



Excel for ELT

Presented by Ben Hoyt

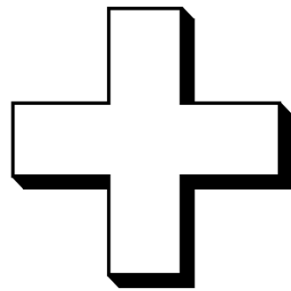
2019 ETAS Professional Development Day, Ben



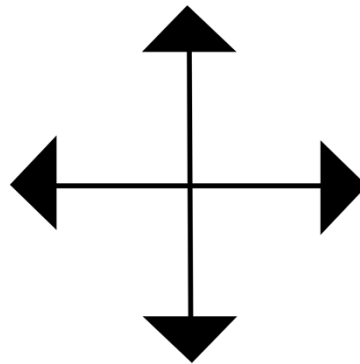
english**teachers**
association
switzerland

Excel for ELT: course plans

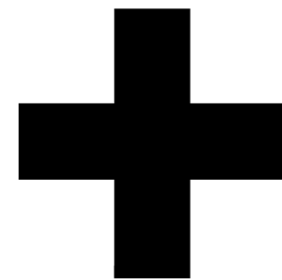
Notice the changing shape of the cursor (mouse pointer)



Default shape: **Select**



At edge of selection: **Move**



At bottom right of selection: **Fill**

Excel for ELT: course plans

Things to remember

- The mouse shape changes and has different functions
 - Default shape: **Select**
 - At edge of selection: **Move**
 - At bottom right of selection: **Fill**
- Use custom number formats to make the dates look nice
- Use the format painter to copy visual styles to other cells

Excel for ELT: vocabulary lists

Things to remember

- You can keep extra information in your lists
- Use filters (under “Data” on top) to quickly select items
- Use filters to shuffle the order of your test items (without leaving anything out)

Excel for ELT: exam marking

Things to remember

- The components of the formula appear as you start typing
- You can select or type the cell number
- Use the fill tool to duplicate your formulas
- Use “Paste link” to build workbooks that will auto-update



Excel for ELT

Coming soon to YouTube and <http://go.e-tas.ch/2019PDD>

Get in touch: ben.hoyt@e-tas.ch

