**Teacher:** William Perez

**Date: 2/26/19**

**Grade:** 4th

**Lesson Topic:** Sorting in Microsoft Excel

**Learning Standards:**

* **NYS Learning Standards #5**-Computer Technology: use the computer as a tool for generating and drawing ideas
* **International Society for Technology in Education (ISTE): Empowered Learner 1c**: Students use technology to seek feedback that informs and improves their practice and to demonstrate their learning in a variety of ways.
* **International Technology and Engineering Educators Association (ITEEA) Standards for Technological literacy**: The Nature of Technology: Standard 3: Students will develop an understanding of the relationships among technologies and the connections between technologies and other fields of study

**AIM:**

How can we use the sorting feature in a Microsoft Excel spreadsheet to organize information?

**SWBAT:**

Input data into a Microsoft Excel spreadsheet

Use the sorting feature in Microsoft Excel to sort information in a quantitative manner

**Differentiation:**

Students will be provided with a step-by-step guide sheet that includes pictures. This will help the students who have low literacy skill levels.

English Language Learner (ELL) one student will be provided translated material (handout)

**Motivation**: **(3 MINUTES)**

In a library bookshelf, why do you think there are sections for every book genre?

Possible Answer(s): *To locate the books in an easier manner. The sections allow for the person looking for a book to know what shelf to search in.*

**Do Now: (6 MINUTES)**

Students will be handed a paper with a data table. Using Microsoft Excel, students are to input the data in a spreadsheet in order from least to greatest in quantity.

**Development**:

1. Students will open a preloaded data table saved onto their individual computers entitled: *My Book List*
2. Students will see the same data table displayed on the SmartBoard.

**Guided Practice (6 MINUTES)**

Step 1) Students will highlight/select group A3:B8

Step 2) Students will select the Data tab

Step 3) On the top left corner (below the Home tab) students will click on the Sort Dropdown arrow

Step 4) Once clicked, the dropdown menu will appear, here, students will select the custom sort option.

Step 5) A window will appear describing the sorting options. (Students are to check if the *MY LIST HAS HEADERS* box is clicked. Some might be some might not.)

Step 6) On the column section of the window, students will select the arrows and select the *Number of Books* option. (The order tab should be *smallest to largest)*

Step 7) At this point, students should all see the number of books ranging from smallest to largest.

**Independent Practice (25 MINUTES)**

Each student will be handed a data sheet in front of them, along with a set of step-by-step instructions (with screenshots) on how to complete the assignment. The handout sheet will be a data sheet titled *My Grocery List.*

Step 1) Based on prerequisite knowledge of inputting data on Excel, students must input the data from the sheet on a new Microsoft Excel Spreadsheet.

Step 2) Once the students have completed the input of data, they will repeat the steps for sorting data quantitatively based on the guide sheet provided too them.

**Summary/Evaluation (5 MINUTES)**

Students will be handed an Exit Ticket. In the Exit Ticket students will be asked to list the correct order of steps in using the sorting feature in Microsoft Excel.