

## **EaD Comprehensive Lesson Plans**



or



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<https://www.TeachersAvenue.net>

<https://TrendingGhana.net>

<https://www.mcgregorinriis.com>

### **BASIC 7**

### **WEEKLY LESSON PLAN – WEEK 8**

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)	B7.2.3.1.3. Demonstrate how to set the cell data type (General, Number, Currency, etc.).  B7.2.3.1.4. Demonstrate how to use Align Text, Merge & Wrap, Borders and Shades.			Performance Indicator: Learners can apply editing tools to edit worksheet.							
Week Ending	01-03-2024										
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:	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 the meaning of “datatype” with the Learners.	<div>1. Assist Learners to identify 5 examples of cell datatypes.</div> <div>2. Demonstrate how to set and modify the cell type of values and text.</div> <div>3. Learners in small groups practice how to set and modify cell type of values and texts.</div> <div>4. Assist Learners to enter values, text, dates and time in worksheet cells and change the formats for presentation.</div> <div>A <b>datatype</b>, in programming, is a classification that specifies which type of value a variable has and what type of mathematical, relational or logical operations can be applied to it without causing an error. A string, for example, is a data type that is used to classify text and <u>an integer is a data type used to classify whole numbers.</u></div> <table><thead><tr><th>Data Type</th><th>Used for</th><th>Example</th></tr></thead><tbody><tr><td>String</td><td>Alphanumeric characters</td><td>hello world, Alice, Bob123</td></tr></tbody></table>			Data Type	Used for	Example	String	Alphanumeric characters	hello world, Alice, Bob123	<div>Summarize the lesson.</div> <div>Exercise;</div> <div>1. State 5 examples of cell data types.</div> <div>2. Write the steps to follow to enter values, text, dates and time in worksheet cells .</div>
Data Type	Used for	Example									
String	Alphanumeric characters	hello world, Alice, Bob123									

Integer	Whole numbers	7, 12, 999
Float (floating point)	Number with a decimal point	3.15, 9.06, 00.13
Character	Encoding text numerically	97 (in <u>ASCII</u> , 97 is a lower case 'a')
<u>Boolean</u>	Representing logical values	TRUE, FALSE

#### How to change the Format of a cell;

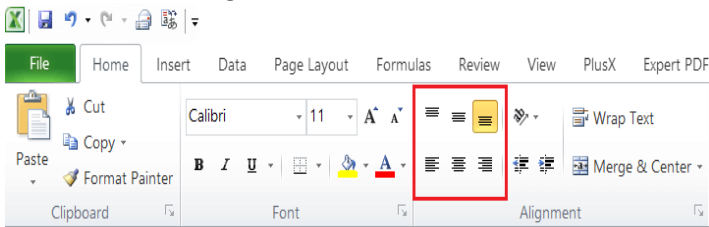
1. Select the cells.
2. Go to the ribbon to select changes as **Bold**, **Font Colour**, or **Font Size**.

#### Apply Excel Styles

1. Select the cells.
2. Select **Home** > **Cell Style** and select a style.

#### Modify an Excel Style

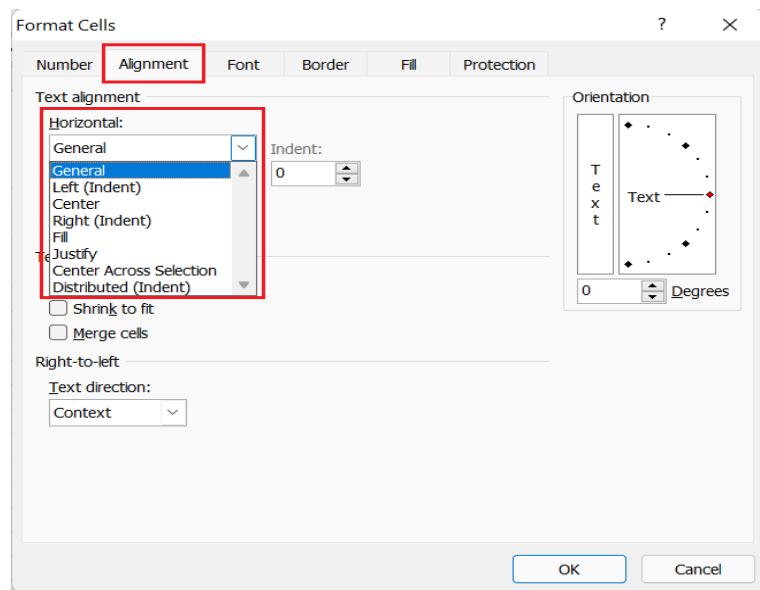
1. Select the cells with the Excel Style.
2. Right-click the applied style in **Home** > **Cell Styles**.
3. Select **Modify** > **Format** to change what you want.

<p><b>FRIDAY</b></p>	<p>Review Learners knowledge on the previous lesson.</p>	<ol style="list-style-type: none"> <li>1. Assist Learners to identify the types of alignment of text in MS-Excel.</li> <li>2. Demonstrate how to change text alignment (Horizontal &amp; Vertical), merge cells and wrap text.</li> <li>3. Assist Learners to identify the features of the border &amp; shade features.</li> <li>4. Discuss with Learners on how to use border &amp; shade features</li> <li>5. Learners in small groups practice formatting the appearance of a worksheet.</li> </ol> <p><b>Alignment of Text in MS-Excel;</b></p> <ul style="list-style-type: none"> <li>• horizontal</li> <li>• vertical alignment</li> </ul>  <p><b>Horizontal Alignment</b></p> <p>The horizontal alignment tools allow users to adjust the text alignments in a horizontal axis, such as left, right, center, etc.</p> <ul style="list-style-type: none"> <li>○ <b>Left:</b> Clicking the left alignment button aligns the given or typed contents in the left position within the selected cell (s).</li> <li>○ <b>Center:</b> Clicking the center alignment button aligns the given contents to the center position.</li> <li>○ <b>Right:</b> Clicking the right alignment button aligns the given contents in the right position within the selected cell (s).</li> <li>○ <b>Fill:</b> Clicking the fill option repeats the cell's contents until the cell's width is filled.</li> <li>○ <b>Justify:</b> Clicking the justify button justifies the cell contents to the left and right sides equally in the horizontal axis. This alignment option is useful only when the corresponding cell (s) is formatted using the wrapped text option, and the cell's contents are separated into multiple rows.</li> </ul>	<p>Through questions and answers, conclude the lesson.</p> <p><b>Exercise;</b></p> <ol style="list-style-type: none"> <li>1. Explain two types of alignment of text in MS-Excel</li> <li>2. State the steps to follow to change the alignment of text in a worksheet.</li> <li>3. Write the steps to follow to merge cells.</li> </ol>
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## Vertical Alignment

The vertical alignment tools allow users to adjust the text alignments vertically, such as the top, middle, bottom, etc.

- **Top:** Clicking the top alignment button aligns the recorded contents to the top position within the selected cell (s).
- **Center:** Clicking the center alignment button aligns the given contents to the center position, vertically, within the selected cell.
- **Bottom:** Clicking the bottom alignment button aligns the given contents to the bottom position within the selected cell.
- **Justify:** Clicking the justify button justifies the cell contents vertically within the cell. This alignment option is useful only when the corresponding cell (s) is formatted using the wrapped text option, and the cell's contents are separated into multiple rows.



Name of Teacher:

School:

District: