Name: Day/Period: Date:

**Microsoft Excel Training: Take A Way Worksheet**

**Directions:**

1. Students will view several short videos and gather facts they’ve gained knowledge/awareness of after watching.
2. Students can pause the video at any point to write down the fact as well as use the Close Captions option to help them gather information. When the sheet is done, student can change font color, styles, fills colors.
3. Students are required to use complete sentence structure, proper grammar and punctuation.
4. Headsets are at the back of the lab & should be returned to the crates at the end of class.

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| **Video Title** | **Fact #** | **Using complete sentence structure, write** **a fact** **you learned or already knew from the video:** |
| [What is Excel?](https://support.office.com/en-us/article/video-what-is-excel-842fb550-07cb-42d1-9a9f-c55789efed57?ui=en-US&rs=en-US&ad=US)  | Fact 1 |  |
| [Create a Workbook](https://support.office.com/en-us/article/video-create-a-workbook-82e9eab2-2e4e-463a-baa5-669b6c8ac543?ui=en-US&rs=en-US&ad=US) | Fact 2 |  |
| [Insert or Delete a Worksheet](https://support.office.com/en-us/article/video-insert-or-delete-a-worksheet-861d97cb-3b33-4978-92e4-9446dc19b8da?ui=en-US&rs=en-US&ad=US) | Fact 3 |  |
| [Hide or Unhide Columns](https://support.office.com/en-us/article/video-hide-or-unhide-columns-95146525-ce4f-4ff6-a118-c0724deb1a98?ui=en-US&rs=en-US&ad=US)  | Fact 4 |  |
| [Freeze Columns or Rows](https://support.office.com/en-us/article/video-freeze-columns-or-rows-94708bae-df5c-4c3b-888c-621cf5d4bc94?ui=en-US&rs=en-US&ad=US)  | Fact 5 |  |

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| [Move or Copy Worksheets](https://support.office.com/en-us/article/video-move-or-copy-worksheets-48580e26-5b6d-48d3-afb5-317e18006dcb?ui=en-US&rs=en-US&ad=US) | Fact 6 |  |
| [Applying Themes to work Workbook Appearance](https://support.office.com/en-us/article/video-apply-themes-to-change-the-look-of-a-workbook-51fb88ae-a7e9-455f-a79d-1ef2d7bd1bc7?ui=en-US&rs=en-US&ad=US) | Fact 7 |  |
| [Add and Edit Data](https://support.office.com/en-us/article/video-add-and-edit-data-2661a56a-196c-49c0-9dc3-ca785df9df9b?ui=en-US&rs=en-US&ad=US) | Fact 8 |  |
| [Align Text in a Cell](https://support.office.com/en-us/article/video-align-text-in-a-cell-483730f9-7cdb-4d67-b9e6-ffabd6401e16?ui=en-US&rs=en-US&ad=US) | Fact 9 |  |
| [Format Numbers in a Cell](https://support.office.com/en-us/article/video-format-numbers-in-cells-e6656c9b-a36a-4143-8fe4-5b6de0d9486b?ui=en-US&rs=en-US&ad=US) | Fact 10 |  |