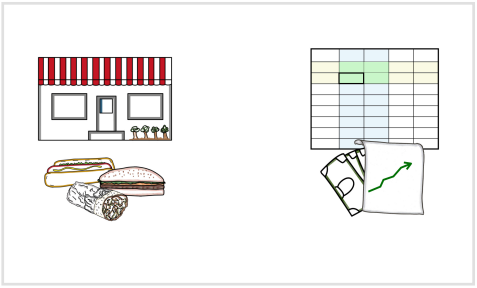
commoncraft

Lesson Plan

This lesson plan is designed to help you teach using a Common Craft video. Use the information below to introduce the video and then follow the video with discussion questions and other resources.



commoncraft.com/spreadsheets

ISTE Standard:
Empowered Learner 1d

ACRL Info Literacy Frame:
Information creation as a process

Spreadsheets

Explained by Common Craft

Because data is becoming a pervasive part of everyday life, spreadsheets are a key skill for the 21st century. Unfortunately, spreadsheets can feel a bit overwhelming and difficult to understand for the novice. This video explains the basics and why spreadsheets are useful in organizing and calculating data.

Learning Outcomes

- Explain the value of spreadsheets.
- Describe key components of a spreadsheet.
- Identify three uses for a spreadsheet.

Discussion Questions

Q #1

Have you used a spreadsheet before? If so, for what purpose? How did it help you complete your goal??

Q #2

How is a spreadsheet similar to or different from a scientific calculator? Explain.

Q3

How would you determine whether to use a spreadsheet or to use a table in a digital word document to organize data? In which situations would you use one type of document over the other?

Knowledge Check Q&A

Q

What is a spreadsheet?

A

It is a digital document with columns and rows and a specific location for each cell.

Q

True or False. If you change the data in a cell of a spreadsheet, the spreadsheet program will automatically adjust its results using the new data.

A True

Q

True or False. The numbers in one spreadsheet cannot be connected to the numbers in a different spreadsheet.

A False

Resources for Learning More

Computer Hope.
Spreadsheets, April 02, 2019.

https://www.computerhope.com/jargon/s/spreadsheet.htm

UC Berkeley: Advanced Media Institute
Spreadsheets

https://multimedia.journalism.berkeley.edu/tutorials/spreadsheets/

G Suite Learning Center
Getting started with sheets.

https://gsuite.google.com/learning-center/products/sheets/get-started/#!/

Microsoft Office Support
Intro to Excel

https://support.office.com/en-us/article/create-a-new-workbook-ae99f19b-cecb-4aa0-92c8-7126d6212a83?wt.mc_id=otc_excel

MOOC List
Spreadsheet MOOCs and free online courses

https://www.mooc-list.com/tags/spreadsheets