

Excel@ Mathematics™

Welcome to *Excel@ Mathematics™* where you can interact with over 6 different subjects. In this manual, you will learn about some of the features that the product offers to ensure the best learning experience for you. Let's begin with signing in.

Signing In

To get started, you'll need to sign in. Just type your name in the text box. If you are returning, select your name from the list below the text entry box, or click **new name** if you want to start a new user record. Then click **ok**.

To delete a name from the list, select it and then click **delete name**.

A note about the music: The *Music* control that you access from the *Home* page will turn the music on or off in the study and practice areas as well as in the *Home* and *Planner* interfaces.



Basic Navigation



Home Screen—Choose Class

Clicking the **choose class** tab on the left side of the home screen will display a list of available classes on the right. Open the class listing by double-clicking the text or by single-clicking the arrow associated with it. You'll see the corresponding subjects listed below. Click **go to topics**, and you will be taken to the *Planner* screen. **Note:** if you have any classes scheduled in your calendar for the current day, an icon will appear next to the subject they occur in.



Using the Planner

To study or practice lesson material, select a lesson name, and the **study** and **practice** buttons will become active. You may then click **study** to view the regular lesson content, or click **practice** to answer questions about the lesson content. The first time you try to access a lesson that you haven't taken a test for, you'll be asked to take a topic level test. It's a good idea to do that first. By doing this, you'll have an accurate reading to measure your progress against. If you'd rather not take the test, simply click **No**,

and you will be returned to either the study or the practice part of the lesson. If you click **Yes**, the diagnostic test for that topic will begin. Once you've completed a topic test, your score will appear next to the topic in the Planner, as well the progress display on the Home screen. You may take a topic test at any time by selecting a topic heading and then clicking the **topic test** button.

For a complete list of all of the Subjects, Topics and Lessons in this program, see the Appendix of this manual.

Using the Calendar

It's easy to schedule lessons on the days you'd like to take them. The left side of the screen is devoted to the calendar lesson-planning feature. First, click the **open calendar** button to see the current day. It will be colored differently from the rest and have a red border. The color indicates the current day and the red border indicates selection. The red border will move to days you select. To navigate to other months, use the arrows on either side of the month heading.

You can plan when you want to take each lesson by using the drag-and-drop feature. Open a topic you want to study by clicking its arrow or double-clicking the text. You can click, drag, and drop lessons on either a day in the calendar or the list box below it. The list box displays what's scheduled for the selected day. Dates change to white when you have lessons scheduled on them.

If you have a printer connected to your computer, you can get a hard copy of your lesson plan for your current Subject. Just click the **print** button.

Additional Functionality

Using Search

You can use specific keywords to locate lessons that use or pertain to these keywords. At the home screen, click the **search** tab on the left. In the text entry box, start typing a few letters of the topic you are looking for. This will bring up an alphabetized list of words that match those letters. You may also use the arrow buttons to scroll the list if you don't have a specific item in mind. When you've located the desired keyword, simply click the **go to lesson** button to study the related material.



Using Progress

Clicking the **progress** tab will display your first and best test scores. These scores are from the diagnostic test which you can take on the topic level only. If test scores you earn on subsequent tests are equal to or lower than your first test score, your first test and best test scores will be equal. Be sure to take your tests before studying the material so that you get an accurate baseline to judge your improvement.

If you have a printer connected to your computer, you can get a hard copy of your scores by activating the **print** button.



Download Updates

Clicking the **download updates** button will let you know if upgrades and enhancements to the Excel curriculum are available for download. If downloads are available, they will be listed. You'll be notified if there aren't any enhancements available to you.

Notes about connecting to your Internet service provider: If you are not online when you click the **download updates** button, the program will attempt to call up the

dial up box, enabling you to log on. However, if the program is having difficulty bringing up the dial up box, the following message will be displayed: To check for updates you must be connected to the Internet. Log on to the Internet and click the retry button after you return to Excel. This means that you'll need to quit the Excel application, log on to your ISP and then return to Excel.

To download, simply select the item, and click the **start download** button. You can cancel the process at any time by clicking **cancel**. Any updates that didn't make it to your system in their entirety will not be installed.

Extras



Enjoy additional products, which can be launched from **CD #1** of *Excel@Mathematics™*. Make your selection, and you will be prompted about which CD to insert. Remove CD #1 and insert the appropriate CD. The Extras in *Excel@Mathematics™* are the following:

Math Blaster® Pre-Algebra
Math Blaster® Geometry
The Cruncher™ 2.0

Additionally, you can enjoy an extra product, Simon & Schuster's *Advanced Placement Statistics*, which you'll find separately inside the *Excel@Mathematics™* package. To install it, insert the *Statistics* CD into your CD drive and follow the setup and install prompts.

The GenerationYou™ Web Site

Knowledge Adventure's very own *GenerationYou™* Web site is an exciting place to visit any time. At the Home screen, simply click the **extras** tab. The *GenerationYou™* icon will appear near the other box icons. Click this link and your browser will be launched, transporting you there. Here you can join in interesting activities, read about subjects geared for your age group, and learn more about your current interests.

*APPENDIX

Below is a list of the Classes with their subjects and topics that are presented in the *Excel@Mathematics™* application.

Subjects, Topics, and Lessons

I. MATHEMATICS

- | | |
|---------------------|--|
| <i>Algebra 1</i> | <ol style="list-style-type: none">1. Real Numbers and Expressions2. Equations and Inequalities3. Systems of Equations4. Graphing5. Polynomials |
| <i>Algebra 2</i> | <ol style="list-style-type: none">1. Linear Inequalities2. Algebraic Fractions3. Irrational and Complex Numbers4. Functions5. Matrices6. Quadratic Functions7. Polynomial Functions8. Patterns and Relationships |
| <i>Geometry</i> | <ol style="list-style-type: none">1. Points, Lines and Planes2. Triangles3. Quadrilaterals and Other Polygons4. Similarity5. Circles6. Perimeter and Area7. Solids8. Coordinate Geometry9. Transformational Geometry10. Reasoning and Proof |
| <i>Trigonometry</i> | <ol style="list-style-type: none">1. Right Triangle Trigonometry2. Angles of Revolution3. Circular Functions4. Graphing Simple Trig Functions5. Trigonometric Identities6. Advanced Graphing7. Oblique Triangles8. Complex Numbers |

- Pre-Calculus*
1. Fundamentals of Algebra for Review
 2. Functions and Graphs
 3. Polynomial and Rational Functions
 4. Exponential and Logarithmic Functions
 5. Trigonometric Functions
 6. Analytic Geometry

- Calculus*
1. Limits
 2. The Derivative
 3. Applications of the Derivative
 4. Integrals
 5. Applications of the Definite Integral
 6. Transcendental Functions
 7. Methods of Integration