Monday, March 16, 2020

Dear Students,

During this challenging time, or perhaps not so challenging time since you do not need to be at school, I would like to encourage you to continue improving your skills with Microsoft Office.

Since I am not certain that everyone has access to Microsoft Office 2010, I am going to be giving alternative assignments while we do not have class. I have found a set of tutorials that have a good explanation on how to use Microsoft Excel. Below you will find the links to the various tutorials.

I have divided them into daily lessons and will be creating Kahoot challenges for you to complete by Friday. Each averages 10 minutes or less in length. I will be asking you to watch 1-2 lessons per day. If you will send an email to me at [eleanor.gillespie@tcsoc.org](mailto:eleanor.gillespie@tcsoc.org) I can send you this document and you can get to the links from the document. The links are also available on the TCS website.

I would suggest that you take notes, but it is not required.

Microsoft Excel 2010 Tutorial

***Monday, March 16***

**Excel 2010 Tutorial For Beginners #1 - Overview (Microsoft Excel)**

<https://www.youtube.com/watch?v=eI_7oc-E3h0>

**Excel 2010 Tutorial For Beginners #2 - Enter & Edit Text and Numbers (Microsoft Excel)**

<https://www.youtube.com/watch?v=pPSwbK4_GdY>

***Tuesday, March 17***

**Excel 2010 Tutorial For Beginners #3 - Calculation Basics & Formulas (Microsoft Excel)**

<https://www.youtube.com/watch?v=RgvdCHjOKYg>

***Wednesday, March 18***

**Excel 2010 Tutorial For Beginners #4 - AutoSum Function (Microsoft Excel)**

<https://www.youtube.com/watch?v=gqlXj_NFcMc>

***Thursday, March 19***

**Excel 2010 Tutorial For Beginners #5 - Functions AVERAGE MAX MIN COUNT (Microsoft Excel)**

<https://www.youtube.com/watch?v=DUoz9v2CHjo>

***Friday, March 20***

We do not normally have class on Friday, but all assignments are due today at midnight. Please be sure that you have completed the Kahoot challenges so I will be able to check your answers and score. It will be treated as a quiz. You need to use your own name so that I will know who has completed their work.

Kahoot is found at the same location as the science class review, TrinityHigh

This is the Pin to the First Kahoot for Videos 1 & 2

<https://kahoot.it/challenge/0426552?challenge-id=c2d096f2-ce7a-4b36-9b47-adf3e8d1df6e_1584317988649>

Challenge Pin 0426552

This is the Pin to the Second Kahoot for Videos 3-5

<https://kahoot.it/challenge/0135226?challenge-id=c2d096f2-ce7a-4b36-9b47-adf3e8d1df6e_1584324895884>

Challenge Pin 0135226

***Monday, March 23***

**Excel 2010 Tutorial For Beginners #6 - Number Formats (Microsoft Excel)**

<https://www.youtube.com/watch?v=kHSXMPbCdEM>

Top of Form

Bottom of Form

**Excel 2010 Tutorial For Beginners #7 - Formatting Worksheets (Microsoft Excel)**

***Tuesday, March 24***

<https://www.youtube.com/watch?v=MVUiAx0ZAXk>

**Excel 2010 Tutorial For Beginners #8 - Conditional Formatting Pt.1 & 2(Microsoft Excel**

<https://www.youtube.com/watch?v=Pi38NELdfwA>

<https://www.youtube.com/watch?v=Cco1nOe1nko>

***Wednesday and Thursday, March 25-26***

**Excel 2010 Tutorial For Beginners #10 - Charts Pt.1, 2, 3, 4 & 5 (Microsoft Excel)**

<https://www.youtube.com/watch?v=o2Dvhi8wcF0>

<https://www.youtube.com/watch?v=5kyU3Nh7u38>

<https://www.youtube.com/watch?v=LNkMrbZL9X8>

<https://www.youtube.com/watch?v=XZ7AfmVz5Xs>

<https://www.youtube.com/watch?v=GDDek2k4UpE>

**You will need to check the TCS Website for the Codes to the next 3 Kahoot links and their codes.**

***Friday, March 27***

We do not normally have class on Friday, but all assignments are due at school today. Please be sure that you have completed the Kahoot challenges so I will be able to check your answers and score. It will be treated as a quiz. Remember that you need to use your own name