

## **Lesson Plan**

Class: 7

Subject: Computer

Topic: Introduction to Microsoft Excel

Duration: 45

## **Learning Objectives**

- Understand Ms. Excel and its uses.
- Learn basic things like cells, rows, autofill, etc.
- Understand workbook and worksheet
- Identify parts of worksheet

## **Introduction (5 mins)**

- Ask students how they use the Ms. Excel.
- Briefly explain today's topic.

## **Main Lesson Activity**

- Explain Ms. Excel and its uses.
- Explain workbook and its elements.
- Show Worksheet interfaces.

## **Classwork**

- Learn the definitions of cells, rows, columns, etc.
- Compare uses of Ms. Excel and Ms. Word.

## **Assessment**

- What are the two examples of Spreadsheet software?
- Oral questions , Written classwork, Homework check

## **Backup Plan**

- Use board or printed diagrams if no projector/internet.

## **Homework**

1. Write 5 uses of the Ms. excel.
2. Draw and label an Workbook interface.
3. Explain the concept of rows and columns to your teacher.