

## Unit 5: Working with Shapes &amp; Elements

# Flash Cards

## Using Symbols

### New Skills

- Inserting Symbols
- Using Paste Options

### Lesson Overview

Your Child Development class has been asked to visit the town elementary school and present a math topic to the third graders. The third grade teacher has asked you to review basic math concepts like multiplication, division, greater than and less than and would like you to bring some visuals as she feels most students prefer to see the concept rather than listen to a lecture.

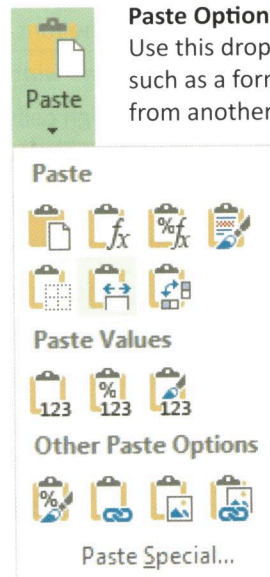
*In this lesson, you will create some flash cards covering basic math concepts to use during your presentation to the third graders.*

### Tools & Terms You'll Use

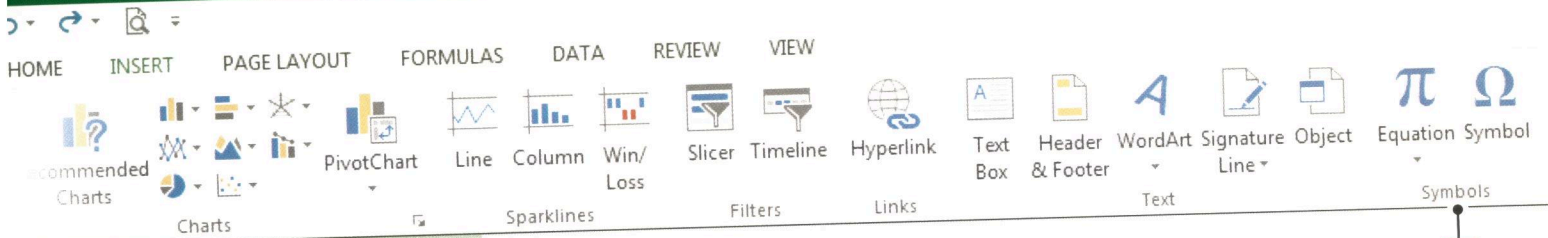
Review the following tools and terms that you will practice in this lesson, as you may be required to take a written assessment test after completing this unit.



**Symbol:**  
Use this icon to add symbols that are not on your keyboard.



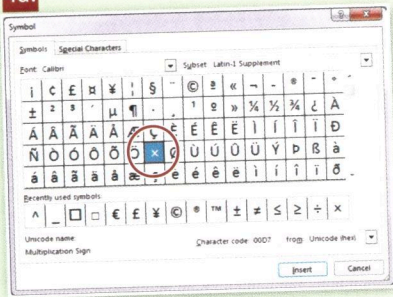
**Paste Options:**  
Use this drop-down menu to paste only attributes such as a formula, format, or column width copied from another cell.



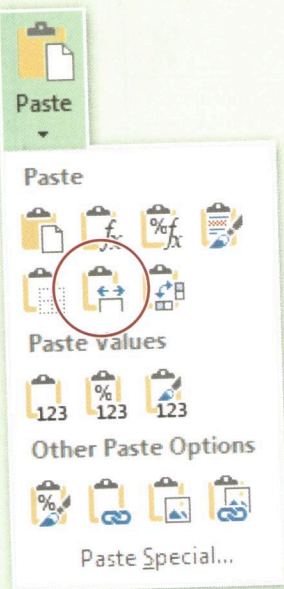
## Instructions

1. Using Microsoft Excel 2013, create a new Blank workbook.
2. Save the file as *5.6 Flash Cards* in your **My Excel Projects** folder.
3. Key the data as shown in *5.6 Source Doc. A*.
4. From the **INSERT** tab, **Symbols** group, do the following:
  - a. Insert the **Multiplication** sign in cell B3, then copy and paste it in cells B4 through B12
  - b. Insert the **Equal** sign in cell D3, then hit Enter. Then copy and paste the equal sign in cells D4 through D12
  - c. Insert the **Less-Than** sign in cell B15, then copy and paste it in cells B16 through B19
  - d. Insert the **Greater-Than** sign in cell B22, then copy and paste it in cells B23 through B26
5. Make the following formatting changes:
  - a. Change the font size of row 1 to 24
  - b. Merge and center cells A1 through E1
  - c. Change the font size of rows 3 through 26 to 20
  - d. Change the width of columns A through E to 15
  - e. Center align cells A3 through E26
  - f. Apply All Borders to cells A3 through E12
  - g. Apply All Borders to cells A15 through C19
  - h. Apply All Borders to cells A22 through C26
  - i. Change the name of Sheet 1 to [3 Facts]
  - j. Insert a new Sheet
  - k. Move the new Sheet to the end
  - l. Change the name of Sheet 2 to [4 Facts]
  - m. Copy the data from the [3 Facts] Sheet
  - n. Using the **Keep Source Column Widths** option in the Paste drop-down menu, paste the data into the [4 Facts] Sheet
  - o. Now, key the data in *5.6 Source Doc. B* to replace the data in the [4 Facts] Sheet
6. Proofread your work for accuracy and format, then resave the file.
7. Select all cells containing data in each worksheet and Print Preview your worksheets.
8. Your worksheets should look similar to *5.6 Source Docs. C and D*.
9. Print the entire workbook if required.

4a.



5n.





5.6 Source Doc. A

	A	B	C	D	E
1	Math Facts - 3's				
2					
3	3		1		3
4	3		2		6
5	3		3		9
6	3		4		12
7	3		5		15
8	3		6		18
9	3		7		21
10	3		8		24
11	3		9		27
12	3		10		30
13					
14					
15	3		6		
16	24		27		
17	15		18		
18	12		15		
19	6		9		
20					
21					
22	30		27		
23	21		18		
24	6		3		
25	18		15		
26	24		21		

# Lesson 5.6

## Using Symbols



5.6 Source Doc. B

	A	B	C	D	E
1	Math Facts - 4's				
2					
3	4		1		4
4	4		2		8
5	4		3		12
6	4		4		16
7	4		5		20
8	4		6		24
9	4		7		28
10	4		8		32
11	4		9		36
12	4		10		40
13					
14					
15	4		8		
16	28		32		
17	16		20		
18	12		16		
19	8		12		
20					
21					
22	32		28		
23	20		16		
24	8		4		
25	16		12		
26	36		32		

## Math Facts - 3's

3	×	1	=	3
3	×	2	=	6
3	×	3	=	9
3	×	4	=	12
3	×	5	=	15
3	×	6	=	18
3	×	7	=	21
3	×	8	=	24
3	×	9	=	27
3	×	10	=	30

3	<	6
24	<	27
15	<	18
12	<	15
6	<	9

30	>	27
21	>	18
6	>	3
18	>	15
24	>	21

5.6 Source Doc. D

## Math Facts - 4's

4	×	1	=	4
4	×	2	=	8
4	×	3	=	12
4	×	4	=	16
4	×	5	=	20
4	×	6	=	24
4	×	7	=	28
4	×	8	=	32
4	×	9	=	36
4	×	10	=	40

4	<	8
28	<	32
16	<	20
12	<	16
8	<	12

32	>	28
20	>	16
8	>	4
16	>	12
36	>	32