## 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 1			
Learning Objectives for this lesson	To remind pupils about spreadsheet terminology To remind pupils how to write basic spreadsheet formulae			
	To remind pupils how to create a basic column chart from two non-adjacent columns of data			
Learning Outcomes for this lesson	<i>All pupils will:</i> Be able to enter data into a spreadsheet and write a simple multiplication formula. They will include simple formatting options in the spreadsheet such as shading.			
	<i>Most pupils will:</i> Be able to enter data into a spreadsheet and write a simple multiplication formula. They will also be able to write a correct =SUM formula to calculate data in a column. They will also create a basic column chart. They will format currency correctly to 2dp.			
	<i>Some pupils will</i> : Be able to enter data into a spreadsheet and write a simple multiplication formula. They will also be able to write a correct =SUM formula to calculate data in a column. They will also create a basic column chart. They will format currency correctly to 2dp. They will research the layout of a fax document and create one of their own. Their fax document will include all of the necessary information and be laid out professionally.			
Key Terms for this lesson	Spreadsheet, formula, table, data, titles, SUM, column chart, axes, currency, decimal places			

Starter	10 questions	7.5				
	Display '10 questions.ppt' on the board – instructions are included.					
	Answer 1 – spreadsheets Answer 2 – Gangsta Zoo / Animals (they probably won't guess this one					
	but will have fun trying)					
	Answer 3 – A frog					
Main activity	Introduction	2.5				
Main activity	Give a brief introduction to the project and explain what pupils will be					
	doing during the next four lessons.	mins				
	Paired task	15				
	Explain the task and hand out paper (2.5 mins)					
	On a piece of paper pupils should write down as many words as they can					
	think of which are related to spreadsheets (2.5 mins)					
	They should then get together with another pair and try to create as long					
	a list as possible (3.5 mins) As a group they should decide which three words they think are the most					
	important (1.5 mins)					
	Ask each group in turn to give their top three words – write them on the					
	board (2.5 mins)					
	Ensure that all pupils understand the meaning of every word on the					
	board (2.5 mins)					
	Introduction to the topic scenario	5 mins				
	Show the 'Gangsta Zoo' slideshow on the board and go through the					
	slides. Ask a pupil to read aloud the text on the slides.					
	Individual task	25				
	Show pupils where to access the 'spreadsheet instructions.doc' from.	mins				
	They should then log on, access the instructions and begin on the task.					
	Provide help and assistance as required.					
Plenary	Lesson self assessment.doc	5 mins				
Extension	Task 3 on 'spreadsheet instructions.doc'					
Homework	No homework this week					
Materials required	10 questions.ppt	I				
	Scrap paper					
	Engage.swf (gangsta zoo slideshow)					
	Spreadsheet instructions.doc					
	Lesson self assessment.doc					

You may:

- Guide teachers or students to access this resource from the teach-ict.com site
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