

Activities

Excel Activity 1

Use the data provided in the table below to create a pivot table that shows the total number of books sold by genre and by author. The pivot table should be sorted by author and then by genre. The pivot table should be displayed in a table format.

Instructions

1. Open the Excel spreadsheet.
2. Select the data range.

Author	Genre	Books Sold
John Grisham	Crime	12
John Grisham	Fiction	18
John Grisham	Mystery	15
Stephen King	Horror	20
Stephen King	Fiction	25
Stephen King	Mystery	10
Agatha Christie	Mystery	30
Agatha Christie	Fiction	15
Agatha Christie	Crime	10

Excel Activity 2

Use the data provided in the table below to create a pivot table that shows the total number of books sold by genre and by author. The pivot table should be sorted by author and then by genre. The pivot table should be displayed in a table format.

Instructions

1. Open the Excel spreadsheet.
2. Select the data range.
3. Create a pivot table that shows the total number of books sold by genre and by author. The pivot table should be sorted by author and then by genre. The pivot table should be displayed in a table format.

Excel Activity 3

Use the data provided in the table below to create a pivot table that shows the total number of books sold by genre and by author. The pivot table should be sorted by author and then by genre. The pivot table should be displayed in a table format.

Instructions

1. Open the Excel spreadsheet.
2. Select the data range.

Excel Activity 5

Use the data provided in the table below to create a pivot table that shows the total number of books sold by genre and by author. The pivot table should be sorted by author and then by genre. The pivot table should be displayed in a table format.

Instructions

1. Open the Excel spreadsheet.
2. Select the data range.
3. Create a pivot table that shows the total number of books sold by genre and by author. The pivot table should be sorted by author and then by genre. The pivot table should be displayed in a table format.

Author	Genre	Books Sold
John Grisham	Crime	12
John Grisham	Fiction	18
John Grisham	Mystery	15
Stephen King	Horror	20
Stephen King	Fiction	25
Stephen King	Mystery	10
Agatha Christie	Mystery	30
Agatha Christie	Fiction	15
Agatha Christie	Crime	10



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SFM practices incorporating the REDD Programme and biodiversity conservation in forest ecosystems The project established sound foundations that improve the monitoring of the conditions of forest ecosystems and consequently more robust information is generated and with greater frequency It is worth highlighting the creation of an interinstitutional structure that will support the continuity of the SIMEF and the creation of a digital platform with five tools The SIMEF is at present a regular programme of the Chilean State with a governance system and with a permanent annual budget Given this the sustainability of the achievements made in the project can be maintained and strengthened However a low level of appropriation of the system at local level was identified which could affect its sustainability **Microsoft Excel 2000**

Instructors Resource Package Napier,2000 **Information and Communication Technology in Physical Education** Dr. Rakesh Gupta,2021-05-19 Information and Communication Technology ICT is an extended term for Information Technology IT which stresses the role of unified communications The term ICT is also used to refer to the convergence of audio visual and telephone networks with computer networks through a single cabling or link system There are large economic incentives huge cost savings due to elimination of the telephone network to merge the telephone network with the computer network system using a single unified system of cabling signal distribution and management However ICT has no universal definition as the concepts methods and applications involved in ICT are constantly evolving on an almost daily basis The broadness of ICT covers any product that will store retrieve manipulate transmit or receive information electronically in a digital form e g personal computers digital television email robots For clarity Zuppo provided an ICT hierarchy where all levels of the hierarchy contain some degree of commonality in that they are related to technologies that facilitate the transfer of information and various types of electronically mediated communications Skills Framework for the Information Age is one of many models for describing and managing competencies for ICT professionals for the 21st century Physical education also known as Phys Ed PE Gym or Gym class and known in many Commonwealth countries as physical training or PT is an educational course related of maintaining the human body through physical exercises i e calisthenics It is taken during primary and secondary education and encourages psychomotor learning in a play or movement exploration setting to promote health Information and Communication Technologies ICT in the field of physical education by the professed and the students Finally the main problems related to the use of these technologies in classrooms are analyzed All this in order t to shed light on a very topical issue regarding the education of our youth Studies show that ICTs are increasingly present in the field of physical education but much remains to be done to make an effective use of them in education **2007 Microsoft Office System** Margaret L. Niess,John Lee,2008-11-24 The 2007 Office release is more than just a businessperson s tool Its suite of integrated applications can be a powerful tool for teachers both to teach computer skills and to augment the learning experience in many subject areas whose usefulness go far beyond the office This book familiarizes you with the software and shows you new ways to utilize the technology in your classroom Book Jacket *Stepping Thru Ms Office Int03tx*

Fulton,Neilsen,2004-04 **South-Western Microsoft Office 2000 Curriculum Guide** Reidel,1999-05-28 This Curriculum Guide is a supplementary instructional tool designed for users of South Western texts about Microsoft Office 2000 This guide provides all the information necessary for a complete curriculum for this popular suite of applications Different areas covered include Word Excel Access PowerPoint Outlook FrontPage and Publisher Three different series are covered as curriculums South Western series QuickTorial series and the Napier and Judd series Users will also find the basic facts about Microsoft Office User Specialist MOUS certification *Microsoft Project 2000 Step by Step Courseware Expert Skills Class Pack* Carl S. Chatfield,Timothy Johnson,Rebecca Chatfield,Carl Chatfield,2000-11-29 This exclusive travel guide guides the visitor through the most incredible activities to be found in Shanghai savour the food of world class chefs in Asia s most romantic two seater salon eat at the best holes in the walls and discover local street food haunts find the best tailors and quality cashmere satins and brocades by the yard expert The Math Teacher's Toolbox Bobson Wong,Larisa Bukalov,2020-06-04 Math teachers will find the classroom tested lessons and strategies in this book to be accessible and easily implemented in the classroom The Teacher s Toolbox series is an innovative research based resource providing teachers with instructional strategies for students of all levels and abilities Each book in the collection focuses on a specific content area Clear concise guidance enables teachers to quickly integrate low prep high value lessons and strategies in their middle school and high school classrooms Every strategy follows a practical how to format established by the series editors The Math Teacher s Toolbox contains hundreds of student friendly classroom lessons and teaching strategies Clear and concise chapters fully aligned to Common Core math standards cover the underlying research required technology practical classroom use and modification of each high value lesson and strategy This book employs a hands on approach to help educators quickly learn and apply proven methods and techniques in their mathematics courses Topics range from the planning of units lessons tests and homework to conducting formative assessments differentiating instruction motivating students dealing with math anxiety and culturally responsive teaching Easy to read content shows how and why math should be taught as a language and how to make connections across mathematical units Designed to reduce instructor preparation time and increase student engagement and comprehension this book Explains the usefulness application and potential drawbacks of each instructional strategy Provides fresh activities for all classrooms Helps math teachers work with ELLs advanced students and students with learning differences Offers real world guidance for working with parents guardians and co teachers The Math Teacher s Toolbox Hundreds of Practical ideas to Support Your Students is an invaluable source of real world lessons strategies and techniques for general education teachers and math specialists as well as resource specialists special education teachers elementary and secondary educators and teacher educators **Resources in Education** ,1980-10 Microsoft Excel 2002 Lynne Wermers,Lynn Wermers,2002 Part of the Illustrated series this text offers a visual and flexible way to build Microsoft Excel 2002 skills **Excel 2000 Essentials Advanced** J. Burdeane Orris,1999 The Essentials series is conceived as a

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