

ARE YOU INTERESTED IN LEARNING ABOUT HOW TO USE SPREADSHEETS? CHECK OUT THE CLASS BELOW. TAKE SOME TIME TO LEARN A NEW SKILL THAT WILL NOT ONLY HELP YOU IN SCHOOL BUT ALSO IN FUTURE JOBS AND OTHER COLLABORATIVE WORK.

## INTRODUCTION TO DIGITAL SPREADSHEETS

This course will teach learners how to use Google Sheets and Microsoft Excel to organize, analyse, and present information effectively. Our sessions on Sheets will highlight basic functionalities and online collaboration, while we'll use Excel to perform complex calculations and create charts to cleanly summarize work. Students will apply this knowledge to a variety of real-world datasets that require a high level of accuracy and transparency; such as financial investments, sports statistics, and greenhouse gas emissions. Each class will feature an overview of a new topic, followed by supervised small group work in breakout rooms.

## INSTRUCTOR

Charlie O'Keefe has over a decade of experience teaching people to navigate complicated software as a training professional. He graduated from McGill with a B. Ed in Secondary Education focused on History and Geography and recently earned a certificate in eLearning. With experience in traditional and virtual classroom settings, he offers a personalized and modern approach to learning. When he's off the clock he operates as a gamemaster for hire, running trivia nights and remote Dungeons & Dragons games for clients across Canada and the US. He can't take a vacation without planning it in a spreadsheet.

## COURSE DETAILS

**Who:** Grade 9-11 students (minimum 10 students - maximum 15 students).

**When:** Tuesday evenings from 7:30-8:30 p.m. on Zoom 10-week session from January 26 - April 13 (no courses during March break)

**Cost:** \$250 (Charged to your school account. Other payment options can be arranged.)

**Skill:** Please note that learning spreadsheets is a valid skill for the Duke of Edinburgh Award. With class time and practice activities, this course will fulfill the 13 hours required for the Bronze level. For students looking to fulfill the Silver level skill (26 hours), there is a possibility of offering a follow-up course and/or the option to create meaningful supplementary activities that will enhance knowledge and skill.

**Microsoft Excel:** Please note that if you enroll in this course, you must have Microsoft Excel installed on your laptop.

Course registration is on a first-come, first-served basis by completing this [Google Form](#). Deadline to register is Friday, January 22. Any questions? Please contact Courtney Prieur, Director of Experiential Education at [prieurc@selwyn.ca](mailto:prieurc@selwyn.ca)