

## EaD Comprehensive Lesson Plans



or



**0248043888**

<https://www.TeachersAvenue.net>

<https://TrendingGhana.net>

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**NAME OF TEACHER:** .....

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

**NUMBER ON ROLL:** .....

**SUBJECT...** I.C.T

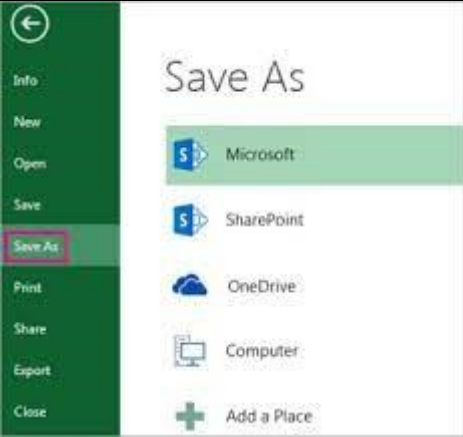

**DURATION:** .....

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

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

**WEEK.....**5.....

<b><u>DAY/DURATION</u></b>	<b><u>TOPIC/SUB-TOPIC/ASPECT</u></b>	<b><u>OBJECTIVES/R.P</u></b> <b><u>. K</u></b>	<b><u>TEACHER-LEARNER ACTIVITIES</u></b>	<b><u>T/L MATERIALS</u></b>	<b><u>CORE POINTS</u></b>	<b><u>EVALUATION AND REMARKS</u></b>
<b>TUESDAY</b>  <b>02-05-2023</b>	<b>Topic:</b> Introduction to Spreadsheet Application <b>Sub Topic:</b> Saving a Workbook	<b>Objectives</b> By the end of the lesson, pupils will be able to; . Save a workbook under a name. <b>RPK</b> Pupils have been taught how to save a file.	<b>INTRODUCTION</b> Through questions and answers, review Pupils knowledge on the procedures for saving a file.  <b>ACTIVITIES</b> 1. Discuss the steps to follow to save a workbook. 2. Demonstrate saving a workbook.	1. Personal Computer 2. Spreadsheet Application Wordchart showing the uses of editing tools	<b>Saving a workbook</b> 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.	<b>Exercise;</b> Outline the procedures to follow to save a workbook.

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

			<p>in a Workbook.</p> <p>3. Pupils in small groups to discuss the need to insert a worksheet in a workbook and report to the class.</p> <p><b>CLOSURE</b> Through questions and answers, conclude the lesson.</p>		<p><b>Tip:</b> You can also right-click the selected sheet tabs, and then click Insert. On the General tab, click Worksheet then click OK.</p>	
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*Name of Teacher:*

*School:*

*District:*