

## 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: 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 asking by sharing ideas in the discussion forums; A certificate requires at least one post per unit, if instructed.
- Submit any required assignments.