

WEEKLY LESSON NOTES – B7

WEEK 4

Strand : Productivity Software		Week Ending : 3 RD JUNE, 2022	
Sub Strand : Introduction to Electronic Spreadsheet		Duration :	
Content Standard : B7.2.3.1. Demonstrate how to use the Spreadsheet (Editing Worksheets)		Class : B7	
Indicators : B7.2.3.1.3. Demonstrate how to set the cell datatype		Day :	
Core competences : DL5.1: Ability to ascertain when information is needed and be able to identify, locate, evaluate and effectively use it to solve a problem.			
Activities For Learning & Assessment		Resources	Learners Resource Page Ref.
<p>Starter (5 mins)</p> <p>Using questions and answers, revise the previous lesson with learners.</p> <p>Share performance indicators and introduce the lesson.</p> <p>Main (35 mins)</p> <p>Guide learners to discuss the types of data in spreadsheet. Example: Value - +23341123456 Labels/Text – January, July, 24.04', #3, 7th, etc. Formula – A7 + B7, =C4 * C5, etc. Function - =SUM(A5:G5), AVERAGE(B4:B5)</p> <p>Revise with learners on how to enter data in spreadsheet. Example:</p>		Computer with Microsoft Excel, mouse or touchscreen input device, projector	Computing Curriculum Pg. 9-10
			Learning how to set and modify the cell type of values and text.

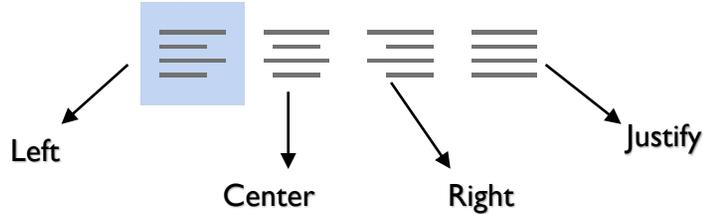
<ul style="list-style-type: none"> • Click the cell where you want type information. • Type the data. • The data can either typed in the active cell or in the formula bar. • Click on the Enter key. <p>Let learners investigate data entry techniques, how to set and modify the cell type of values and text. Example:</p> <ul style="list-style-type: none"> • AutoFill – enter the first value in a recognized series and use the fill handle to extend the series. • AutoComplete – type the first few letters in a cell, and if a similar value exist in the same column, Excel suggests the existing value. • Fill series – enter the first two values in a series and use the fill handle to extend the series. <p>Guide learners to enter values, text, dates and time in worksheet cells and change the formats for presentation. E.g. General, Number, Currency, Accounting, Dates, Time, etc.</p> <p>Reflection (10 mins) We have learnt how to select and move data.</p> <p>Engage learners in a think-pair-share activity on how to use other techniques for moving text.</p>			
Homework/Project Work/Community Engagement Suggestions			
<ul style="list-style-type: none"> • State the four types of data we enter into spreadsheet. 			
Cross-Curriculum Links/Cross-Cutting Issues			
None			
Potential Misconceptions/Student Learning Difficulties			
The facilitator/teacher can arrange to use a nearby Senior High School (SHS) ICT laboratory			

Strand : Productivity Software		Week Ending: 3 RD JUNE, 2022	
Sub Strand: Introduction to Electronic Spreadsheet		Duration :	
Content Standard: B7.2.3.1. Demonstrate how to use the Spreadsheet (Editing Worksheets)		Class : B7	
Indicators: B7.2.3.1.4. Demonstrate how to use Align Text, Merge & Wrap, Borders and Shades		Day :	
Core competences: DL5.1: Ability to ascertain when information is needed and be able to identify, locate, evaluate and effectively use it to solve a problem.			
Activities For Learning & Assessment	Resources	Learners Resource Page Ref.	Progression
<p>Starter (5 mins)</p> <p>Using questions and answers, revise the previous lesson with learners.</p> <p>Share performance indicators and introduce the lesson.</p> <p>Main (35 mins)</p> <p>Have learners demonstrate how to apply the AutoSum feature. <i>Excel can make somewhat of an intelligent decision on its own and determine which cells of a row or column should be "summed" . This is called the AutoSum feature.</i></p> <p>To quickly add the contents of a column or row, follow the steps shown below:</p> <ol style="list-style-type: none"> 1.Select the cell either to the right or below the cells that are to be total ed. 2.Double Click on the AutoSum tool (which is located on the standard tool bar). <p>Guide learners to demonstrate how to change text alignment (Horizontal & Vertical), merge cells and wrap text.</p>	<p>Computer with Microsoft Excel, mouse or touchscreen input device, projector</p>	<p>Computing Curriculum Pg. 13-14</p>	<p>Learning how to change text alignment, merge cells and wrap text</p>

ALIGNING CELL DATA

Unless you specify otherwise, Excel left justifies text and right justifies numbers. That is, text fills cell space from left to right while numbers are filled from right to left so that they align properly.

To change the cell alignment for a single cell or a group of selected cells, click one of the following tools.



How to merge cells

A single cell is created by combining two or more selected cells. The cell reference for a merged cell is the upper left cell in the original selected range. If there is a data in other cells, the data is deleted.

- Copy the data you want into the upper left most cell within the range
- Select the cells in arrow or column and center the cell contents, click merge and center on the formatting toolbar.

Have learners investigate how to access border & shade features and format the appearance of a worksheet as group work.

Reflection (10 mins)

We have learnt how to change text alignment, merge cells and wrap text.

Engage learners in a think-pair-share activity on how to use other techniques for moving text.

Homework/Project Work/Community Engagement Suggestions

Describe briefly to merge cells in a spreadsheet.

Cross-Curriculum Links/Cross-Cutting Issues

None

Potential Misconceptions/Student Learning Difficulties

The facilitator/teacher can arrange to use a nearby Senior High School (SHS) ICT laboratory

