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Course: Computer Writing and Technical Writing

Lesson Plan for a 10-minute Lesson

Topic: Creating Tables and Sorting and Filtering its Content in Excel

Materials and equipment:

Podium computer and projector. Handouts will be available for the audience

Objectives:

-Uses of Excel

-How to create tables

-Benefits of using the sorting and filtering option

Agenda:

**Section LO Content**

Introduction (1 min) -Bring the audience attention

About Excel 1 - What is Excel?

- Explain the uses of Excel

Creating tables 2 - Open the sample file

(3 min)

* Show how to create tables and name its columns
* Add data that fills both columns

Using the Sorting

Option (3 min) 3 - Explain the sorting option and its importance

* Sort one column

1. Click on sort option arrow at the column header

2. Sort the data in ascending and descending order

Filtering option 4 - Explain the filter option and how to use it

(2 min) - Use an example by filtering a certain character from the

data in one column

Conclusion (1 min) - Remind the importance of Excel and the benefits of sorting and filtering option

Example files:

Attached