**EMERALD ROYAL INT’L SCHOOL**

**LESSON PLAN/NOTE FOR WEEK 4 ENDING: 26TH MAY, 2023**

|  |  |
| --- | --- |
| **Term** | 3rd |
| **Week** | 4 |
| **Class** | SS1 |
| **Date** | 22/05/2023 |
| **Subject** | Data Processing |
| **Topic** | Managing data in spreadsheet |
| **Sub-Topic** | Creating references |
| **Period** | 8th |
| **Time** | 1:20 – 2:00 |
| **Duration** | 40minutes |
| **Number in class** | 7 |
| **Average age** | 14years |
| **Sex** | Mixed |
| **Specific Objectives** | By the end of the lesson, students should be able to:   1. Define references 2. Create cell references |
| **Rationale** | To teach students how tocreate references |
| **Previous knowledge** | Students have been taught how to insert and remove borders and gridlines in their previous class |
| **Instructional material** | Computer set with Microsoft Excel software |
| **Reference** | Data Processing for Senior Secondary Education (SS1 – 3) by Hiit Plc |

|  |  |  |  |
| --- | --- | --- | --- |
| **STEPS** | **TEACHER’S ACTIVITIES** | **STUDENTS’ ACTIVITIES** | **LEARNING POINTS** |
| Introduction | The teacher introduces the lesson by asking the students to explain how to insert and remove borders and gridlines. | Students answer the teacher’s question orally. | To arouse the students interest for the lesson. |
| Step I | *Teacher defines references as thus:*  A cell reference refers to a cell or range of cells on a worksheet and can be used in a formula so that Ms-Excel can find the values or data that you want that formula to calculate.  In one or several formulas, you can use a cell reference to refer to:   1. Data from one or more contiguous cells on the worksheet. 2. Data contained in different areas of a worksheet. 3. Data on other worksheets in the same workbook. | Students listen as the teacher explains | To ensure proper understanding of the lesson |
| Step II | *The teacher describe the process of creating cells as thus:*  How to create a cell reference on the same worksheet.   1. Click the cell in which you want to enter the formula. 2. In the formula bar IMG_256, type **=** (equal sign). 3. Do one of the following: 4. **Reference one or more cells**    To create a reference, select a cell or range of cells on the same worksheet. You can drag the border of the cell selection to move the selection, or drag the corner of the border to expand the selection. 5. **Reference a defined name**    To create a reference to a defined name, do one of the following:  * Type the name. * Press F3, select the name in the **Paste name** box, and then click **OK**.   How to create a cell reference in another workbook  You can refer to cells that are on other worksheets in the same workbook by prepending the name of the worksheet followed by an exclamation point (**!**) to the start of the cell reference. In the following example, the worksheet function named **AVERAGE** calculates the average value for the range B1:B10 on the worksheet named Marketing in the same workbook.  IMG_256  I. Refers to the worksheet named Marketing  II. Refers to the range of cells between B1 and B10, inclusively  III. Separates the worksheet reference from the cell range reference  1. Click the cell in which you want to enter the formula.  2. In the formula bar IMG_257, type **=** (equal sign) and the formula you want to use.  3. Click the tab for the worksheet to be referenced.  4. Select the cell or range of cells to be referenced. | Students participate in the practicals. | To create a platform where all students are carried along. |
| Summary | The teacher summarizes the lesson thus:  When cresting s cell reference to another workbook:  **Note:**If the name of the other worksheet contains nonalphabetical characters, you must enclose the name (or the path) within single quotation marks (**'**). | Students pay attention and copy the note into their exercise books. | For reference purpose |
| Evaluation | The teacher asks the students to define a cell reference. | Students answer the question orally | To ascertain the students level of understanding of the lesson |
| Conclusion | The teacher corrects the students where necessary. | Students take note of the correction(s) made | To ensure proper understanding of the lesson |
| Assignment | *The teacher gives the following assignment.*  How are cells created in a workbook? | Students copy the assignment in their exercise books | To encourage studying at a home. |



24/5/2023

Principal Head Instuctor