**EMERALD ROYAL INT’L SCHOOL**

**LESSON PLAN/NOTE FOR WEEK 1 ENDING: 5TH MAY, 2023**

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| **Term** | 3rd |
| **Week** | 1 |
| **Class** | SS1 |
| **Date** | 05/05/2023 |
| **Subject** | Data Processing |
| **Topic** | Inserting formulas and using functions |
| **Sub-Topic** | Writing simple formula |
| **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 a formula 2. Write simple formulas |
| **Rationale** | To teach students how to write simple formulas |
| **Previous knowledge** | Students have been taught spreadsheet packages 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 mention the properties and features of windows environment. | Students answer the teacher’s question orally. | To arouse the students interest for the lesson. |
| Step I | *Teacher defines formulas as thus:*  Formulas are mathematical expressions which return calculated value. | Students listen as the teacher explains | To ensure proper understanding of the lesson |
| Step II | *The teacher describes the process of writing simple formulas as thus:*  You can create a simple formula to add, subtract, multiply or divide values in your worksheet. Simple formulas always start with an equal sign (=), followed by constants that are numeric values and calculation operators such as plus (+), minus (-), asterisk(\*), or forward slash (/) signs.  The key thing to remember when writing formulas for Excel is that all formulas must begin with an equals sign (=). This is because the cell contains—or is equal to—the formula and its value.  *To create a simple formula in Excel*:   1. Select the cell where the answer will appear (B4, for example). 2. Type the equals sign (=). 3. Type in the formula you want Excel to calculate (75/250, for example). 4. Press Enter. The formula will be calculated, and the value will be displayed in the cell.   *Creating formulas with cell references*  When a formula contains a cell address, it is called a cell reference. Creating a formula with cell references is useful because you can update data in your worksheet without having to rewrite the values in the formula.  *To create a formula using cell references:*   1. Select the cell where the answer will appear (B3, for example). 2. Type the equals sign (=). 3. Type the cell address that contains the first number in the equation (B1, for example). 4. Type the operator you need for your formula. For example, type the addition sign (+). 5. Type the cell address that contains the second number in the equation (B2, for example). 6. Press Enter. The formula will be calculated, and the value will be displayed in the cell. | Students participate in the practicals. | To create a platform where all students are carried along. |
| Summary | *The teacher summarizes the lesson thus:*  To edit a formula:   1. Click the cell you want to edit. 2. Insert the cursor in the formula bar, and edit the formula as desired. You can also double-click the cell to view and edit the formula directly from the cell. 3. When you're done, press Enter or select the Enter command 4. The new value will be displayed in the cell.   If you change your mind, use the Cancel commandIMG_256in the formula bar to avoid accidentally making changes to your formula.. | 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 etering a simple formula. | 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.  Explain the steps involved in typing in simple formulas in Ms-Excel. | Students copy the assignment in their exercise books | To encourage studying at a home. |



24/5/2023

Principal Head Instuctor