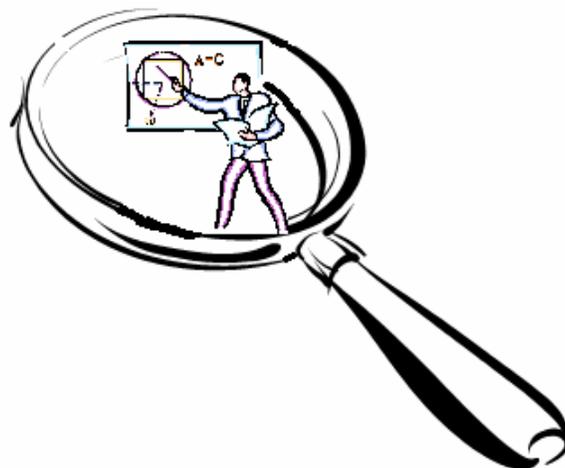


Teacher's Notes

Computer Applications I

Excel 2000



Total Hours: 25 hours (5 weeks)

Basic Skills

LAP 1 – Creating a Worksheet and Embedded Charts--Project 1, estimated--6 hours
Filename for Lap 1: ComAppsl-Excel-Lap1

Formulas, Functions, Formatting, and Web Queries

LAP 2 – Formulas and Functions—Project 2, estimated--8 hours
Filename for Lap 1: ComAppsl-Excel-Lap2

What-If Analysis, Charting, and Working with Large Worksheets

LAP 3 – What-If Analysis—Project 3, estimated—12
Filename for Lap 1: ComAppsl-Excel-Lap3

Resources:

Text: *Microsoft Office 2000, Introductory Concepts and Techniques*: Enhanced Edition
CD: Teaching Tools: Course Technology and Instructional Materials
Note: There is a student workbook; however, it was not available for LAP development

Evaluation

Assessments are available for each project in three different formats: True/False; Multiple Choice and Short Answers. These assessment instruments are located on the Teaching Tools CD that each instructor should have. Assessments are located under project reinforcement. Answers for the assessment and projects are located on the same CD.

Time Frame:

Times for projects are estimates based on information given. You may wish to make adjustments.

NOTE: Refer to Overall Teacher Notes (CompAppsl-OverAll-TN) for more detailed instructions.