

EaD Comprehensive Lesson Plans



or



0248043888

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BASIC 7

WEEKLY LESSON PLAN – WEEK 7

Strand:	Productivity Software		Sub-Strand:	Introduction to Electronic Spreadsheet.	
Content Standard:	B7.2.3.1. Demonstrate how to use the Spreadsheet (Editing Worksheets)				
Indicator (s)	B7.2.3.1.1. Explain the importance of electronic spreadsheet B7.2.3.1.2. Explore features of MS-Excel interface		Performance Indicator: Learners can launch the MS-Excel application.		
Week Ending	23-02-2024				
Class	B.S.7	Class Size:		Duration:	
Subject	Computing				
Reference	Computing Curriculum, BS7 Computing Textbook, Teachers Resource Pack, Learners Resource Pack				
Teaching / Learning Resources	Personal Computer, MS-Excel, Projector, Pictures, Poster.		Core Competencies:	<ul style="list-style-type: none">Ability to ascertain when information is needed and be able to identify, locate, evaluate and effectively use it to solve a problem.	
DAY/DATE	PHASE 1 : STARTER	PHASE 2: MAIN			PHASE 3: REFLECTION
TUESDAY	Discuss with Learners the meaning of "Electronic Spreadsheet".	<div>1. Learners brainstorm to launch the MS-Excel application.</div> <div>2. Learners brainstorm to identify examples of Spreadsheet applications like the MS-Excel.</div> <div>3. Discuss with Learners 5 benefits of using electronic spreadsheet software.</div> <div>Steps to follow to launch MS-Excel;</div> <div>1. Click on start button at the bottom left of the desktop.</div> <div>2. A pull-up menu will appear.</div> <div>3. Click on "All Program". A pull-up menu will appear again.</div> <div>4. Move the mouse pointer to Microsoft office. ...</div> <div>5. Click on "Microsoft Excel"</div> <div>6. Wait while the Microsoft Excel loads and appear on the desktop.</div>			Reflect on the features of the MS-Excel interface. Exercise; <div>1. State the steps to follow to launch MS-Excel.</div> <div>2. Write 4 examples of Spreadsheet Applications</div> <div>3. Explain 4 benefits of using spreadsheet software.</div>

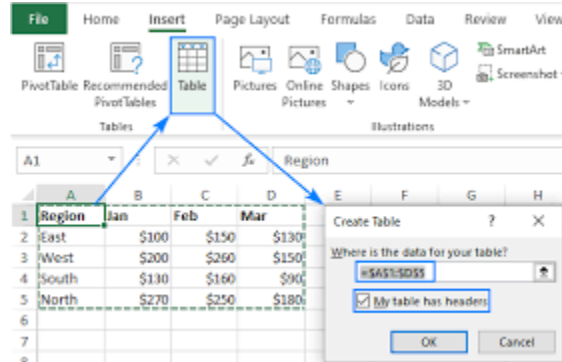


FRIDAY

Review Learners knowledge on the previous lesson.

1. Discuss with Learners steps to follow to insert, select, delete and move data using sample data set.
2. Demonstrate how to insert, select, delete and move data using a sample data set.
3. Assist Learners practice inserting, selecting, deleting and moving data.

How to Insert data in MS-Excel;



- On the worksheet, click a cell.
- Type the numbers or text that you want to enter, and then press ENTER or TAB.
- To enter data on a new line within a cell, enter a line break by pressing ALT+ENTER.

Enter text or a number in a cell

1. On the worksheet, click a cell.
2. Type the numbers or text that you want to enter, and then press ENTER or TAB. To enter data on a new line within a cell, enter a line break by pressing ALT+ENTER.

Move cells by using Cut and Paste

1. Select a cell or a cell range.
2. Select Home > Cut. or press Ctrl + X.
3. Select a cell where you want to move the data.
4. Select Home > Paste. or press Ctrl + V.

Through questions and answers, conclude the lesson.

Exercise;

State the steps to follow to;

- i. Insert data in worksheet
- ii. Select data in a worksheet
- iii. Delete data
- iv. Move data.

07-delete-cells - Excel

Kayla Claypool

FileHomeInsertDrawPage LayoutFormulasDataReviewViewHelp

Clipboard

Font

Alignment

Number

Styles

Conditional Formatting

Format as Table

Cell Styles

Insert

2

Delete

3

Delete Cells...

Delete Sheet Rows

Delete Sheet Columns

Delete Sheet

E3

1234567891011121314

A

B

C

D

E

Bon Voyage Excursions

Excursion

Jan

Feb

Mar

Total

Beijing

Las Vegas

Mexico DF

Paris

Tokyo

Total

108,330

96,260

118,315

322,905

Summary

Ready

Name of Teacher:

School:

District: