**LESSON PLAN FOR WEEK 9 ENDING 17th March, 2023**

Subject Business Studies

Topic: Simple Tabulation

Sub Topic: Basic Keyboarding Skills

Date: 14th/16th March, 2023

Duration: 70minutes

Period: 12.30 - 1.00pm, 11.50am -12.30pm

Class: J.S.S. 3

Number in Class: 13

Average Age: 13

Sex: Mixed

**Learning Objectives**: By the end of the class, students should be able to;

I create a simple table

Ii. Keyboard items into a table.

**Rationale/Importance**: To enable pupils know the simple tabulation, that is table creation and keyboarding items into a table.

**Previous Knowledge:** Pupils have been taught how to make business letters using the keyboard and how to use the printer to produce the documents.

**Instructional Resources:** Pupils were taken to the school computer laboratory to practicalize, what have been learnt and samples in their textbooks for further study at home.

**Reference Materials:** WABP Junoir Secondary Business Studies 3 by Egbe T. Ehiametalor et al. And metropolitan Business Studies for Junoir Secondary school Book 3 by Anjorin Olajumoke Adeola.

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| **STEPS** | **TEACHER’S ACTIVITIES** | **STUDENT’S ACTIVITIES** | **LEARNING POINT** |
| Introduction | Asks pupils to state the parts of a business letter. | They respond by explaining them. | To review previous knowledge and arouse pupils interest. |
| Step 1 | Asks pupils to opem the microsoft environment. | Pupils responds to the questions | To know the first step to take when operating a system.. |
| Step 2 | Guides pupils in creating a table using the microsoft word or excel | Pupils participate in the discussion | For proper understanding of the concept. |
| Summary | Summarizes lesson with the key points;  What is a table?  A table is a structure made up of rows and columns and used to organise data.  Tables canbe quite fiddly to set up and format but they are very good for presenting figures and stastistics.  Creating a table with microsoft word;  First type the heading; | Copy down lesson in their note books | For reference point while studying. |

West African Countries with Capitals

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Benin | Cote-d-ivore | Gambia | Ghana | Guinea | Mali | Nigeria | Senegal | Sierra-leone | togo |
| Port- Novo | Abidjan | Banjul | Accra | Conakry | Bamako | Abuja | Dakar | Freetown | Lome |

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|  | To set up your first table, Take the following steps;   1. Start a new word document. 2. From the menu bar click on tables. 3. From the menu that dropped down, click on insert 4. A new sub menu appears and from that sub menu click table; 5. A dialogue box pops up, showing you numbers of columns and rows. Then tou change the columns and rows to number of desired rows, then click ok button. 6. Your page will set up. |  |  |
| Evaluation | Asks pupils to set up a table with 4rows and 4 columns | Pupils responds to the question. | For proper understanding of the topic. |
| Conclusion | Rounds off lesson by checking the work done by the pupils, marking and making corrections where necessary. | Identify their mistakes and do the needful | For better recognition of the concept. |



17th March 2023

Deputy Head Instructor

NB: APPROVED