Task Title: Create and Save a Simple Excel Spreadsheet

Learner Name:
Date Started: **Date Completed:**   **Successful Completion:**   Yes___   No___
Goal Path: Employment ✓ Apprenticeship ___   Secondary School ___   Post Secondary ___   Independence ✓
Task Description: Learner will create and save a simple Excel spreadsheet.

Competency:	**Task Group(s):**
D: Use Digital Technology	D2: Use Digital Technology

Level Indicators: D2: Perform well-defined, multi-step digital tasks
Performance Descriptors: see chart or click here
Skill Building Activities: see the last page or click here
Materials Required: • Computer with Excel program   • Copy of student handout

ESKARGO:

- Selects and follows appropriate steps to complete tasks
- Locates and recognizes functions and commands
- Makes low-level inferences to interpret icons and text
- Uses calculator to make and/or check accuracy of calculations of level 2 tasks
- Opens Microsoft Excel
- Begins to use a limited range of Excel features and options:
    - bars and arrows for scrolling up and down, across and back
    - selects and deselects cells, rows and columns
    - names worksheets (spreadsheets) and workbooks
    - deletes and copies cells; re-sizes rows and columns
    - deletes content in columns and rows
    - uses Autofill
    - adds columns or rows
    - uses gridlines and borders

- Formats a worksheet; enters data that is easy to interpret
- Interprets spreadsheet data that contains simple text, icons or both
- Uses the Excel Help system

Attitudes:

Practitioner,

We encourage you to talk with the learner about attitudes required to complete this task set. The context of the task has to be considered when identifying attitudes. With your learner, please check one of the following:

□ Attitude is not important   □ Attitude is somewhat important   □ Attitude is very important

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Microsoft Excel is used to create tables and graphs for various reports. It is also used to create financial spreadsheets. Look at the example "Stationary Order Form".

Learner Information and Tasks:

Task 1: Create an Excel spreadsheet budget with totals for a child's birthday party using the following information:

- Food/snacks $40.00

- Birthday cake $25.00

- Games/prizes $10.00

- Grab bags $25.00

- Decorations $20.00

- Candles $5.00

- Drinks $7.50

- Invitation cards $8.50

Task 2: Calculate the total budget by using the Sum "$\sum$".

Task 3: Save a copy of your spreadsheet to the desktop or USB with the title "partybudget_(lastname)".

Stationary Order Form			
Item Name	Quantity Ordered	Unit Price	Total
Push Pins	1	$2.19	$2.19
Copy Paper	5	$5.99	$29.95
HB Pencils	3	$2.99	$8.97
White Erasers	1	$1.29	$1.29
Blue Pens	4	$3.49	$13.96
Highlighters	2	$1.29	$2.58
Order Total			$58.94
HST			$7.66
Total Cost			$66.60

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Answer Key

Task 1 & 2:

Birthday Party Budget	
Food/Snacks	$ 40.00
Birthday Cake	$ 25.00
Games/Prizes	$ 10.00
Grab Bags	$ 25.00
Decorations	$ 20.00
Candles	$ 5.00
Drinks	$ 7.50
Invitation Cards	$ 8.50
Total Budget	**$ 141.00**

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	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
D2	• selects and follows appropriate steps to complete tasks			
	• locates and recognizes functions and commands			
	• makes low-level inferences to interpret icons and text			
	• performs simple searches using keywords (e.g. internet, software help menu)			

This task: was successfully completed___ needs to be tried again___

Learner Comments

_____   _____
Instructor (print)   **Learner Signature**

Skill Building Activities

Links to Online Resources:

- **Microsoft Office**
  - This website offers short videos on a number of tasks you can do with Microsoft Excel 2013. Tasks are listed under Beginner, Intermediate and Advance level headings. Add numbers in Excel 2013 lessons demonstrates how to add numbers using formulas, buttons, and functions such as the SUM and SUMIF functions.

  https://support.office.com/en-us/article/Excel-2013-training-courses-videos-and-tutorials-aaae974d-3f47-41d9-895e-97a71c2e8a4a?ui=en-US&rs=en-US&ad=US

- **GCF LearnFree**
  -GCF LearnFree website has tutorials on Excel Basics like creating and opening workbooks, saving, formatting cells, and simple formulas for multiple versions of Excel. Excel XP to Excel 2013 versions are options under the Living in an Online World in the All topics menu.
  http://www.gcflearnfree.org
  -Free online courses that learners can earn accredited Continuing Education Units and a Certificate of Completion.
  http://classes.gcflearnfree.org/

- **Microsoft Digital Literacy**
  -Check out the Productivity Programs section of this website to find lessons interactive guides help you quickly learn the basics of word processing, spreadsheets, presentations, and databases.
  https://www.microsoft.com/about/corporatecitizenship/citizenship/giving/programs/up/digitalliteracy/courses/2697DE/onlineLauncher.htm

- **Google Docs Spreadsheets**
  -Google Docs is a free online program that allows you to create documents, spreadsheets and presentations online and share them with others for collaboration.

    GCF LearnFree website has tutorials on creating spreadsheets on Google Docs
    http://www.gcflearnfree.org/googlespreadsheets

    PDF document worksheet handout to learn Google Docs Spreadsheet
    http://www.sedl.org/pubs/connectingkids/sessions/CK_Session5H9.pdf

  -PDF document that explains what Google Docs is and how to create an account and use the Google Docs website:
  https://onlineconnections.wikispaces.com/file/view/Google+Docs+Tutorial.pdf

LearningHUB online courses available:

- **Essential Skills, Independent Study (assigned by practitioner after assessment)**
  - Computer Use (Plato)

- **Independent Study, Short Courses (assigned by practitioner after assessment):**
    - Learning to Communicate using MS Excel
    - Creating a Digital Portfolio
    - Creating Your Digital Footprint
    - Learning to Communicate using MS Word

*To access LearningHUB courses, learners must register for the LearningHUB e-Channel program by completing the registration form on their website and completing the course selection (page 2 of the registration form): https://www.learninghub.ca/get_registered.aspx

*To Access LearningHUB Course Catalogue:
http://www.learninghub.ca/Files/PDF-files/HUBcoursecatalogue,%20December%2023,%202014%20revision.pdf