

# LESSON PLAN

**Trainer:** \_\_\_\_\_ **Course:** Excel Introduction Workshop

**Modules:** \_\_\_\_\_

**Location:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Number of Learners** \_\_\_\_\_ **Week Number:** 1

**Previous Knowledge of the Topic:** None Required

**Aims of the Lesson:**

*To introduce the learner to the basic features of Excel Spreadsheets*

**Objectives and Learning Outcomes:**

*By the end of the session the learner will be able to use certain features available in an Excel Spreadsheet application that will enable them to create simple professional business documents using a variety of different features.*

**Assessment Methods**

*Hand-On Practice, exercises and assignments*

**Promotion of Equality, Diversity and Every Customer Matters**

**Additional notes:**

# TEACHING AND LEARNING STRATEGIES

<i>Modules / Units</i>	<i>Learning / Teaching Outcomes</i>	<i>Customers' Activities</i>	<i>Trainer Activities / Notes</i>
<p><b>Introduction to Session</b></p>	<ul style="list-style-type: none"> <li>• <b>Explanation of the content that will be covered in the session</b> <ul style="list-style-type: none"> <li>➤ Overview of Layout</li> <li>➤ Entering and Editing Data</li> <li>➤ Selection Techniques</li> <li>➤ Creating and using Formulas</li> <li>➤ Data Manipulation</li> <li>➤ Creating and using Functions</li> <li>➤ Formatting techniques</li> <li>➤ Creating Simple Charts</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Listening</b></li> <li>• <b>Watching</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>General overview of the content of the course</b></li> </ul>
<p><b>Section 1 Overview of Excel Layout</b></p>	<ul style="list-style-type: none"> <li>• <b>Understand the different elements of the Excel Window</b></li> <li>• <b>Understand what Ribbons and Tabs are</b></li> <li>• <b>Gain an understanding of the Quick Access Toolbar</b></li> <li>• <b>Understand the different elements of a worksheet (Rows, Columns, Cells)</b></li> <li>• <b>Selection techniques (Cells, Rows, Columns)</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Start up laptop</b></li> <li>• <b>Activate Excel Application</b></li> <li>• <b>Listening</b></li> <li>• <b>Watching</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Demonstrate and explain the different elements</b></li> </ul>

<p><b>Section 2 Entering and Editing Text</b></p>	<ul style="list-style-type: none"> <li>• <b>Learn how to Enter and Edit Text directly in cells of using the Formula Bar</b></li> <li>• <b>Understand the different types of data</b></li> <li>• <b>Learn how to navigate through text using the mouse and keyboard</b></li> <li>• <b>Be able to use the Find and Replace feature</b></li> <li>• <b>Understand what Undo and Redo feature does</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Complete Exercise one - Entering and Editing text</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Demonstration one – Entering and Editing text</b></li> </ul>
<p><b>Section 3 Selecting Cells and Ranges</b></p>	<ul style="list-style-type: none"> <li>• <b>Understand the different selection techniques available in the software</b></li> <li>• <b>Understand how to select individual cells and ranges of cells</b></li> <li>• <b>Understand how to select non-consecutive cells</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Complete Exercise two - Selecting cells and cell ranges</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Demonstration two – Selecting cells and cell ranges</b></li> <li>• <b>Demonstration three – Using Formula</b></li> <li>• <b>Demonstration four – Using Functions</b></li> </ul>

<p><b>Section 4 – Using Formula Part A and B</b></p>	<ul style="list-style-type: none"> <li>• <b>Using the Autofill feature with text and numbers</b></li> <li>• <b>Understand how to construct a simple formula</b></li> <li>• <b>Understand the different types of basic mathematical expressions in spreadsheets</b></li> <li>• <b>Understand how to use the BODMAS / BEDMAS rule</b></li> <li>• <b>Understand how to construct a simple formula</b></li> <li>• <b>Using the Autofill feature with formula</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Exercise three – Using Formula (Part A)</b></li> <li>• <b>Exercise three – Using Formula (Part B)</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Demonstration three – Using Formula (Part A)</b></li> <li>• <b>Demonstration three – Using Formula (Part B)</b></li> </ul>
<p><b>Section 5 Using Functions Part A and B</b></p>	<ul style="list-style-type: none"> <li>• <b>Understand the different types of basic function in spreadsheets</b></li> <li>• <b>Understand how to use the Autosum feature</b></li> <li>• <b>Using the Autofill feature with functions</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Exercise four – Using Functions (Part A)</b></li> <li>• <b>Exercise four – Using Functions (Part B)</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Demonstration four – Using Functions (Part A)</b></li> <li>• <b>Demonstration four – Using Functions (Part B)</b></li> </ul>

<p><b>Section 6 Data Manipulation Part A and B</b></p>	<ul style="list-style-type: none"> <li>• <b>Understand how to, and be able to Cut and Paste text</b></li> <li>• <b>Understand how to, and be able to Copy and Paste text</b></li> <li>• <b>Appreciate the associated keyboard shortcuts for Cut, Copy and Paste</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Complete Exercise five – Cut, copying and pasting (Part A)</b></li> <li>• <b>Complete Exercise five – Cut, copying and pasting (Part B)</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Demonstration five – Cut, Copying and Pasting (Part A)</b></li> <li>• <b>Demonstration five – Cut, Copying and Pasting (Part B)</b></li> </ul>
<p><b>Section 7 Formatting Text and Paragraphs Part A and B</b></p>	<ul style="list-style-type: none"> <li>• <b>Learn how to use a variety of different text and number formatting techniques</b></li> <li>• <b>Learn how to format cells and ranges of cells</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Complete Exercise six – Formatting cells and cell ranges (Part A)</b></li> <li>• <b>Complete Exercise six – Formatting cells and cell ranges (Part B)</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Demonstration six – Formatting cells and cell ranges (Part A)</b></li> <li>• <b>Demonstration six – Formatting cells and cell ranges (Part B)</b></li> </ul>

<p><b>Section 8 Working with Charts Part A and B</b></p>	<ul style="list-style-type: none"> <li>• <b>Understand how to insert a chart</b></li> <li>• <b>Learn how to add chart elements</b></li> <li>• <b>Learn how to resize and move charts</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Complete Exercise seven – Working with Charts (Part A)</b></li> <li>• <b>Complete Exercise seven – Working with Charts (Part B)</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Demonstration seven – Working with Charts (Part A)</b></li> <li>• <b>Demonstration seven – Working with Charts (Part B)</b></li> </ul>
<p><b>Section 9 Consolidation Exercise</b></p>	<ul style="list-style-type: none"> <li>• <b>Spreadsheet exercise</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Consolidation exercise</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Explanation - Consolidation exercise</b></li> </ul>

<p><b>Session Recap</b></p>	<ul style="list-style-type: none"><li>• <b>Recap of what has been covered during session</b></li><li>• <b>Question and answer session</b></li></ul>	<ul style="list-style-type: none"><li>• <b>Answering Questions</b></li></ul>	<ul style="list-style-type: none"><li>• <b>Questions</b><ul style="list-style-type: none"><li>➤ <b>Formulas and Functions</b></li><li>➤ <b>Selection technique question</b></li><li>➤ <b>Formatting technique question</b></li><li>➤ <b>Manipulating charts question</b></li></ul></li></ul>
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