b>Modify basic workbook properties</b> <b>Save workbooks in alternative file formats</b> <b>Inspect workbooks for issues</b>	
3	Lesson Objectives		Review the objectives on Slide 3 with students so they know what will be covered in the lesson.	5-10
4-6	Customizing Excel – Customizing the Quick Access Toolbar	1.4.1	The QAT can be customized for each user's ease of use. In addition to adding options that are used often, students can also add commands and other features. The QAT can be repositioned below the ribbon. Slides 4-6 offer a guide to customizing the QAT and a visual reference for students.	5-15
	<b>Learn to customize toolbars</b>	1.4.1	Students customize the Quick Access Toolbar by adding and removing command buttons.	10-15
7-8	Finding and Replacing Data – Finding Data	1.2.1	Data can be found using the Find feature for every occurrence of a: <ul style="list-style-type: none"> <li>• value</li> <li>• function name</li> <li>• cell reference</li> </ul>	10-15
9	Replacing Data		In addition to finding data, the Find feature can be used to replace data on an instance-by-instance basis, or in all instances at once. Slide 9 lists ways in which tools can be accessed to find and replace items.	5-10
	<b>Learn to find and replace data</b>	1.2.1	Students find all cells that contain a specific data value and then replace that data value with a new value.	15-20
10-11	Using Hyperlinks – Inserting Hyperlinks	1.2.3	Explain to students that they are probably already very familiar with hyperlinks because they use them on the Web multiple times a day without even thinking about it.  As an instructor, you may wish to show them a web page that contains a hyperlink and demonstrate how to use it. If a ScreenTip on a hyperlink can be found, you	10-20

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			<p>may also wish to show them how that works to enhance their understanding.</p> <p>Hyperlinks are added using the Insert Hyperlink dialog box.</p> <ul style="list-style-type: none"> <li>Use Slide 11 to describe the various types of locations to which you can link.</li> </ul>	
12	– Modifying and Deleting Hyperlinks	1.2.3	Use the Edit Hyperlink dialog box to edit or remove hyperlinks.	5-10
	<b>Learn to insert hyperlinks</b>	1.2.3	Students create and modify hyperlinks in an Excel workbook.	10-15
13-14	Importing and Exporting Data – Importing Data from External Text Files	1.1.1	<p>Slide 13 shows how to start the process of importing text/CSV files into Excel.</p> <p>Slide 14 describes the import options.</p>	10-20
	<b>Learn to import text</b>	1.1.1	Students import a text file into a worksheet.	10-15
15	– Importing Data from External CSV Files	1.1.2	<p>It is very important that students have a fundamental understanding of CSV files and how they appear.</p> <ul style="list-style-type: none"> <li>Explain that CSV is the abbreviation for comma separated values, and that CSV files are text files that Excel can open directly.</li> </ul> <p>Use slide 15 to briefly explain CSV files. The graphic shows how a CSV file appears when opened in Notepad – this should help students understand that these files are text files.</p>	10-20
	<b>Learn to open non-native files in Excel</b>	1.1.2	Students open a comma delimited text file as a workbook.	10-15
16	– Exporting Excel Data as CSV	1.5.2	The Save as type drop-down list allows you to export Excel workbook data to a variety of file formats.	5-15
	<b>Learn to export data from Excel</b>	1.5.2	Students export worksheet data to a CSV file.	10-15
17	Accessing Workbook Properties	1.4.5	<p>Explain to students that all workbooks carry information known as metadata (or document properties) behind the scenes.</p> <p>Students often have difficulty remembering where to access this information for viewing or editing.</p> <p>Slide 17 shows the Advanced Properties dialog box. Demonstrate how easy it is to edit information in this dialog box.</p>	5-15

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	<b>Learn to edit workbook properties</b>	1.4.5	Students view and modify Excel workbook metadata.	5-15
18	Using the Document Inspector	1.5.4	Students should understand that the Document Inspector is used as a means of viewing and removing any hidden metadata that one may not want to be attached to a workbook that will be shared with others. <ul style="list-style-type: none"> <li>You will definitely want to demonstrate how to use this tool and to emphasize why it is so important.</li> </ul> Slide 18 shows the Document Inspector.	5-15
	<b>Learn to use the Document Inspector</b>	1.5.4	Students use the Document Inspector to find facts about the workbook that are "hidden" from view.	5-10
19	Using the Accessibility Checker Tool	1.5.4	The Accessibility Checker tool is used to analyze workbooks to improve their use by persons with disabilities. Slide 19 lists the steps required to run this tool.	5-15
	<b>Learn to check for accessibility issues</b>	1.5.4	Students check a workbook for its compliance with accessibility guidelines and make corrections where necessary.	5-10
20	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>3.0-5.5</b>