

## Directions to Seymour Middle School:

### From I-84W:

Take I-84 West toward Waterbury/Danbury  
Merge onto CT-8 South via Exit 19 on the left toward  
Naugtauck/Bridgeport  
Take the CT-67 West exit – Exit 22 toward Seymour/Oxford  
Turn slight right onto CT-67.  
Turn right onto CT-67/Bank Street. Continue to follow CT-67.  
Turn left onto Mountain Road No.2.

## Principals' Center's Technology Committee

Robert Hale, chair, Westbrook High School  
Gary Gula, Canton Jr. - Sr. High School  
Dr. Donna Leake, Norton Elementary School, Cheshire  
Mary Francis, Coventry High School  
Brian Czapla, Smith Middle School, Glastonbury  
Alan Capasso, Greenwich High School  
Leo Lavallee, Thomas Edison Middle School, Meriden  
Harry Gagliardi, Anna LoPresti School, Seymour  
Marijke Kehrhan, University of Connecticut, Educational Leadership  
Mary Hourdequin, King Philip Middle School, West Hartford  
Kathleen Peters-Durrigan, Beecher Road School, Woodbridge  
Stephen Donnell, Ellis RVT School, Killingly

## The Connecticut Association of Schools Principals' Center's Technology Committee Invites You to a Program:

"How Excel Can Help The Administrator Use Data For Raising  
Student Achievement"

Wednesday, July 20, 2005 Beginners Introduction to Excel

Thursday, July 21, 2005 Better Use of Data for School  
Improvement through Excel

Friday, July 22, 2005 (Optional)  
Use of Administrators' Own Data With Excel



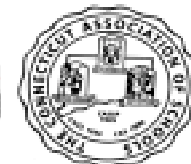
Seymour Middle School

211 Mountain Road

Seymour, Connecticut 06483

9:00 a.m. – 2:30 p.m. (Lunch Included)

This program is supported by a grant from the Bill and Melinda  
Gates Foundation.



## Program

The Principals' Center's Technology Committee has planned this program to help school administrators use data more efficiently in order to plan school improvement and raise student achievement.

### Day One (For Participants Needing to Learn Excel)

8:30 Registration

#### Morning Session

- Overview of data-decision making, NCLB tracking through Excel, other admin. uses of Excel/Data decision tools.
- Basics of Excel (spreadsheets/terminology and basic navigation). Instructor will use a pre-made data file #1 (on a disc).
- Formatting and editing (cells, columns, rows, deletion, sizing of cells, alignment, header/footer)

#### Afternoon Session

- Pre-made data file #2 (different files from morning session) show help file, sorting, basic calculating equations.
- Data Entry

### Day Two (For All Participants)

8:30 Registration

#### Morning Session

- Over-view of data decision making
- Filtering, subtotals
- Charts, tables, Pivot Table

#### Afternoon Session

- Continued Charts, Tables, Pivot Tables
- Using Word in conjunction with Excel
- Analyzing Data

### Day Three

Advanced topics and/or guided, independent applications. Bring your own data and/or project.

### Presenters:

Alan Capasso, Headmaster, Greenwich High School

### Assisted by:

Harry Gagliardi, Principal, LoPresti Elementary School, Seymour  
Robert Hale, Principal, Westbrook High School

Register below or on-line at [www.casciac.org](http://www.casciac.org) – Under “CAS News and Announcements.”

Name \_\_\_\_\_

School \_\_\_\_\_

Address \_\_\_\_\_

City/State \_\_\_\_\_ Zip \_\_\_\_\_

Please mail registration to:

Mike Buckley, CAS, 30 Realty Drive, Cheshire, CT 06410

Phone – 203-250-1111, Fax – 203-250-1345

Email – [mbuckley@casciac.org](mailto:mbuckley@casciac.org)

Deadline to Register: June 20, 2005

This program is being offered free of charge.

Please check which days you are registering for:

Day One \_\_\_\_\_ Day Two \_\_\_\_\_ Day Three \_\_\_\_\_

.5 CEUs will be awarded upon completion of each day of the program.

