

# Reflection Excel Unit 9<sup>th</sup> grade Computer Literacy

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As IB students, it is important for us to reflect upon and evaluate our learning. As Guajome students, we also work towards an understanding of the Essential Questions for each unit we study. There are also Standards, either State or National, we must address in our learning. In 9<sup>th</sup> grade Computer Literacy, we use National Standards for Technology to guide our learning.

Here are those components of our Excel Unit. Please read them over, and then follow the instructions for the Reflection document at the end of the lists.

## Essential Questions:

- Why would I ever use a spreadsheet?
- What are some things I can use a spreadsheet for?
- When should I use a spreadsheet instead of another type of document?

## Content Standard(s): From NETS for Students 2007

### 4. Critical thinking, problem solving, and decision-making.

Students:

- c. collect and analyze data to identify solutions and/or make informed decisions.

### 5. Digital citizenship

- a. advocate and practice safe, legal, and responsible use of information and technology.

### 6. Technology operations and concepts

- b. select and use applications effectively and productively.

## Instructions for Reflection:

1. Create a new MS Word document. Name it `yourusername_ExcelReflection.docx` and save it in your Written Work folder.
2. Document must be in MLA format. Title it **Excel Unit Reflection**.
3. Final Reflection must be at least two pages in length.
4. Create an introductory paragraph that gives your overall impression of how you have done with MS Excel.
5. Reflect upon what you have learned in the Excel Unit, and, after considering that, answer the Essential Questions. This must be in paragraph format, *not* a bulleted list.
6. Reflect upon the Standards, and answer the following questions:
  - Considering the degree of confidence I feel with MS Excel, how good am I at collecting and analyzing data to identify solutions and/or make informed decisions?
  - How effective and productive am I with Excel?

- How responsible am I when working with Excel? Do I complete my projects on time and remember to turn them in, properly formatted?
7. While thinking about the content and instruction given about MS Excel, indicate some areas of strength in the instruction and how you would improve other areas. Be specific.
  8. Summarize your thoughts in a concluding paragraph and tie it together in a concluding sentence that restates your introductory comments.

Save your work. Close out the file, and then email it to Ms. Mitchell at [mitchellda@guajome.net](mailto:mitchellda@guajome.net).