

**Directions to Berlin High School:**

**From I-91:**

Take Route 9 North.  
Take Exit #22 towards US-5 South New Haven.  
Turn Right onto Frontage Road.  
Turn Right onto CT-372 Worthington Ridge.  
Turn Right onto School Street  
School Street becomes Patterson Way.  
End – 139 Patterson Way.

**From I-84:**

Take either – 72 East #35 to Route 9 South  
Or Route 9 South (Corbins Corner/West Farms Mall area)

Take 372/ Mill Street Exit #22. (From Route 9)  
Keep Left at fork in ramp.  
Turn Right onto Worthington Ridge.  
Turn Right onto School Street.  
School Street becomes Patterson Way.  
End – 139 Patterson Way.

**From 5/15 Berlin Tpke:  
Coming South from Hartford direction**

Take Right onto Worthington Ridge.  
Take Left onto School Street.  
School Street becomes Patterson Way.  
End – 139 Patterson Way.

**Coming North from Meriden direction:**

Take Left onto Worthington Ridge.  
Take Left onto School Street.  
School Street becomes Patterson Way.  
End – 139 Patterson Way.

**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 7, 2004 Beginners Introduction to Excel**

**Thursday, July 8, 2004 Better Use of Data for School Improvement  
through Excel**

**Friday, July 9, 2004 (Optional)  
Use of Administrators' Own Data With Excel**



**Berlin High School  
139 Patterson Way  
Berlin, CT 06037**

**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, Assistant 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:**

**Tom Galvin, CAS, 30 Realty Drive, Cheshire, CT 06410**

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

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

**Deadline to Register: June 21, 2004**

**This program is being offered free of charge.**

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



#### **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

Timothy Neville, John F. Kennedy Middle School, Enfield

Brian Czapl, Smith Middle School, Glastonbury

Alan Capasso, Greenwich High School

Kathy Spencer, St. Joseph School, Meriden

Leo Lavalley, Thomas Edison Middle School, Meriden

Harry Gagliardi, Anna LoPresti School, Seymour

Dr. Philip O'Reilly, Sharon Center School

David Telesca, J.A. DePaolo Middle School, Southington

Francis Kennedy, Stafford High School

Marijke Kehrhahn, University of Connecticut, Educational Leadership

Mary Hourdequin, King Philip Middle School, West Hartford

Muriel Gaynor, King Philip Middle School, West Hartford

Robert Gazda, The Gilbert School, Winsted

Kathleen Peters-Durrihan, Beecher Road School, Woodbridge