

SECOND TERM

WEEKLY LESSON NOTES

WEEK 6

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| Week Ending: | | DAY: | Subject: Computing | |
| Duration: 60mins | | | Strand: Productivity Software | |
| Class: B9 | | Class Size: | Sub Strand: Introduction To Electronic Spreadsheet | |
| Content Standard: B9.2.4.1. Demonstrate How to Use Spreadsheet (Advanced Operations) | | Indicator: B9.2.4.1.1 Perform data filtering, sorting and validation | | Lesson: 1 of 2 |
| Performance Indicator: Learners can practice data filtering, sorting, and validation techniques using structured tables. | | | Core Competencies: CC8.2: CP6.1 | |
| New words | Fields, Columns, Records, Rows, Tables (Structured/Unstructured) | | | |
| Reference: Computing Curriculum Pg. 48 | | | | |
| Activities For Learning & Assessment | | | Resources | Progression |
| <p>Starter (5mins)</p> <p>Begin the lesson by displaying a simple, unorganized dataset on the screen.</p> <p>Ask learners to discuss with a partner what challenges they might face when working with unstructured data.</p> <p>Prompt them to think about the importance of organizing data and how it can enhance data analysis.</p> <p>Share performance indicators and introduce the lesson.</p> <p>Main (35mins)</p> <p>Explain the concept of fields, records, and tables using a sample dataset. Discuss how structured tables are organized and make data analysis more efficient.</p> <p>Show examples of structured and unstructured tables.</p> <p>Discuss the benefits of structured tables, such as easier data manipulation and analysis.</p> <p>Distribute a handout with instructions for constructing a structured data table of class members.</p> <p>Include fields such as Surname, First name, Date of Birth, Sex, Home Town, Region, etc.</p> | | | <p>Pictures and videos</p> <p>Computers with spreadsheet software</p> | <p>Practicing data filtering, sorting, and validation techniques using structured tables.</p> |

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| <p>Encourage learners to work collaboratively and share their tables with peers.</p> <p>Instruct learners to apply validation rules to check for errors in their data tables.</p> <p>Provide examples of validation rules, such as ensuring valid dates or restricting text length in a field.</p> <p><u>Assessment</u></p> <ol style="list-style-type: none"> 1. In constructing the structured data table, discuss with your partner how the organization of fields and records contributes to the overall efficiency of data analysis. Can you identify specific examples where the structure of the table makes information retrieval easier? 2. Choose one validation rule you applied to your data table. How did this rule help identify and prevent potential errors in the data? Share with a partner how validation rules contribute to data accuracy and reliability. <p>Reflection (10mins)</p> <p>Use peer discussion and effective questioning to find out from learners what they have learnt during the lesson.</p> <p>Take feedback from learners and summarize the lesson.</p> | | |
| Homework/Project Work/Community Engagement Suggestions | | |
| <ul style="list-style-type: none"> • Examine a peer's structured data table and identify an innovative way they organized their information. How did they creatively structure their table, and what benefits does this organization bring to data analysis? • Reflect on the process of applying validation rules to your data table. Discuss with a partner how this step influenced your approach to entering data. What challenges did you encounter, and how did you address them to ensure data accuracy? | | |
| Cross-Curriculum Links/Cross-Cutting Issues | | |
| None | | |
| Potential Misconceptions/Student Learning Difficulties | | |
| None | | |

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| Content Standard: B9.2.4.1. Demonstrate How to Use Spreadsheet (Advanced Operations) | | Indicator: B9.2.4.1.1 Perform data filtering, sorting and validation | Lesson: 1 of 2 |
| Performance Indicator: Learners can convert data tables to lists in MS Excel, enter data into a list, use validation lists for efficient data entry, and apply sorting and filtering techniques. | | Core Competencies: CC8.2: CP6.1 | |
| New words | Data List, Validation List, Sorting, Filtering | | |
| Reference: Computing Curriculum Pg. 48 | | | |
| Activities For Learning & Assessment | | Resources | Progression |
| <p>Starter (5mins)</p> <p>Begin the lesson by displaying a simple dataset on the screen.</p> <p>Ask learners to discuss with a partner the challenges they might face when working with data that is not organized.</p> <p>Prompt them to consider how sorting and filtering could make the data more manageable.</p> <p>Share performance indicators and introduce the lesson.</p> <p>Main (35mins)</p> <p>Demonstrate how to convert a data table to a list in Excel.</p> <p>Discuss the benefits of using lists, such as easier data entry and management.</p> <p>Illustrate the process of entering data into a list. Emphasize the importance of consistency and accuracy in data entry.</p> <p>Demonstrate how to use a validation list in the "Sex" column to provide options in a drop-down during data entry.</p> <p>Discuss how validation lists enhance data accuracy and streamline entry.</p> <p>Distribute a handout with step-by-step instructions for sorting data in alphabetical order and filtering data.</p> | | <p>Pictures and videos</p> <p>Sample datasets for demonstration</p> | <p>Converting data tables to lists in MS Excel, enter data into a list, use validation lists for efficient data entry, and apply sorting and filtering techniques.</p> |

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| <p>Assign a task where learners apply sorting and filtering to the dataset on their own computers.</p> <p>Assessment</p> <ol style="list-style-type: none"> 1. How can converting a data table to a list in Excel improve data management? 2. What are two ways to enter data into a list in Excel efficiently? 3. Describe how a validation list can help ensure accurate data entry in a specific cell or range. <p>Reflection (10mins)</p> <p>Use peer discussion and effective questioning to find out from learners what they have learnt during the lesson.</p> <p>Take feedback from learners and summarize the lesson.</p> | | |
| <p>Homework/Project Work/Community Engagement Suggestions</p> | | |
| <ul style="list-style-type: none"> • Explain the difference between sorting and filtering data in a list and when you might use each technique. • What is one helpful tip for formatting a list in Excel to make it more user-friendly? • If you have a list of names in Excel, how could you quickly calculate the total number of names starting with the letter "A"? | | |
| <p>Cross-Curriculum Links/Cross-Cutting Issues</p> | | |
| <p>None</p> | | |
| <p>Potential Misconceptions/Student Learning Difficulties</p> | | |
| <p>None</p> | | |