

Technology Lesson #3: Data Entry on EXCEL (Jennifer Nemiroff)

**This product can be purchased and downloaded for \$7.50 at:
www.theautismhelper.com**

Rationale:

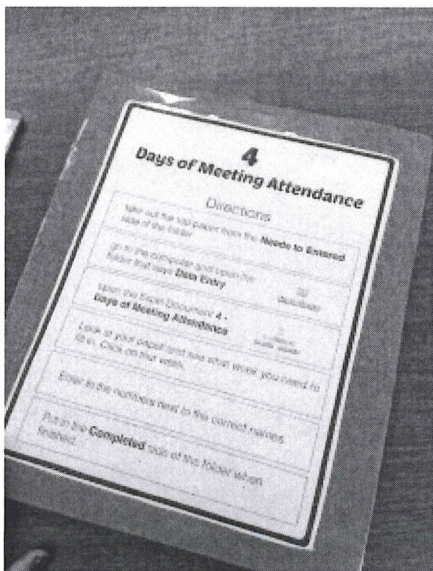
- We live in a technology driven world. To purchase a bus pass – you need to use a touch screen kiosk. To buy groceries – you may use self-checkout and need to navigate that computer system. The future jobs and life skills of our students will be based completely around technology. From how they are getting to work to the skills they will need to do in their daily jobs – technology will be a part of it. We need to up the ante when it comes to the type of vocational life skills training we are doing. We need to move beyond assembly and factory-line type tasks. It's time to look at incorporating technology into our independent work tasks. Your students' future jobs depend on it.

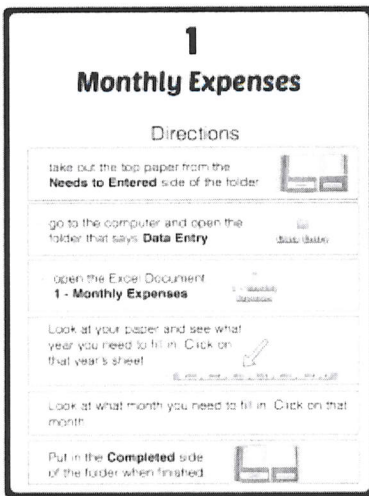
We are all in agreement that independent work is an essential component to any classroom. Our students need to learn to work on their own for an extended period of time on a wide range of tasks. This is a perfect time to incorporate technology in an effective and easy to use way.

How it works:

- **Students will get the work task folder.**

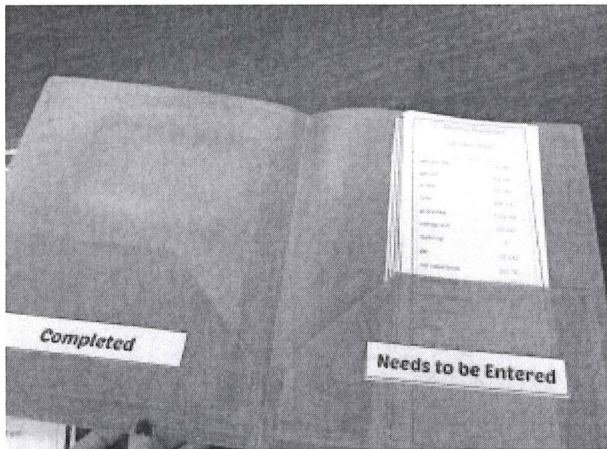
There are 5 different work tasks included. Each has a visual set of directions that go on the front of the folder.





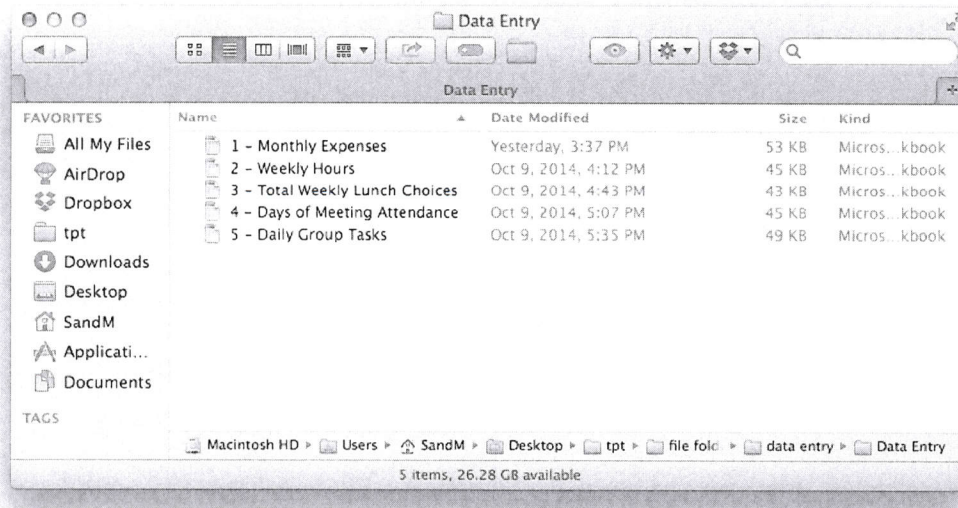
- **Students will take the first work task sheet out of the folder.**

Each task has about 30-50 different task sheets. Students will take the top sheet and enter that information into the computer.



- **Student will go to the computer and open coordinating excel file.**

The best part of this product is that it comes with a coordinating excel file that is already structured and setup. All you need to do is save the files on whichever computer students will be using. Each file is numbered and named so students can easily find it.



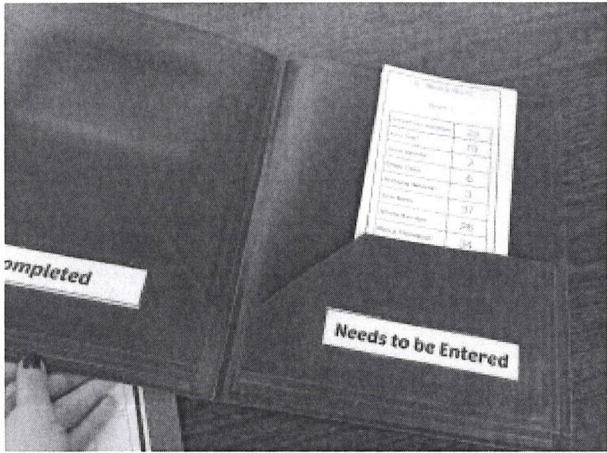
- Student will enter the data into each section.

Now it's work time. Students will follow the pre-made sets of data and input the numbers into the structured excel document. Students will work on fine discrimination skills and following directions in such an important way!

	A	B	C	D	E	F	G
1		January	February	March	April	April	May
2	electric bill						
3	gas bill						
4	tv bill						
5	rent						
6	groceries						
7	eating out						
8	clothing						
9	gas						
10	car insurance						
11	car payment						
12	health insurance						
13	fun activities						
14	savings						
15	cell phone bill						
16	gym membership						
17	other						
18	total:	0	0	0	0	0	0
19							

- Once they are finished, students put the work sheet on the *Completed* side of the folder.

The work task is now ready for the next student to work on it!

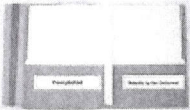


These work tasks are simple to set up. All you need to do is label folders, cut work pages in half, and save excel files on your computer.

Directions for Setup

1. Setup the folders.

Get 3 folders. Different colored folders will help students discriminate between the different tasks.



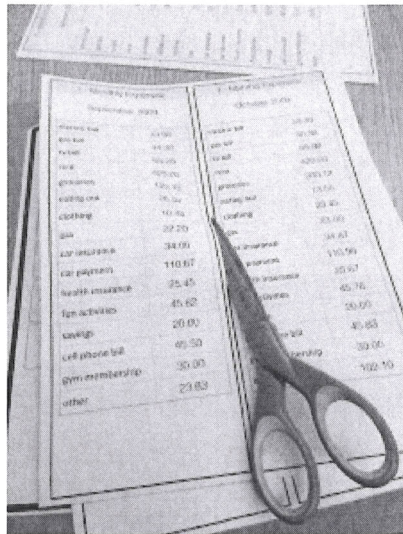
Use the labels provided to label the two sides of the folder. Label one side Completed and the other side Needs to be Completed



Label the front of each folder with the Directions Page

2. Setup the task papers.

Each task has task papers that students will use when inputting data. Each page has two task papers. Photo copy the task papers and cut them in half.



Check it out and get your kiddos involved in our technology obsessed world!