**EMERALD ROYAL INT’L SCHOOL**

**LESSON PLAN/NOTE FOR WEEK 3 ENDING: 19TH MAY, 2023**

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| **Term** | 3rd |
| **Week** | 3 |
| **Class** | SS1 |
| **Date** | 15/05/2023 |
| **Subject** | Data Processing |
| **Topic** | Formatting the Worksheet |
| **Sub-Topic** | Merging cell |
| **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. Transfer data from one worksheet to another workbook 2. Merge cells |
| **Rationale** | To teach students how to transfer data and merge cells |
| **Previous knowledge** | Students have been taught how to adjust column width and row height in their previous class |
| **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 explaiin the processes involved in adjusting column width and row height. | Students answer the teacher’s question orally. | To arouse the students interest for the lesson. |
| Step I | *Teacher explains how to transfer data as thus:*  You can move or copy a worksheet in the same workbook to organize your workbook exactly how you want.  You can use the **Move or Copy Sheet** command to move or copy entire worksheets (also known as sheets), to other locations in the same or a different workbook. You can use the **Cut** and **Copy** commands to move or copy a portion of the data to other worksheets or workbooks.  To move a worksheet within a workbook, Select the worksheet tab, and drag it to where you want it. | Students listen as the teacher explains | To ensure proper understanding of the lesson |
| Step II | *The teacher describe the process of merging cells as thus:*  You can't split an individual cell, but you can make it appear as if a cell has been split by merging the cells above it.  To merge cells   1. Select the cells to merge. 2. Select **Merge & Center.**   When you merge multiple cells, the contents of only one cell (the upper-left cell for left-to-right languages, or the upper-right cell for right-to-left languages) appear in the merged cell. The contents of the other cells that you merge are deleted.  **To unmerge cells**   1. Select the **Merge & Center** down arrow. 2. Select **Unmerge Cells.** | Students participate in the practicals. | To create a platform where all students are carried along. |
| Summary | The teacher summarizes the lesson thus: Copy a worksheet in the same workbook Press CTRL and drag the worksheet tab to the tab location you want.  OR  Right click on the worksheet tab and select **Move or Copy.**  Select the **Create a copy** checkbox.  Under**Before sheet**, select where you want to place the copy.  Select **OK.** | Students pay attention and copy the note into their exercise books. | For reference purpose |
| Evaluation | The teacher asks the students to explain the process involved in aligning cells in Ms Excel. | 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 texts aligned in Ms Excel? | Students copy the assignment in their exercise books | To encourage studying at a home. |



24/5/2023

Principal Head Instuctor