

Lesson Plan

Teacher	[AA]	Date	00/00/00	Period	0	Class	8AA
No. pupils	00	SEN	0	G&T	0		

Project title	Gangsta Zoo
Context of project	During this unit, pupils will reinforce their knowledge of spreadsheets. This will include a recap of writing basic formula and creating charts. They will then learn to sort data in tables, to write absolute cell references and to use tools such as conditional formatting.
Lesson No.	Lesson 3
Learning Objectives for this lesson	<p>To consolidate skills and confidence with writing basic spreadsheet formulas</p> <p>To be able to work with multiple tables of data in a spreadsheet</p> <p>To understand the concept of absolute references</p>
Learning Outcomes for this lesson	<p><i>All pupils will:</i> Enter data into their spreadsheets. They will write a simple multiplication formula and use autofill to replicate the formula. They will write a SUM formula.</p> <p><i>Most pupils will:</i> Enter data into their spreadsheets and create a number of different tables. They will write a simple multiplication formula and use autofill to replicate the formula. They will write a SUM formula. They will understand the concept of an absolute cell reference and may have a go at setting one up.</p> <p><i>Some pupils will:</i> Enter data into their spreadsheets and create a number of different tables. They will write a simple multiplication formula and use autofill to replicate the formula. They will write a SUM formula. They will understand the concept of an absolute cell reference and will successfully set up their own.</p>
Key Terms for this lesson	Spreadsheet, formula, function, data, tables, titles, SUM, autofill, replicate, absolute cell reference

Starter	<u>Word Tennis</u> Instructions are included in the 'word tennis.ppt' resource	5 mins
Main activity	<u>Introduction</u> Ask pupils to remind you about what they did during the last lesson	2.5 mins
	<u>Previous homework task</u> Remind pupils that their task for homework was to learn one new formula or function. Ask for a couple of volunteers to come to the front to demonstrate what they learned to the class.	5 mins
	<u>Gangsta Zoo catnip operation slideshow</u> Show the 'lesson 3 Gangsta Zoo' slideshow on the board and go through the slides. Ask a pupil to read aloud the text on the slides.	2.5 mins
	<u>Teacher explanation</u> Show pupils where to access a copy of the 'operation catnip.doc' from and briefly explain what they should do	2.5 mins
	<u>Individual task</u> Pupils should log onto their computer and access the task instructions and the spreadsheet. They should follow the instructions. Teacher to provide help and assistance as required.	35 mins
Plenary	Taboo.ppt	7.5 mins
Extension	Extension task on the 'operation catnip.doc' sheet – research the correct layout of a memo. Create a memo to explain the financial results of the catnip operation to Chimp Andy.	
Homework	Using software of their choice they should create a poster to advertise Chimp Andy's catnip operation. They should consider audience and purpose when choosing their layout, colours, images and fonts. They should bring their poster to the next lesson.	30 mins
Materials required	Word tennis.ppt Engage.swf (gangsta zoo catnip operation slideshow) Operation catnip.doc Taboo.ppt	

You may:

- Guide teachers or students to access this resource from the teach-ict.com site
- Print out enough copies to use during the lesson

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