**EMERALD ROYAL INT’L SCHOOL**

**LESSON PLAN/NOTE FOR WEEK 4 ENDING: 26TH MAY, 2023**

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| **Term** | 3rd |
| **Week** | 4 |
| **Class** | SS1 |
| **Date** | 24/05/2023 |
| **Subject** | Data Processing |
| **Topic** | Managing data in spreadsheet |
| **Sub-Topic** | Using built in functions |
| **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. Describe a built-in function 2. Use built-in functions common to financial and statistical applications. |
| **Rationale** | To enable students learn how to use built-in functions |
| **Previous knowledge** | Students have been taught how to create cell references 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 cells are aligned. | Students answer the teacher’s question orally. | To arouse the students interest for the lesson. |
| Step I | *The teacher explains built-in functions as thus:*  Built in function (or **intrinsic function)** is a function ([subroutine](https://en.wikipedia.org/wiki/Subroutine" \o "Subroutine)) available for use in a given [programming language](https://en.wikipedia.org/wiki/Programming_language" \o "Programming language) whose implementation is handled specially by the [compiler](https://en.wikipedia.org/wiki/Compiler" \o "Compiler).  Excel provides a large number of built-in functions that can be used to perform specific calculations or to return information about your spreadsheet data. These functions are organised into categories (text, logical, math, etc.) to help you to locate the function you need from the Excel menu. | 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 use built in functions as thus:* To enter a formula that contains a built-in function  1. Select an empty cell. 2. Type an equal sign = and then type a function. For example, =SUM for getting the total sales. 3. Type an opening parenthesis (. 4. Select the range of cells, and then type a closing parenthesis).   IMG_256   1. Press Enter to get the result. | Students pay attention and ask questions where necessary. | For proper understanding of the lesson |
| Summary | *The teacher summarizes the lesson as thus:* You see a formula;  1. When a formula is entered into a cell, it also appears in the **Formula bar.**   IMG_256   1. To see a formula, select a cell, and it will appear in the formula bar.   IMG_256 | 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 calculate the average of a set of numbers. | Students copy the assignment in their exercise books | To encourage studying at a home. |



24/5/2023

Principal Head Instuctor