

# NB: Enrolment Places limited to the first 15 responders

NEW SOUTH WALES  
DEPARTMENT  
OF EDUCATION  
AND TRAINING



Course date 19/08/03

Attention: K-12 Teachers, Computer Coordinators & Other Staff who use Excel 2000

## Using Spreadsheets in the Classroom

**What:** A hands on workshop designed to further teacher understanding of using Spreadsheets (eg. Excel 2000) to create, manage, and improve student handling of numbers for calculations. There will be opportunities to explore many of the tools that Excel offers...

This is intended for beginning & ongoing users of Spreadsheets (particularly Excel 2000) Covering...

- \* What is the difference between Cells & Workbooks?
- \* When is it best to use charts & wizards?
- \* What does it mean to use formatting styles and document linking?
- \* How to build a Sheet (table of data) plus turning it into a mail merge?
- \* When to use Various Views and for what purpose?
- \* How to insert - Filters - Popups - Formulae to define calculations more efficiently?
- \* What is - Auto Fill - Cell Wraps and Orientation? - plus other hints and tips .....

**Facilitators:** Paul Clark (Technology Adviser - Bankstown) Mb: 0410 582 138 and Tracy Considine (CSA Consultant)

**When:** Tuesday 19<sup>th</sup> August 2003

**Where:** Padstow Heights PS  
Computer Lab (parking along Henry Kendall Ave)

**Time:** 3:30pm - 6:00pm

**Cost:** \$5 (GST FREE) covering the cost of refreshments



Please complete the slip below and fax back to **Paul Clark** at **Bankstown DO** by **COB 15<sup>th</sup> August** on **9408 8999** . or email direct to [paul.clark@det.nsw.edu.au](mailto:paul.clark@det.nsw.edu.au) or leave name with **Sue/Kerrie 9408 8900** - course is limited to the first 15 responders

**Attention: Paul Clark FAX: 9408 8999 Course Costs \$5 (GST Free) payable to Revesby PS**

I/We will be attending the "**Using Spreadsheets in the Classroom**" workshop.  
Please print attendee names, and school name.

Name/s: \_\_\_\_\_

School: \_\_\_\_\_

Indication of attendance at all/part course component days: \_\_\_\_\_

If your school is NOT sending anyone to the course - Please provide a reason to assist with future course offerings :



Please Note A copy of a BLANK Application Form which you may want to retain for TAX purposes is available at <http://www.bankstownd.det.nsw.edu.au/T&D/t&d-app.pdf>