



TECHNOLOGY OLYMPICS SKILLS – MICROSOFT EXCEL 1 - BEGINNER

Middle School TEKS (Texas Essential Knowledge and Skills) for Technology Applications 6-8* used to develop this event:

TEKS §126.12. Technology Applications (Computer Literacy), Grades 6-8. *

(c) (7) (B) create and edit spreadsheet documents using all data types, formulas and functions, and chart information;

(c)(10)(C) create a variety of spreadsheet layouts containing descriptive labels and page settings;

§126.11. Implementation of Texas Essential Knowledge and Skills for Technology Applications, Middle School.

(c)(8)(E) integrate acquired technology applications skills, strategies, and use of the word processor, database, spreadsheet, telecommunications, draw, paint, and utility programs into the foundation and enrichment curricula.

* Texas Administrative Code (TAC), Title 19, Part II

Chapter 126. Texas Essential Knowledge and Skills for Technology Applications, Texas Education Agency, 2001.

Pre-Requisite Skills for Beginning Excel I:

1. Open an Excel document from a CD
2. Rename a document and save to desktop
3. Create a custom header to include student number and event name
4. Format cells – alignment, numbers, fonts, type
5. Basic formulas- sum and subtract
6. Fill Down formulas
7. Know what ##### means when it appears in a cell and be able to trouble shoot to fix it.
8. Format printer to print in landscape and print resulting document.

It is the policy of Region 10 Education Service Center not to discriminate on the basis of race, color, national origin, gender or handicap in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 503 and 504 of the Rehabilitation Act of 1973, as amended. Region 10 Education Service Center will take steps to ensure that lack of English language skills will not be a barrier to admission and participation in all educational programs and services.