

UNIT VOCABULARY REVIEW

Excel Spreadsheet Activity

To Use Excel:

- Click on **START** on **WINDOWS TASKBAR**. Point to *Microsoft Office XP* and select Microsoft Excel.
- Open new worksheet in Excel.

To Name Document:

- Click on File Menu and select **SAVE AS**.
- Select Drive A to save document (*or other appropriate drive*).
- In File name window, key: **REVIEW** and press **ENTER**.

To Save Document :

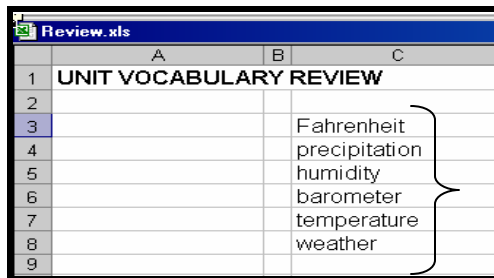
- Click on File Menu and select **SAVE**. You also can save by clicking on the Save tool on the Standard toolbar. (*Remember to save often!*)
- Anchor the cursor in A1 and key the spreadsheet title: **UNIT VOCABULARY REVIEW**.

To Set Column Width:

- Right-click on a column letter (A, B, or C...), select **COLUMN WIDTH**, key in desired width, and press **ENTER**.
- Set the following column widths: **A 20; B 2; C 20; and D 15**.

To Enter Data:

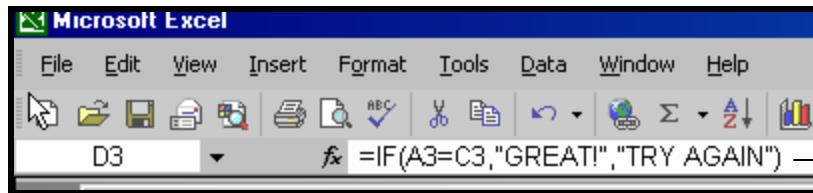
- Anchor the cursor in C3; key first word, *Fahrenheit*. (*This will be your “KEY” so words MUST be spelled and entered correctly!*) Press **ENTER**.
- Key the second word, *precipitation*, in C4. Press **ENTER**. Continue until all words are keyed.



	A	B	C
1	UNIT VOCABULARY REVIEW		
2			
3			Fahrenheit
4			precipitation
5			humidity
6			barometer
7			temperature
8			weather
9			

To Write an IF STATEMENT:

- The format for an **IF statement** is: **=IF(CONDITION,X,Y)**. The condition is a True/False question. The results will reveal whether the condition is true or false. (Open the statement with an equal sign (=) followed by IF and an open parenthesis. Key in the condition followed by a comma. The results can also show a message, such as GREAT! Or TRY AGAIN! If a message is desired, the message(s) must be enclosed with quotation marks. End the IF statement with a close parenthesis. Remember **no spaces* in formulas, functions, or IF statements.*)



- Anchor the cursor in D3. Write an IF statement to compare and evaluate what is keyed in A3 to the “KEY” word located in C3.
=IF(A3=C3,”GREAT!”,”TRY AGAIN!”)

To Fill Down:

- Point to and left-click on the small “handle” in the lower right corner of the cell, then fill down to D22. (This is a copy feature when used in this manner.)

	A	B	C	D
1	UNIT VOCABULARY REVIEW			
2				
3			Fahrenheit	TRY AGAIN
4			precipitation	
5			humidity	
6			barometer	
7			temperature	
8			weather	

To Hide “KEY”:

- Right click on column C, select **HIDE**. (It will appear that you have deleted column C, but it is only hidden. To “unhide” column C: select columns B and D, then right-click and select **UNHIDE**.)
- Save the document. Always remember to save often—not just when the document is complete—but especially when the document is complete.

Activity Focus:

- Teacher may create this spreadsheet and save it as a template file to a drive accessible to students. *(This tool can be used as a bell activity or class starter to provide opportunities for review of unit vocabulary words.)*
- Students may key unit vocabulary words as teacher or peer tutor or partner dictates the words or definitions. *(The words must be dictated as specified by the teacher in order to take advantage of the “power” of the Excel spreadsheet to provide student feedback in the form of “GREAT!” or “TRY AGAIN!”)*
- Teachers may use this spreadsheet as a teaching reinforcement and an evaluation tool (pre-test and/or weekly test).
 - As a reinforcement tool, teachers can instruct students to open this template document and key their vocabulary words or definitions as teacher or another student dictates.
 - As an evaluation tool, teacher can rearrange words in template and on test day instruct students to open this template document and key their vocabulary words as teacher dictates. *(Students will need to create footer or use another means for student information, such as name, class period, date, etc.)*