WEEKLY LESSON NOTES – B7

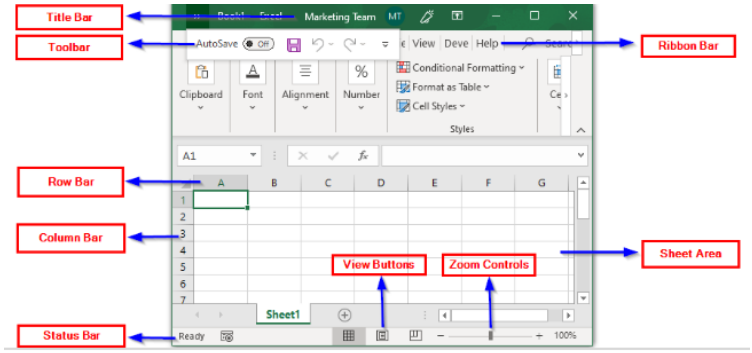
WEEK 3

Strand : Productivity Software	**Week Ending**: 27th MAY, 2022
Sub Strand: Introduction to Electronic Spreadsheet	**Duration** :
Content Standard: B7.2.3.1. Demonstrate how to use the Spreadsheet (Editing Worksheets)	**Class** : B7
Indicators: B7.2.3.1.1. Explain the importance of electronic spreadsheet	**Day** :
Core competences: DL5.1: Ability to ascertain when information is needed and be able to identify, locate, evaluate and effectively use it to solve a problem.	

Activities For Learning & Assessment	**Resources**	**Learners Resource Page Ref.**	**Progression**
Starter (5 mins) Using questions and answers, revise with learners to find what they already know about electronic spreadsheet Share performance indicators and introduce the lesson. ***Main (35 mins)*** Brainstorm learners to discuss the meaning of electronic spreadsheet. *A spreadsheet is a grid or table made from column and rows that is primarily used to work with numbers and text.* Guide learners to launch the MS-Excel • Click on the start button to open the start menu. • Scroll down to locate the Microsoft Office folder • Click on the folder to open the drop down menu. • Click on Microsoft Office Excel.	Computer with Microsoft Excel, mouse or touchscreen input device, projector	Computing Curriculum Pg. 9-10	Learning the importance of electronic spreadsheet

Discuss the benefits of using electronic spreadsheet software. Example: • It helps to maintain values • It helps us to represent values graphically by creating charts based on worksheet figures. • It is also used to create data summaries and short-lists using PivotTables or AutoFilters. Brainstorm learners to elicit response on some common electronic spreadsheet software packages. Example: MS Excel, Lotus 1-2-3, LibreOffice Calc, Google Sheets etc.) ***Reflection (10 mins)*** We have learnt the importance of electronic spreadsheet. Engage learners in a think-pair-share activity to come up with other importance of electronic spreadsheet.			
Homework/Project Work/Community Engagement Suggestions			
• Have learners do further reading on the importance of electronic spreadsheet. • Learners to differentiate between electronic spreadsheet and manual spreadsheet.			
Cross-Curriculum Links/Cross-Cutting Issues			
None			
Potential Misconceptions/Student Learning Difficulties			
The facilitator/teacher can arrange to use a nearby Senior High School (SHS) ICT laboratory			

Strand : Productivity Software	**Week Ending**: 27th MAY, 2022
Sub Strand: Introduction to Electronic Spreadsheet	**Duration** :
Content Standard: B7.2.3.1. Demonstrate how to use the Spreadsheet (Editing Worksheets)	**Class** : B7
Indicators: B7.2.3.1.2. Explore features of MS-Excel interface	**Day** :
Core competences: DL5.1: Ability to ascertain when information is needed and be able to identify, locate, evaluate and effectively use it to solve a problem.	

Activities For Learning & Assessment	**Resources**	**Learners Resource Page Ref.**	**Progression**
Starter (5 mins) Using questions and answers, revise the previous lesson with learners. Share performance indicators and introduce the lesson. ***Main (35 mins)*** Revise with learners on how to launch the Microsoft Office Excel. Show projected examples of MS-Excel interface with the aid of a projector or pictures.  	Computer with Microsoft Excel, mouse or touchscreen input device, projector	Computing Curriculum Pg. 9-10	Learning how to insert, select, delete and move data using a sample data set

Guide learners to explore features of MS-Excel interface. Example: title bar, menu bar, standard and formatting toolbars, worksheet, workbook, column, row, range, AutoSum, etc. Learners to explore and demonstrate the functions of the features identified above. Explore operations of inserting, selecting, deleting and moving data. Learners explore techniques of inserting, selecting, deleting and moving data in groups. Demonstrate how to insert, select, delete and move data using a sample data set. Learners practice how to insert, select, delete and move data using a sample data set. ***Reflection (10 mins)*** We have learnt how to select and move data. Engage learners in a think-pair-share activity on how to use other techniques for moving text.			
Homework/Project Work/Community Engagement Suggestions			
• Do further reading on how to set the cell data type (General, Number, Currency, etc.) • Identify any six (6) features of Microsoft Excel. • State the function of the AutoSum in Excel			
Cross-Curriculum Links/Cross-Cutting Issues			
None			
Potential Misconceptions/Student Learning Difficulties			
The facilitator/teacher can arrange to use a nearby Senior High School (SHS) ICT laboratory			