

Facilitating Student Learning and Academic Success: Excel Functions Activity

Goal: Learn to use new Excel resources to facilitate student learning and academic success.

Objectives:

- Describe different types of Excel-related problems that your students encounter in course-related problems.
- Access Excel Functions, http://denisemeeks.com/science/notebooks/notebook_excel.php
- Practice sorting functions by type and by function, searching for a function, selecting parts of Excel Functions to print or save to a PDF file, “jumping” to a section by type, and using the Top button.
- Investigate some of the resources connected to Excel Functions.
- List functions that are “new” to you and explain how you and/or your students could use them to solve Excel-related problems.

Learning Skills and Strategies:

- Understand: Explain ideas and concepts.
- Apply: Use information from provided resources to solve Excel-related problems.
- Analyze: Experiment with http://denisemeeks.com/science/notebooks/notebook_excel.php and Excel .

Required Resources:

- Computer
- Internet access

Introduction:

Several U of A business, math, statistics, and communications courses require students to use Excel. Online Excel Help can take time to navigate, it is difficult to access and print parts of Help files in a way that makes them useful, and determining what functions work best to solve a particular problem or perform a specific calculation can be cryptic.

The purpose of this session is to provide you with an Excel resource, Excel Functions, http://denisemeeks.com/science/notebooks/notebook_excel.php, that you and your students can use. This resource will enable you to search for commands, quickly locate examples, and print parts of this online resource. The information we will review will hopefully make you a more knowledgeable Excel user, enabling you to help students improve their Excel skills and solve problems more efficiently and effectively. Feel free to share this resource.

Many of the functions listed on Excel Functions include links to external websites that provide detailed examples and additional information.

Activities:

1.

| Type of problem/situation solved during tutoring sessions using Excel | What Excel functions/features/methods do you/your students use to solve these problems? |
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2.

| Function "new" to you | What does this Excel function do and how would a student use it to solve a course problem? |
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Assessment:

1. Explain how to:

a. sort functions by type or by function:

b. select and print parts of Excel Functions:

c. search for a function:

d. "jump" to a group of functions:

e. use the Top button

2. Investigate some of the websites connected to 3 functions.

| Function | What useful information is provided at a website connected to this function? |
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Discussion and Feedback: (Please write your responses to the following on a piece of paper and submit to Denise before leaving today's session. You do not need to include your name unless you wish to do so.)

1. What did you learn, if anything, about Excel during today's session, that you didn't already know?
2. What information, if any, that you acquired during today's session, will you incorporate in your tutoring sessions to facilitate students' learning and Excel competency? In other words, what did you learn about Excel that will help you to help students use their calculators more effectively?
3. What else should we have covered during today's session?

*Note: Please email comments/corrections to Dr. Denise Meeks at tucsonkosmicgirl@gmail.com Thank you!