

NAME OF TEACHER:

WEEK ENDING...05-05-2023.....

NUMBER ON ROLL:

SUBJECT... I.C.T

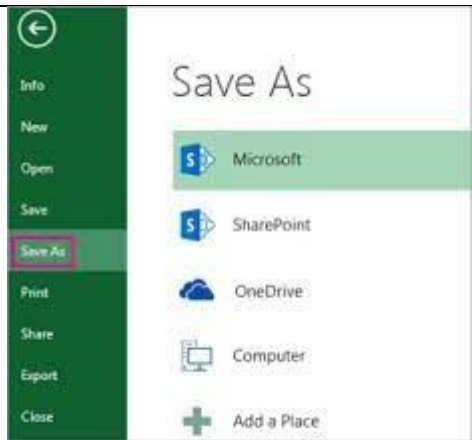

DURATION:

REFERENCE...SYLLABUS(CRDD,2007),I.C.T FOR JHS

FORM.....BASIC 9.....

WEEK.....5.....

<u>DAY/DURATION</u>	<u>TOPIC/SUB-TOPIC/ASPECT</u>	<u>OBJECTIVES/R.P.K</u>	<u>TEACHER-LEARNER ACTIVITIES</u>	<u>T/L MATERIALS</u>	<u>CORE POINTS</u>	<u>EVALUATION AND REMARKS</u>
TUESDAY 02-05-2023	Topic: Introduction to Spreadsheet Application Sub Topic: Saving a Workbook	Objectives By the end of the lesson, pupils will be able to; . Save a workbook under a name. RPK Pupils have been taught how to save a file.	INTRODUCTION Through questions and answers, review Pupils knowledge on the procedures for saving a file. ACTIVITIES 1. Discuss the steps to follow to save a workbook. 2. Demonstrate saving a workbook. 3. Pupils brainstorm to create and save a workbook.	1. Personal Computer 2. Spreadsheet Application Wordchart showing the uses of editing tools	Saving a workbook 1. Click File > Save As. 2. Under Save As, pick the place where you want to save your workbook. 3. Click Browse to find the location you want in your Documents folder. 4. In the File name box, enter a name for a new workbook. 5. To save your workbook in a different file format 6. Click Save.	Exercise; Outline the procedures to follow to save a workbook.

			<p>CLOSURE</p> <p>Pupils in small groups to discuss the differences between saving a file under Word processing documents and spreadsheet documents.</p>			
<p>THURSDAY</p> <p>04-05-2023</p>	<p>Topic: Introduction to Spreadsheet Application</p> <p>Sub Topic: Inserting a Worksheet from a Workbook</p>	<p>Objectives By the end of the lesson, pupils will be able to;</p> <p>insert or add a worksheet to a Workbook</p> <p>RPK Pupils have been taught the difference between a worksheet and a workbook.</p>	<p>INTRODUCTION Discuss with Pupils the difference between worksheet and Workbook.</p> <p>ACTIVITIES</p> <ol style="list-style-type: none"> 1. Demonstrate inserting a Worksheet in a Workbook. 2. Assist Individual Pupils to insert a Worksheet in a Workbook. 3. Pupils in small groups 		<p>Insert New Worksheet in Excel</p>  <p>Procedure for Inserting a new Worksheet in a Workbook;</p> <ul style="list-style-type: none"> ○ On the Home tab, in the Cells group, click Insert ○ then click Insert Sheet. <p>Tip: You can also right-click the selected sheet tabs, and then click Insert. On the General tab, click Worksheet then click OK.</p>	<p>State the procedure to follow to insert a worksheet in a workbook.</p> <p>REMARKS</p>

			<div>to discuss the need to insert a worksheet in a workbook and report to the class.</div> <div>CLOSURE Through questions and answers, conclude the lesson.</div>			
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Name of Teacher:

School:

District: