Detailed Lesson Plan (DLP)

	TECHNOLOGICAL UNIVERSITY OF THE PHILIPPINES TAGUIG CITY		
Teacher:	Bambao, James Reniel G.	**Grade Level:**	Grade 11
Learning Area:	Information Computer Technology	**Date:**	30/03/2023
Learning competency:	Excel interface and basic function review	**Quarter:**	1st Quarter
Topic:	Basic Parts and Functions in Excel	**Section:**	ICT-A
		Time:	45 mins

Objectives	At the end of the lesson, learners are expected to:
	1. Identify the basic parts of the Excel interface, 2. Understand the purpose of each part of the Excel interface, 3. Demonstrate how to use some of the basic functions of Excel.
Content Standard	Learning will illustrate the understanding about the interface of excel (spreadsheet) and develop their data structure skill by knowing the purpose of basic functions of excel.
Performance Standard	The learner shall be able to consistently aware and prioritize about the purpose of excel for managing the data using the basic functions.
Content	BASIC PARTS AND FUNCTIONS IN EXCEL **1.** The parts interface of Excel. **2.** Commonly used Excel function.
Learning Resources	Information Computer Technology Module 3 – Understanding spreadsheet (using excel) Link for reference: *https://www.javatpoint.com/parts-of-ms-excel-window*
Additional Materials from Learning Resource (LR) Portal.	• PowerPoint Presentation • Laptop • Picture • Excel software • Links/References

Procedures	
I. Introductory Activity	

Teacher's Activity	**Students' activity**
1. Opening prayer May I request everyone to stand up for a short prayer. [name of student] please lead the player. Thank you, [name of student]. **2. Greetings** Good afternoon class! Before you sit down, please pick up all the scattered pieces of papers under your chair and arrange your chairs properly. **3. Checking of Attendance** [name of secretary], Is there any absent? Great! It seems that all of you are looking forward to our discussion this morning. Thankyou [name of secretary].	Let's bow down our heads and feel the presence of our Lord. *([name of student] start praying)* *(The students pick up all the scattered pieces and arrange their chairs)* I am glad to say that no one is absent.

II. Review of the Preview Lesson	

Teacher's Activity	**Students' activity**
Okay, so let's have a short recap. Last time we talked about, what? Okay, what we have talk about to the previous topic? Would you mind elaborating it? Very good! You still recall what we've talked about last time.	It is Power point presentation? *[Insight of the learners]*

III. Motivational	

Teacher's Activity	**Students' activity**
Title: Clue about me. Instruction: 1. This is just identification but you need to complete it by just reciting them YOU NEED TO RAISE	[Listening to the instructions]

YOUR HAND.
2. When your classmates got wrong you can steal their question and answer correctly.

[Let's start!]
Hello! I'm the keyboard shortcut. You always used me for "C".

Kamusta! I'm the intersection of a row and column in an Excel worksheet. Starts with the letter "C".

Bonjour! I'm the file extension used for Excel workbooks. That starts with the letter "x" and end with "x".

Annyeong! I'm the user interface element that contains all of the commands, tools, and features that you can use to create, edit, and format worksheets. Starts with the letter "R".

Thank you for the participation!

IV. Analysis

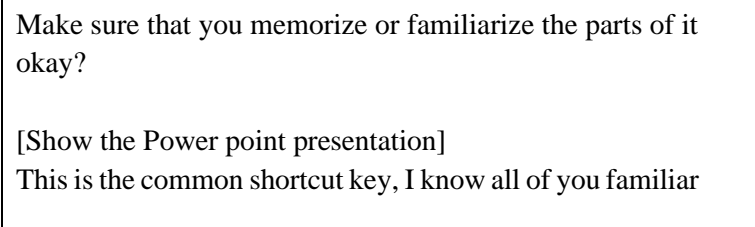| Teacher's Activity	Students' activity
What you do you think the lesson for today?	
Yes! That's right but we will much focus about the basic function of excel and its interface.	Is it basic Excel sir?
Thank you for answering and participating, I will list those students who are participate and answer my question.	

V. Abstraction

Teacher's Activity	Students' activity
The parts of interface of excel: Make sure that you memorize or familiarize the parts of it okay? [Show the Power point presentation] This is the common shortcut key, I know all of you familiar	Okay sir.

with this shortcut:

Description	Excel Shortcuts
1.) To Create a new Workbook	Ctrl + N
2.) To open an existing Workbook	Ctrl + O
3.) To save a workbook/spreadsheet	Ctrl + S
4.) To close the current Workbook	Ctrl + W
5.) To close Excel	Ctrl + F4
6.) To move to the next sheet	Ctrl + PageDown
7.) To move to the previous sheet	Ctrl + PageUp
8.) To go to the Data Tab	Alt + A
9.) To go to the View tab	Alt + W
10.) To go to Formula tab	Alt + M

Let's discuss about the parts of interface and the function of excel, can anyone please read the slides please.
Thank you. *[Explanation]*

RIBBON

The ribbon is the main working element of the MS Excel interface and contains all the commands needed to perform the most common tasks. The ribbon consists of tabs, each of which contains several groups of commands.

Can anyone please read the slides please.
Thank you. *[Explanation]*

QUICK ACCESS TOOLBAR

The Quick Access Toolbar allows you to access basic commands regardless of which Ribbon tab is currently selected. By default, it includes commands such as Save , Undo, and Redo . You can always add any other commands you like.

Can anyone please read the slides please.
Thank you. *[Explanation]*

FORMULA BAR

You can enter data, formulas, and functions in the formula bar, which will also appear in the selected cell. For example, if you select cell C1 and enter 1984 in the formula bar, the exact same value will appear in the cell itself.

Can anyone please read the slides please.
Thank you. *[Explanation]*

COLUMN

A column is a group of cells that are stacked vertically. In Excel, columns are usually denoted in Latin letters. Column H is highlighted in the figure below.

Can anyone please read the slides please.
Thank you. *[Explanation]*

CELL

Each rectangle in an Excel workbook is commonly referred to as a cell. A cell is the intersection of

	a row and a column. To select a cell, just click on it. The dark outline around the currently active cell is called the table cursor.
Can anyone please read the slides please. Thank you. *[Explanation]*	**LINE** A row is a group of cells that is horizontal. Strings in Excel are usually denoted by numbers. Row 10 is highlighted in the figure below.
Let's proceed to formula and function of excel. *[Short explanation]*	
Can anyone please read the slides please. Thank you. *[Explanation]* *[demonstration through excel]*	**SUM** The SUM function automatically adds up a range of cells or numbers. To complete a sum, you would input the starting cell and the final cell with a colon in between. *SUM(Cell1:Cell2)* *Example: =SUM(C5:C30).*
Can anyone please read the slides please. Thank you. *[Explanation]* *[demonstration through excel]*	**AVERAGE** The AVERAGE function averages out the values of a range of cells. The syntax is the same as the SUM function. *AVERAGE(Cell1:Cell2)* *Example: =AVERAGE(C5:C30).*
Can anyone please read the slides please. Thank you. *[Explanation]* *[demonstration through excel]*	**IF** The IF function allows you to return values based on a logical test. *IF(logical_test, value_if_true, [value_if_false])* *Example: =IF(A2>B2,"Over Budget","OK").*
Can anyone please read the slides please. Thank you. *[Explanation]* *[demonstration through excel]*	**VLOOKUP** The VLOOKUP function helps you search for anything on your sheet's rows. *VLOOKUP (lookup value, table array, column number,*

	Approximate match (TRUE) or *Exact match (FALSE))* INDEX The INDEX function returns a value from within a range. *INDEX (table array, row_num,* *[column_num])*
Can anyone please read the slides please. Thank you. *[Explanation]* *[demonstration through excel]*	[Listening about the demo explanation]
Since we learn the basic interface of excel we can easily navigate the toolbar of excel and we can create a project. Now let's create a project and learn some common functions. So, let's proceed to the "assessment."	*[The students actively participate]*

VI. Application

Teacher's Activity	Students' activity
Direction*: With the given files(spreadsheet) fill in the cell "grade evaluation" using excel. All the function that you have learned. Make sure that you submit into our Google classroom. Here's the rubrics:* *Here's the rubrics:* The facilitator will give the pdf files for rubrics: APPLICATION ACTIVITY: 	Criteria	Exemplary (4)	Proficient (3)	Developing (2)	Need Improvement (1)
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Function Use	Uses a variety of excel basic function with no errors	Uses several appropriate Excel functions with minimal error	Uses some basic excel basic functions with significant errors or inefficient use of functions	Little or no understanding or use of excel basic functions with significant errors or inefficient use of function
Formatting	Consistent and visually appealing formatting throughout the plan	Appropriate formatting with some minor inconsistencies	Some basic formatting with significant inconsistencies or unclear headings	Little or no formatting, or inconsistent and unclear formatting
Accuracy	Accurate and error-free plan meeting all criteria	Most accurate plan with minor errors or omissions	Somewhat accurate plan with significant errors or omissions	Inaccurate or incomplete plan failing to meet most criteria
Efficiency	Efficient and effective plan maximizing time and resources using appropriate Excel functions	Mostly efficient plan using appropriate excel functions with some minor inefficiencies	Somewhat inefficient plan with significant inefficiencies that could benefit from better use of Excel functions	Inefficient or ineffective plan wasting time and resources with little or no use of excel functions		*[Making their activity]*

VII. Generalization	
Teacher's Activity	**Students' activity**
Excel is a software application that allows users to organize and analyze data, create charts and graphs, and perform calculations. Its flexibility and versatility make it an essential tool for businesses, researchers, and individuals alike.	*[Giving its insights and opinion]*

VIII. Assessment	
Teacher's Activity	**Students' activity**
Direction: Answer the following questions LETTER ONLY. Which of the following functions would you use to count the number of cells in a range that contain text? A. SUM B. AVERAGE C. COUNTA D. MAX Answer: C. COUNTA What is the keyboard shortcut for copying a cell's contents to the clipboard in Excel? A. Ctrl+C B. Ctrl+V C. Ctrl+X D. Ctrl+Z Answer: A. Ctrl+C Which of the following is NOT a valid chart type in Excel? A. Line chart B. Bar chart C. Pie chart D. Cube chart Answer: D. Cube chart Which Excel feature allows you to display data that meets specific criteria? A. Filter B. Sort C. Pivot table D. Chart Answer: A. Filter	*[Making their assessment]*

Which function would you use to combine two or more strings of text into one cell in Excel?
A. LEFT
B. RIGHT
C. CONCATENATE
D. FIND
Answer: C. CONCATENATE

IX. Assignment

Teacher's Activity	Students' activity
Direction: *Create your own design table using excel* *Here's the rubrics:* The facilitator will give the pdf files for rubrics. ASSIGNMENT: 	Criteria	Exemplary (4)	Proficient (3)	Developing (2)	Need Improvement (1)
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Color Use	Uses a variety of excel basic contrast color and stylistic design in table	Uses several appropriate contrast colors	Uses some excel of basic color and default format.	Little or no understanding or use of excel basic color settings
Formatting	Consistent and visually appealing formatting throughout the plan	Appropriate formatting with some minor inconsistencies	Some basic formatting with significant inconsistencies or unclear headings	Little or no formatting, or inconsistent and unclear formatting
Contrast	Stylistic design contrast color used of styling table	Most contrast color used of styling table	Somewhat contrast color used of styling table	Inaccurate or non-contrast color used of styling table		*[Listening to the instructions]*

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