

CRAAP Test

Resource Title: Beginning Excel

Resource URL: <https://open.bccampus.ca/browse-our-collection/find-open-textbooks/?uuid=80256b78-e7fa-4956-925b-485363c1bc97&contributor=&keyword=&subject=>

Currency: The timeliness of the information:

- When was the resource published or posted?
- Has the resource been revised or updated?
- Does your topic require current information?
- Are the links functional?

This is an Introduction to Excel tutorial booklet for Excel 2016. Our college happens to use Office 2016 but it's not the latest version of Microsoft Office, of course.

Relevance: The importance of the information for your needs

- Does the resource relate to your needs?
- Who is the intended audience?
- Is the information in the resource at an appropriate level for your learners?

I will use Beginning Excel to teach spreadsheets to my Adult Education learners. That's why the authors wrote Beginning Excel in the first place.

Authority: The source of the information

- Who is the creator?
- What are their credentials or organizational affiliations?
- Are they qualified to write on this topic?

The authors: Noreen Brown, Barbara Lave, Julie Romey, Mary Schatz, Diane Shingledecker, are all community college instructors who have taught Beginning Excel courses.

Accuracy: The reliability and truthfulness of the information

- Is the information supported by evidence?
- Has the resource been reviewed or refereed?
- Are there spelling, grammar, or typographical errors?

Beginning Excel is a tutorial for community college learners to learn Excel independently or in a classroom setting. The resource has no red flags mentioned.

Purpose: The reason the information exists

- Why does this resource exist? (to inform, teach, sell, entertain, or persuade?)
- Is the information fact, opinion, or propaganda?
- Are there political, ideological, cultural, religious, institutional, or personal biases?

The resource exists so that other community college teachers can also teach Excel to their students too. There are no biases.

Notes: Are there additional questions or observations you have about this material that affect your decision to use it? (i.e. this is an opinion piece that I will use to demonstrate one side of an argument).

The book is objective; it aims to teach students how to use Excel as beginners.

Final Recommendation: Will you use this resource? Why or why not?

I am very happy to use the resource. The authors are very kind to share their expertise and I will index their names again to see if they have other books within Office such as MS Word, PowerPoint and Outlook.

My Padlet – it's how I used OASIS to find *Beginning Excel* for my Adult Education class

