

EaD Comprehensive Lesson Plans



or



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<https://www.TeachersAvenue.net>

<https://TrendingGhana.net>

<https://www.mcgregorinriis.com>

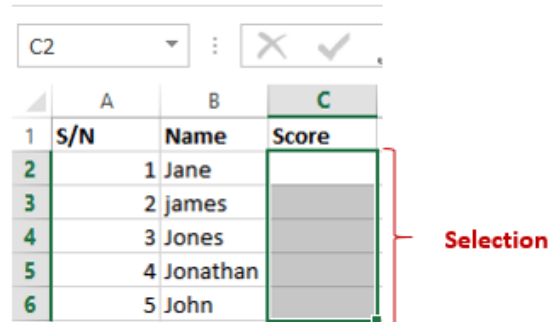
BASIC 9

WEEKLY LESSON PLAN – WEEK 7

Strand:	Productive Software		Sub-Strand:		Introduction to Electronic Spreadsheet										
Content Standard:	B9.2.4.1. Demonstrate How to Use Spreadsheet (Advanced Operations)														
Indicator (s)	B9.2.4.1.1 Perform data filtering, sorting and validation			Performance Indicator; Learners can differentiate between data filtering, data sorting and data validation.											
Week Ending	23-02-2024														
Class	B.S.9	Class Size:		Duration:											
Subject	Computing														
Reference	Computing Curriculum, Teachers Resource Pack, Learners Resource Pack														
Teaching / Learning Resources	Personal Computer, Microsoft Excel Application, Poster, Charts, YouTube Videos		Core Competencies:		<ul style="list-style-type: none">• Communication and collaboration• Critical Thinking and Problem solving• Personal Development• Creativity and Innovation										
DAY/DAT E	PHASE 1 : STARTER	PHASE 2: MAIN				PHASE 3: REFLECTION									
TUESDAY	Learners brainstorm to launch the Microsoft Excel application .	<div>1. Assist Learners to perform basic arithmetic operations using Microsoft Excel application.</div> <div>2. Demonstrate on how to format data and apply validation rules in Excel.</div> <div>3. Assist Learners to differentiate between sorting of data, filtering of data and validation of data in Excel.</div> <div>Data validation</div> <div>Data validation is very important in the sense that it helps us avoid mistakes that can be avoided. Let’s assume you are recording student exam marks and you know the minimum is 0 and the maximum is 100. You can take advantage of validation features to ensure that only values between 0 and 100 are entered.</div> <div>Add a new sheet in your workbook by clicking on the plus button at the bottom of the worksheet.</div> <div>Add a column for S/N, Name and Score. Your sheet should look as follows</div> <table><thead><tr><th>S/N</th><th>Name</th><th>Score</th></tr></thead><tbody><tr><td>1</td><td>Jane</td><td></td></tr><tr><td>2</td><td>James</td><td></td></tr></tbody></table>				S/N	Name	Score	1	Jane		2	James		Learners brainstorm to identify examples of structured and unstructured (grouped and ungrouped) data in Excel. Exercise; State the validation rules in Excel
S/N	Name	Score													
1	Jane														
2	James														

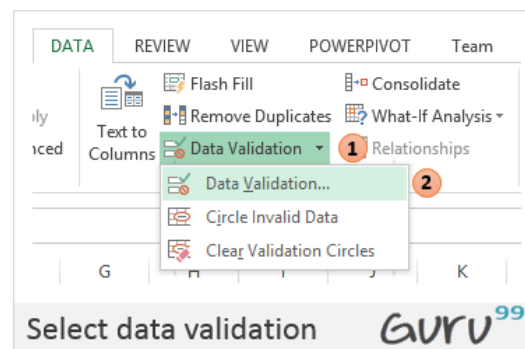
3	Jones
4	Jonathan
5	John

- Click on the DATA tab
- Select the cells C2 to C6 (The cells that will be used to record the scores)

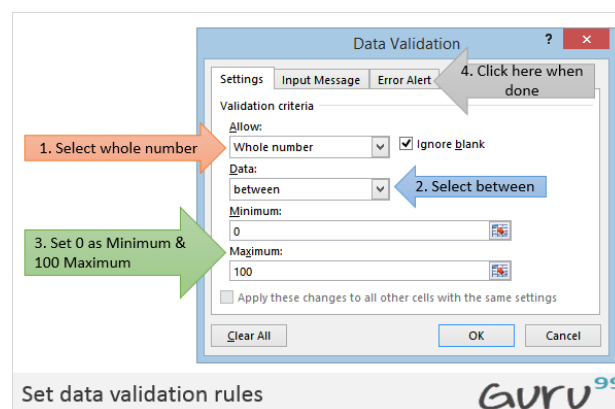


	A	B	C
1	S/N	Name	Score
2		1 Jane	
3		2 James	
4		3 Jones	
5		4 Jonathan	
6		5 John	

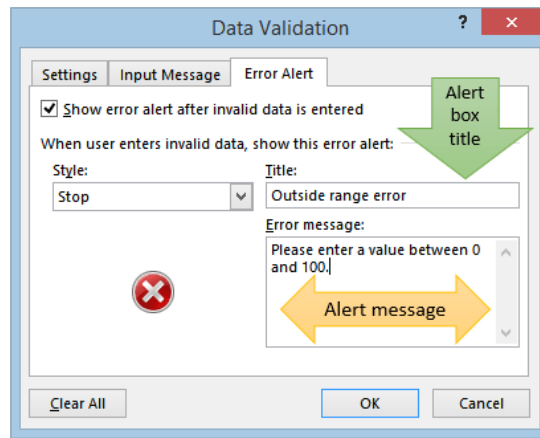
- Click on Data validation drop down list.
- Click on Data validation.



- You will get the following dialogue window



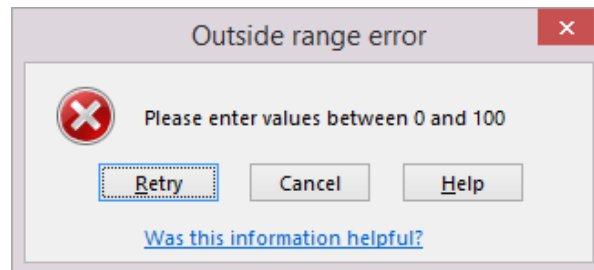
- Click on Error Alert tab
- Enter the alert title and message as shown in the diagram below.



Set data validation rules

GURU⁹⁹

- Click on OK button
- Try to enter a score greater than 200. You will get the following error message



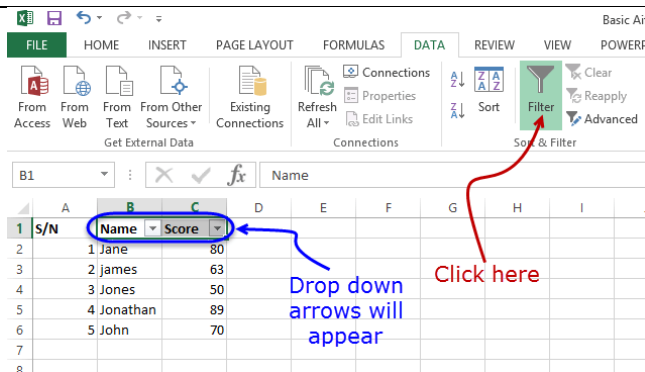
Data filters

Data filters allow us to get data that matches our desired criteria. Let's say we want to show the results of all the students whose names start with "ja" or get scores that are less than, greater than or equal to a certain value, we can use filters to get such data.

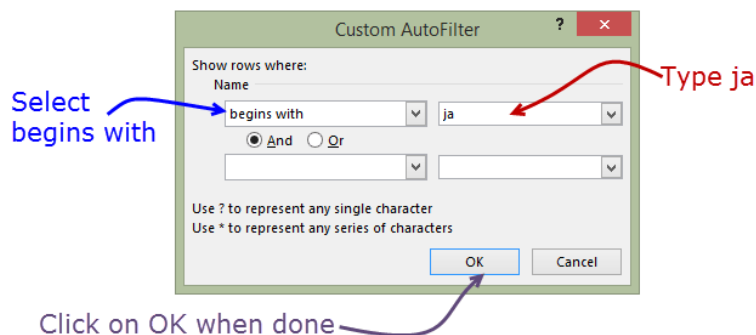
Select the name and scores columns as shown below

	A	B	C	D
1	S/N	Name	Score	
2	1	Jane	80	
3	2	james	63	
4	3	Jones	50	
5	4	Jonathan	89	
6	5	John	70	
7				
8				

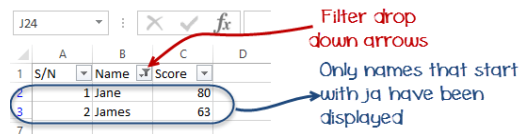
- Click on DATA tab on the ribbon
- Click on Sort & Filter drop down list as shown in the image below



- Click on the Name Filter
- Select text filters
- Select begins with
- You will get the following window.



- Enter "ja" and click on "OK" button
- You should be able to see only the results for Jane and James.



FRIDAY

Review Learners knowledge on the previous lesson.

1. Assist Learners to construct a structured data table of class members.
2. Learners to practice applying validation rules to check for errors in a data table.
3. Demonstrate the process of entering data to a list in a data table.

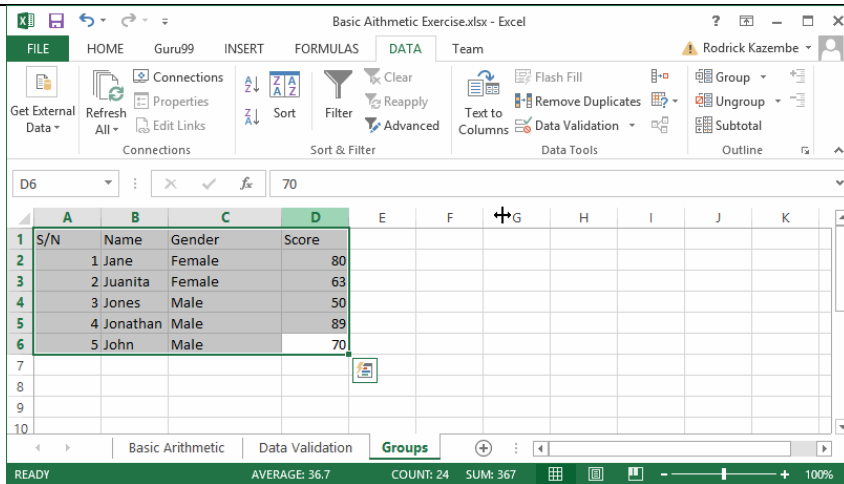
Group and Ungroup

Groups allow us to view easily and hide unnecessary details from either columns or rows. In addition to that, we can also use groups to analyse data that belongs to a common category. Let's illustrate this with an example. We will use the student scores example above.

Assist Learners to practice how to sort data in alphabetical order (ascending/descending) and filter data to display only selected data.

Exercise;

State the steps to follow to enter data to a list in a data table.



- Right click on the score and select insert column. Name the name column gender.
- Change James to Juanita. Put female for Janet and Juanita. Put male for the rest of the students. Your sheet should look as follows.

	A	B	C	D	E
1	S/N	Name	Gender	Score	
2	1	Jane	Female	80	
3	2	Juanita	Female	63	
4	3	Jones	Male	50	
5	4	Jonathan	Male	89	
6	5	John	Male	70	
7					
8					
9					

We will now group the females together and display their average score and do the same for the males.

- Click on DATA tab on the ribbon
- Select all the columns and rows with data
- Click on Group drop down button

Name of Teacher:

School:

District: