

Instructions:

Basic Setup

1. Make sure that marcos are enabled
2. Click on the “Names” tab and enter your students’ names beginning in cell A3
3. Enter the number of students in B2

To use

1. Select one of the review tabs by clicking on it
2. Move the viewing area so that cell A1 is un the upper left corner
3. Zoom as needed so that only the desired portion of the spreadsheet appears
4. Click on the boxes to randomly select new names/words

To make a new review list

1. Right click on one of the current review tabs
2. Select “Move or copy...”
3. Check “Create a copy”
4. Select the position for the new tab
5. Click “OK”
6. Right click on the new tab and rename it
7. Modify the vocabulary list as needed

To modify a vocabulary list

1. Select the review sheet you want to edit by clicking on the tab
2. Add/Delete words/phrases in column M as desired.
3. Do not leave any blank cells in you list
4. You can duplicate words to emphasize them in the review session.
5. Enter the number of words in your list in cell L1.