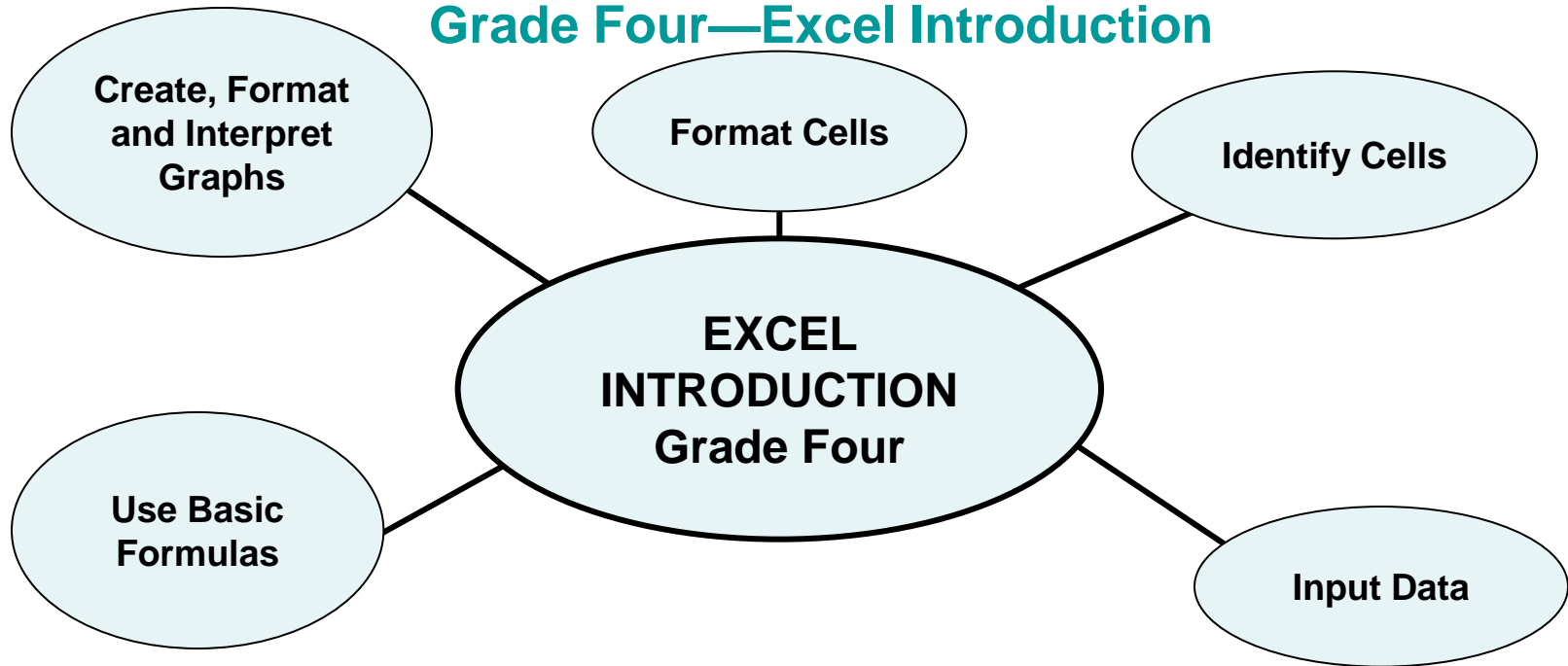


# COMPUTER

## Grade Four—Excel Introduction



### Essential Understandings/Learning Goals:

Students will:

- Create new Excel document/Open saved Excel document
- Format cells appropriately
- Use formulas
- Insert graphs
- Save

**TEC.K4-5.1.3a** –Demonstrate proficiency at keyboarding and the use of the mouse to enter text and numbers

**TEC.K-4.5.1.4a** –Demonstrate the ability to make a basic column graph using Microsoft Excel

### Content Vocabulary:

Excel  
Cells  
Fields  
Tab  
Formula  
Column/bar graph  
Activate  
Data entry  
Tables\*  
Data\*  
Graphs\*  
Chart\*