**EMERALD ROYAL INT’L SCHOOL**

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

|  |  |
| --- | --- |
| **Term** | 3rd |
| **Week** | 5 |
| **Class** | SS1 |
| **Date** | 29/05/2023 |
| **Subject** | Data Processing |
| **Topic** | Managing data in spreadsheet |
| **Sub-Topic** | Sorting data |
| **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 sorting data in Excel 2. Sort data in descending order |
| **Rationale** | To teach students how to sort data |
| **Previous knowledge** | Students have been taught how to use built in functions 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 define a built in function. | Students answer the teacher’s question orally. | To arouse the students interest for the lesson. |
| Step I | *Teacher defines sorting data in excel as thus:*  Sorting is a feature in MS Excel that helps you organize data. You can sort a text column in alphabetical order (A-Z or Z-A). We can sort a numerical column from largest to smallest or smallest to largest. We can also sort a date and time column from oldest to newest or newest to oldest. Sorting in Excel can also be done by a custom list or by formats, such as cell color, font color, or icon set. | Students listen as the teacher explains | To ensure proper understanding of the lesson |
| Step II | *The teacher further explains how to sort data in ascending and descending order as thus:*  In most cases, you need to sort a single column. But there may be instances where you need to sort two or more columns. You can use advanced sorting techniques to sort data by multiple columns.  Let’s sort the housing dataset in ascending order of Area and descending order of Agent.   1. Select the dataset > Click on the Sort option in the Data tab. 2. Choose the Area column to sort. 3. Select Cell Values under Sort On. 4. Under Order, choose A-Z. 5. Select Add Level, and choose the Agent column. 6. Now sort on Cell Values and Order it by Z-A.   OR  Select a range of tabular data, such as A1:L5 (multiple rows and columns) or C1:C80 (a single column). The range can include the first row of headings that identify each column.  IMG_256   1. Select a single cell in the column you want to sort. 2. On the Data tab, in the Sort & Filter group, click IMG_256 to perform an ascending sort (from A to Z, or smallest number to largest).   IMG_256   1. Click IMG_256 to perform a descending sort (from Z to A, or largest number to smallest). | Students participate in the practicals. | To create a platform where all students are carried along. |
| Summary | The teacher summarizes the lesson thus:  **To sort by specifying criteria**  Use this technique to choose the column you want to sort, together with other criteria such as font or cell colors.   1. Select a single cell anywhere in the range that you want to sort. 2. On the **Data** tab, in the **Sort & Filter** group, click **Sort** to display the Sort popup window.   IMG_256   1. In the **Sort by** dropdown list, select the first column on which you want to sort. 2. In the **Sort On** list, choose **Values**, **Cell Color**, **Font Color**, or **Cell Icon**. 3. In the **Order** list, choose the order that you want to apply to the sort operation—alphabetically or numerically, ascending or descending (that is, from A to Z (or Z to A) for text, or lower to higher, or higher to lower for numbers) | Students pay attention and copy the note into their exercise books. | For reference purpose |
| Evaluation | The teacher asks the students to describe the process of sorting data | 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.*  In what other way can data be sorted in a worksheet? | Students copy the assignment in their exercise books | To encourage studying at a home. |



24/5/2023

Principal Head Instuctor