**EMERALD ROYAL INT’L SCHOOL**

**LESSON PLAN/NOTE FOR WEEK 5 ENDING: 2ND JUNE, 2023**

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| **Term** | 3rd |
| **Week** | 5 |
| **Class** | SS1 |
| **Date** | 01/06/2023 |
| **Subject** | Data Processing |
| **Topic** | Managing data in spreadsheet |
| **Sub-Topic** | Filtering data |
| **Period** | 7th |
| **Time** | 12:30 – 1:10 |
| **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. Explain what filtering data means 2. Filter data using Yauto fill and custom fill |
| **Rationale** | To enable students learn how to filter data |
| **Previous knowledge** | Students have been taught how to sort data in their previous lesson |
| **Instructional material** | Computer set with Microsoft Excel software |
| **Reference** | Data Processing for Senior Secondary Education (SS1 – 3) by Hiit Plc |

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| **STEPS** | **TEACHER’S ACTIVITIES** | **STUDENTS’ ACTIVITIES** | **LEARNING POINTS** |
| Introduction | The teacher introduces the lesson by asking the students to explain how data is sorted. | Students answer the teacher’s question orally. | To arouse the students interest for the lesson. |
| Step I | *The teacher explains filtering data as thus:*  What is a Filter in Excel?  We use filters in Excel to temporarily hide some of the data in a table. It helps you subset the data and display records that meet certain criteria. Here, you have the flexibility to focus on the data that interests you.  By filtering information in a worksheet, you can find values quickly. You can filter on one or more columns of data. With filtering, you can control not only what you want to see, but what you want to exclude. You can filter based on choices you make from a list, or you can create specific filters to focus on exactly the data that you want to see.  You can search for text and numbers when you filter by using the **Search** box in the filter interface.  When you filter data, entire rows are hidden if values in one or more columns don't meet the filtering criteria. You can filter on numeric or text values, or filter by color for cells that have color formatting applied to their background or text. | Students listen to the teacher’s explanation and practicalize the steps involved | To ensure all students are carried along. |
| Step II | *The teacher describes how to filter data as thus:*  To filter data, do the following:   1. Select the data that you want to filter   IMG_256   1. On the Data tab, in the Sort & Filter group, click Filter.   IMG_257   1. Click the arrow IMG_258 in the column header to display a list in which you can make filter choices.   **Note:** Depending on the type of data in the column, Microsoft Excel displays either Number Filters or Text Filters in the list.  **Filter data by specifying conditions**  By specifying conditions, you can create custom filters that narrow down the data in the exact way that you want. You do this by building a filter. If you've ever queried data in a database, this will look familiar to you.   1. Point to either Number Filters or Text Filters in the list. A menu appears that allows you to filter on various conditions. 2. Choose a condition and then select or enter criteria. 3. Click the And button to combine criteria (that is, two or more criteria that must both be met), and the Or button to require only one of multiple conditions to be met. 4. Click OK to apply the filter and get the results you expect. | Students pay attention and ask questions where necessary. | For proper understanding of the lesson |
| Summary | *The teacher summarizes the lesson as thus:*  **Filter by selecting values or searching**  Selecting values from a list and searching are the quickest ways to filter. When you click the arrow in a column that has filtering enabled, all values in that column appear in a list.  IMG_256  1. Use the Search box to enter text or numbers on which to search  2. Select and clear the check boxes to show values that are found in the column of data  3. Use advanced criteria to find values that meet specific conditions  To select by values, in the list, clear the (Select All) check box. This removes the check marks from all the check boxes. Then, select only the values you want to see, and click OK to see the results.  To search on text in the column, enter text or numbers in the Search box. Optionally, you can use wildcard characters, such as the asterisk (\*) or the question mark (?). Press ENTER to see the results. | Students copy the note in their exercise books. | For reference purpose |
| Evaluation | The teacher asks the students to explain the function of a built in function | 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 students the following assignment.  Describe how to filter data. | Students copy the assignment in their exercise books | To encourage studying at a home. |



24/5/2023

Principal Head Instuctor