

# EaD Comprehensive Lesson Plans



or



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<https://www.TeachersAvenue.net>

<https://TrendingGhana.net>

<https://www.mcgregorinriis.com>

NAME OF TEACHER: .....

WEEK ENDING... 12-05-2023.....

NUMBER ON ROLL: .....

SUBJECT... I.C.T

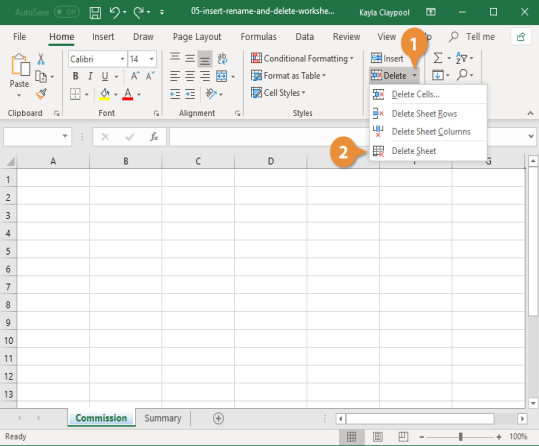
DURATION: .....

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

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

WEEK.....6.....

<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>
<b>TUESDAY</b>  <b>09-05-2023</b>	<b>Topic:</b> Introduction to Spreadsheet Application  <b>Sub Topic:</b> Deleting a Worksheet from a Workbook	<b>Objectives</b> By the end of the lesson, pupils will be able to;  delete a worksheet from a workbook  <b>RPK</b> Pupils can already insert a worksheet in a workbook.	<b>INTRODUCTION</b> Review Pupils knowledge on the previous lesson.  <b>ACTIVITIES</b> <ol style="list-style-type: none"> <li>Using a Power Point Presentation , explain the procedure to follow to delete a worksheet from a workbook.</li> <li>Assist Pupils to follow procedures</li> </ol>	<ol style="list-style-type: none"> <li>Personal Computer Application</li> <li>Spreadsheet Application</li> </ol> Wordchart showing the uses of editing tools Power Point Presentation.	Delete a Worksheet  If you no longer need a sheet, delete it from the workbook.  <ol style="list-style-type: none"> <li>Click the <b>Delete</b> list arrow on the Home tab.</li> <li>Select <b>Delete Sheet</b>.</li> </ol>	<b>Exercise;</b> <ol style="list-style-type: none"> <li>State the steps to follow to delete a Worksheet .</li> </ol>

			<p>to delete a Worksheet from a workbook.</p> <p><b>CLOSURE</b> Individual Pupils practice deleting a Worksheet.</p>		 <p>3. Click <b>Delete</b> in the confirmation dialog.</p>	
<p><b>THURSDAY</b> <b>11-05-2023</b></p>	<p><b>Topic:</b> Introduction to Spreadsheet Application</p> <p><b>Sub Topic:</b> Renaming an edited Worksheet.</p>	<p><b>Objectives</b> By the end of the lesson, pupils will be able to;</p> <p>re-name an edited Worksheet under a new name.</p> <p><b>RPK</b> Pupils have been taught steps to follow to rename an edited word document.</p>	<p><b>INTRODUCTION</b> Pupils brainstorm to state the steps to follow to resave an edited word document.</p> <p><b>ACTIVITIES</b></p> <ol style="list-style-type: none"> <li>1. Discuss with Pupils how to re-save an edited Worksheet under a new name.</li> <li>2. Assist Pupils to follow procedures</li> </ol>		<p><b>ReSave a Workbook with a New Name</b></p> <ol style="list-style-type: none"> <li>1. Click the File menu and choose Save As. The Save As dialog appears with the name of the file highlighted in the File Name box.</li> <li>2. If you want to assign a completely new filename, begin typing the name you want. Your text overwrites the existing name in the box.</li> </ol>	<p>State the steps to follow to resave an edited worksheet under a new name.</p> <p><b>REMARKS</b></p>

			<p>to re-save an edited worksheet.</p> <p><b>CLOSURE</b> Individual Pupils practice re-saving an edited Worksheet.</p>		<p>3. If you want to amend the existing filename, click in the File Name box and edit the name that's shown. For this exercise, edit the filename to read Practice Save 2.</p> <p>4. (Optional) Click the drop-down arrow next to the folder name shown in the Save In box and navigate to a different drive or folder.</p> <p>5. Click the Save button. The Save As dialog box closes and the new filename is displayed on the title bar.</p>	
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***Name of Teacher:***

***School:***

***District:***