

Last Name First Name  
Hour #  
Assignment Name  
Admin (or MacServer) UserName

**LESSON 16** 6<sup>th</sup> Grade --- **EXCEL**

**Name** \_\_\_\_\_

1. \_\_\_\_\_ Read Unit 2 in your textbook beginning on Page 130. (This assignment ends on Page 144)

As you read, DO the Apply It sections throughout the Unit. If the directions don't fit exactly, figure out how to accomplish what the book wants you to learn.

Skip the "Apply It" at the top of page 134 and "save as" like we always do:

Last Name. L 16. 1 Deserts 1

2. \_\_\_\_\_ When you finish the "Apply It" sections through page 144
  - Figure out how to put a 4-line heading on your assignment
  - Select print gridlines and print heading
  - PREVIEW** your assignment – under File in the menu bar  
If it is more than 1 page do NOT PRINT until you fix what needs fixing!! (You might be able to just put in 1 – 1 when you print).
  - Print your assignment and hand it in.

3. \_\_\_\_\_ Open up your Deserts file. **Do a SAVE AS** and call it

Last Name 144 practice

Using your "new" 144 Practice file, one partner practice WITH A PARTNER, doing the 7 items on page 144 until you are sure you know how to do each of the skills. (Please don't actually print it though, save paper – just make sure the file is in your locker).

Now do the same at your partner's computer with the partner practicing the skills. That way EACH of you will have a "144 Practice" file in your file locker.

4. \_\_\_\_\_ Go to QUIA and do the Unit 2 Excel Review ACTIVITY – until you get \$1,000,000. **SHOW ME!!**

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5. \_\_\_\_\_ Go to the [usd417.net](http://usd417.net) site and click on do the Safari Crossword Puzzle. If you don't have enough time to complete it before the end of class, just use the time for practicing the puzzle. Do not use the HINT more than once for each clue.  
When you get the puzzle finished, FOLLOW THE PRINTING DIRECTIONS BELOW CAREFULLY:

ON a Mac: BEFORE printing:

- make sure the crossword puzzle is showing on your screen
- open up the hard drive and find the Applications folder and open the Utilities folder
- Find the "Grab" icon.
- In the menu bar, go to Capture to Selection
- Drag a box around all of the puzzle
- When the "untitled" box appears, set your orientation to "Landscape"
- Print the puzzle
- Add your 4 line heading and hand in
- Save as and upload to your server
  - **Last name. puzzle 1**

ON a PC: Before printing:

- make sure the crossword puzzle is showing on your screen
- Press "Print Screen" on your keyboard.
- Open Microsoft word – go to edit to paste. (be patient)
- Set your orientation to "Landscape".
- If you can figure out how to crop and resize your puzzle, do so to make it easier to read.
- Print the puzzle.
- Add your 4-line heading and hand in.
- Save as and upload to your file locker
  - **Last name. puzzle 1**

6. \_\_\_\_\_ Work on VPL.