

WEEKLY LESSON NOTES – B7

WEEK 6

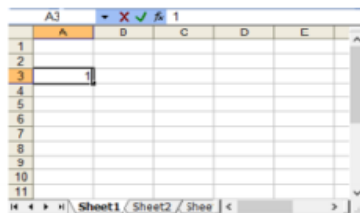
Strand : Productivity Software		Week Ending : 17 TH JUNE, 2022	
Sub Strand: Introduction to Electronic Spreadsheet		Duration :	
Content Standard: B7.2.3.2. Demonstrate how to format a worksheet		Class : B7	
Indicators: B7.2.3.2.3. Demonstrate the use of the Autofill function in MS-Excel worksheet		Day :	
Core competences: DL5.1: Ability to ascertain when information is needed and be able to identify, locate, evaluate and effectively use it to solve a problem.			
Reference: Computing Curriculum P.g. 16			
Activities For Learning & Assessment	Resources	Learners Resource Page Ref.	Progression
Starter (5 mins) Using questions and answers, revise the previous lesson with learners. Share performance indicators and introduce the lesson. Main (35 mins) Demonstrate the use of the Autofill function. e.g. to generate the days of the week, months of the year, set of numbers (e.g. counting numbers, odd numbers, multiplication tables etc.). To do this: 1. Select the first cell in the range that you want to fill (e.g. A3).	Computer with Microsoft Excel, mouse or touchscreen input device, projector	Computing Curriculum Pg. 9-10	Learning how to use the Autofill function to generate the days of the week, months of the year, set of numbers

2. Type the starting value for the series (e.g. 1 in A3).

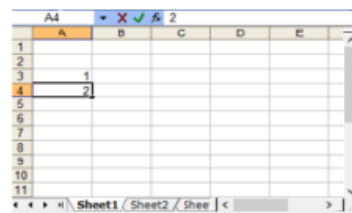
3. Type a value in the next cell to establish a pattern (e.g. 2 in A4). [Tip: For example, if you want the series 1, 2, 3, 4, 5..., type 1 and 2 in the first two cells. If you want the series 2, 4, 6, 8..., type 2 and 4.]

4. Select the cells that contain the values (e.g. A3 and A4)

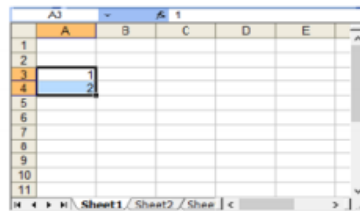
5. Drag the fill handle  across the range that you want to fill (e.g. A3:A10)



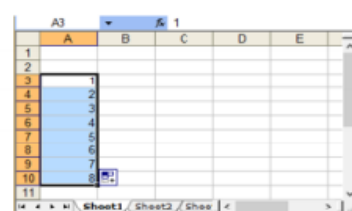
Step 1 & 2



Step 3



Step 4



Step 5

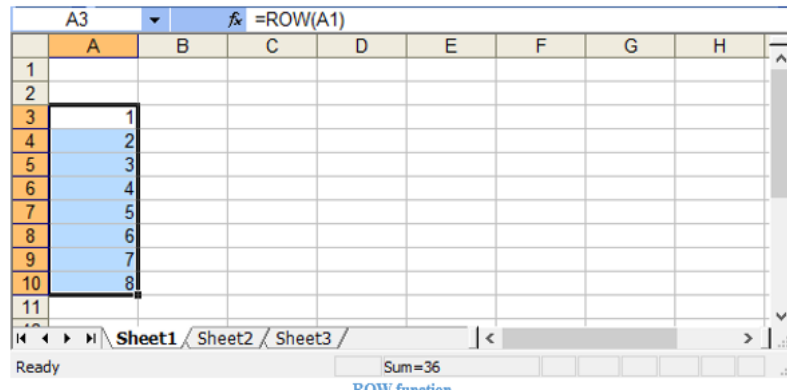
Again guide learners to use function to number rows or columns

1. Select the first cell in the range that you want to fill. (e.g. A3)

2. Type the ROW function (e.g. = ROW(A1)). [The ROW function returns the number of the row that you reference. For example, = ROW(A1) returns the number 1.]

3. Select the cells that contain the function (e.g. A3).

4. Drag the fill handle  across the range that you want to fill. (e.g. A3:A10)



Reflection (10 mins)

We have learnt how to use Autofill function to generate the days of the week, months of the year, set of numbers.

Engage learners in a think-pair-share activity on how to use other techniques for moving text.

Homework/Project Work/Community Engagement Suggestions

- Describe how to use Autofill function to generate the days of the week, months of the year, set of numbers.

Cross-Curriculum Links/Cross-Cutting Issues

None

Potential Misconceptions/Student Learning Difficulties

The facilitator/teacher can arrange to use a nearby Senior High School (SHS) ICT laboratory

Strand : Productivity Software		Week Ending: 17 th JUNE, 2022	
Sub Strand: Introduction to Electronic Spreadsheet		Duration :	
Content Standard: B7.2.3.2. Demonstrate how to format a worksheet		Class : B7	
Indicators: B7.2.3.3.1. Demonstrate how to create formulas		Day :	
Core competences: DL5.1: Ability to ascertain when information is needed and be able to identify, locate, evaluate and effectively use it to solve a problem.			
Reference: Computing Curriculum P.g. 16			
Activities For Learning & Assessment		Resources	Learners Resource Page Ref.
Starter (5 mins) Using questions and answers, revise the previous lesson with learners. Share performance indicators and introduce the lesson. Main (35 mins) Guide learners to identify and name cells in an Excel. A cell is named after its column letter and row number. Example: B4, C6, E8 Guide learners to create simple formulas starting with the equal sign. Excel formulas makes use of the basic mathematical operations (+, -, * and /)		Computer with Microsoft Excel, mouse or touchscreen input device, projector	Computing Curriculum Pg. 13-14
			Learning how to create simple formulas in Excel

4	Efia Akoto	24	35	
5	Kofi Cash	15	34	

- Write formulas for cell E3, E4 and E5.

From the table the figure in cell E2 (71) is as a results of adding 25 and 46.

Therefore we are to use the operation sign (+).

Now determine the cell which contains the figures 25 and 46.

That is C2 (25) and D2 (46).

So we can conclude that

$$E2 = C2 + D2$$

$$E3 = C3 + D3$$

A3	▼	X	fx		
	A	B	C	D	E
1	Items	Selling Price	Cost Price	Total	
2	Milk	6	4		
3	Sugar	20	15	5	
4	Milo	50	35		
5	Gari	35	20	15	

- Write formulas for cell E2 and E4.

From the table the figure in cell E3 (5) is as a results of subtracting 15 from 20. Therefore we are to use the operation sign (-).

Now determine the cell which contains the figures 20 and 15.

That is C3 (20) and D3 (15).

So we can conclude that

$$E3 = C3 - D3$$

Reflection (10 mins)

We have learnt how to create simple formulas in Excel.

Engage learners in a think-pair-share activity on how to use other techniques for moving text.

Homework/Project Work/Community Engagement Suggestions

	A	B	C	D	E
1					
2		BOOKS	QUANTITY	PRICE (GH¢)	AMOUNT (GH¢)
3		GRADE 1 ICT	11	10	110
4		KINGLION JHS ICT	9	10	90
5		GRADE 1 RME	8	10	80
6		KINGLION SONGS BOOK	40	5	200
7		GRADE 1 MATHS	32	10	320
8			Sub Total		800
9			Discount		80
10			Total Amount		720

Write formulas for cell E3, E7, E8, E9, E10

Cross-Curriculum Links/Cross-Cutting Issues

None

Potential Misconceptions/Student Learning Difficulties

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