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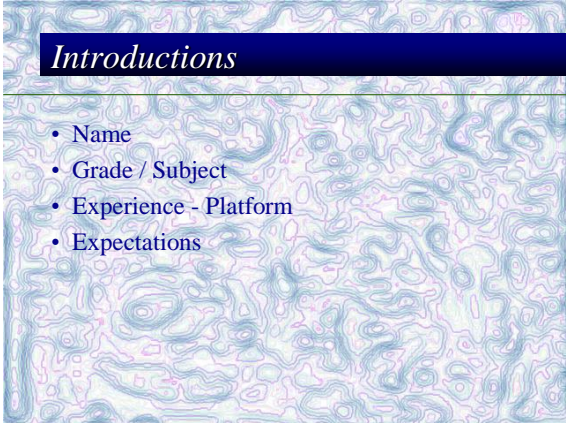
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## What Can We do With Excel?

- Generate Forms
- Budgets
- Record Keeping
- Mathematical Calculations
- Data Collection / Analysis

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## The Excel Screen

- Menus - access to all features
- The Button Bar - Single click access to most used features
- Data Entry Area
- Cells - Rows and Columns
  - Cell Addresses and Names
- Navigating Cells & Ranges
  - Mouse
  - Keyboard
- Function Chooser

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## Data Entry

- Labels
  - Font
  - Size
  - Style
  - Flow
- Numbers
  - Currency
  - Dates
  - Percents
  - Others
- Auto Entry

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## Data Editing

- Changing Cell Entries
- Selecting Cells, Rows, Columns
- Moving & Copying Cell Contents
- Auto Formatting
- Cell Shapes & Sizes

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## Formulas

- Mathematical Functions
  - Auto Sum Button
- Sorting Cells

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## Spreadsheet Activities

- Student Checkoff Sheet
- Daily Schedule
- Event Budget
- Simple Grade Sheet

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### *Student Projects*

- Measurement Conversions
- Budgeting
- Survey Data
  - Collection & Analysis
- Science Experiment Data
  - Collection & Analysis

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