EaD Comprehensive Lesson Plans

📞 or 📲 **0248043888**

NAME OF TEACHER: ……………………………………………

NUMBER ON ROLL: …………………………………………

DURATION: ……………………………………………………

FORM…………….BASIC 9……………

WEEK ENDING…28-04-2023………………
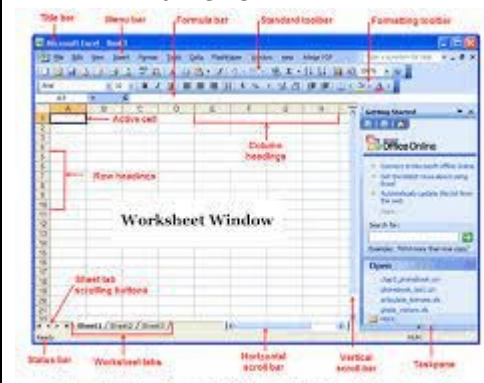
SUBJECT… I.C.T

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

WEEK………4……………

DAY/DURATION	TOPIC/SUB-TOPIC/ASPECT	OBJECTIVES/R.P.K	TEACHER-LEARNER ACTIVITIES	T/L MATERIALS	CORE POINTS	EVALUATION AND REMARKS
TUESDAY 25-04-2023	**Topic:** Introduction to Spreadsheet Application **Sub Topic:** Editing a Workbook	**Objectives** By the end of the lesson, pupils will be able to; Edit a Workbook using editing tools. **RPK** Pupils are familiar to the editing tools on the standard toolbar.	**INTRODUCTION** Pupils brainstorm to identify editing tools on the standard toolbar. **ACTIVITIES** 1. Discuss with Pupils the functions of 5 editing tools on the Standard Toolbar. 2. Assist Pupils to use the editing tools to	1. Personal Computer 2. Spreadsheet Application Wordchart showing the uses of editing tools	**EXAMPLES OF EDITING TOOLS;** 1. Undo 2. Redo 3. New 4. Open 5. Save 6. Print 7. Print Preview User Interface of Spreadsheet Program	**EXERCISE** State 5 editing tools found on the Standard Toolbar of a Spreadsheet and their uses.

			edit a Workbook. **CLOSURE** Pupils individually practice using editing tools to edit a Workbook.			
THURSDAY 27-04-2023	**Topic:** Introduction to Spreadsheet Application **Sub Topic:** Formatting a Workbook	**Objectives** By the end of the lesson, pupils will be able to; Format a Workbook with tools on the Formatting Toolbar. **RPK** Pupils can already use Formatting Tools on Word Processing Application.	**INTRODUCTION** Teacher review Pupils knowledge on the Previous lesson. **ACTIVITIES** 1. Discuss the uses of 5 Formatting tools found on the Formatting Toolbar. 2. Engage Pupils in applying Formatting tools on texts in a Workbook. **CLOSURE** Through questions and answers, conclude the lesson.		**FORMATTING A WORKBOOK WITH FORMATTING TOOLS;** 1. Bold 2. Italic 3. Justify 4. Alignment (left, right, center) 5. Font Color 6. Font Type 7. Underline 8. Sort (Ascending and Descending)	**EXERCISE** Explain the meanings of 5 Formatting Tools and their uses. **REMARKS**

Name of Teacher: *School:*   *District:*