

MS Excel to Manage Data: For Educators

Course Description

This module walks participants through demonstrations in an education context that show how to clean data so that it is properly read, write formulas, sort, and filter. This module will provide examples of real-life uses for these skills for administrators, teachers, and school counselors. The module will also show how to summarize and graphically display data.

Work Products:

1. Excel workbooks demonstrating how to merge data.
2. Excel spreadsheets that use simple formulas.

Professional Teaching Standards Alignment

Standard:

Standard I: Teachers demonstrate leadership

Domain:

Teachers lead the teaching profession

Digital Competencies

Data and Assessment

- Use performance data and digital tools to empower student metacognition for self-assessment & self-monitoring their own learning progress.

Units

Unit 1: Navigating in Excel
Unit 2: Formatting
Unit 3: Preparing Data Files
Unit 4: Sorting
Unit 5: Filtering
Unit 6: Formulas and Functions
Unit 7: Conditional Formatting
Unit 8: Charts
Unit 9: Analyzing Likert-Scale Data
Unit 10: Reflection

Certificate Information

Participants can earn a certificate of completion for 20 Digital Learning hours. To earn a certificate, participants must:

- Complete each Unit.
- Contribute to the community by sharing ideas in the discussion forums; A certificate requires at least one post per unit, if instructed.