**Objective:**
Participants will be able to understand, apply and interpret basic arithmetic and formatting in excel.

**Total Time:** 90 Minutes

**Materials Required:**
Computer lab with projector and screen, MS Excel installed on all the computers for students

**Instructor Note:**
This session is the beginning of MS Excel. Based on the understanding level and pre-existing skill set of students, use demonstration as a training method and make students practice as much as possible. In this session, basic arithmetic (Summation, Subtraction, Percentages) and formatting will be covered.

**Opening Protocol:**
- Greet the participants
- Take attendance
- In pairs, ask participants to share with each other how they are feeling
- Recap the previous session by asking 1-2 participants to share with the class, what they learnt and did in the previous sessions of Digital Literacy

5 Minutes

**Opening Activity:**
- Ask students if they have ever used or seen MS Excel
- Tell them the basic use of excel
- With the help of projector, demonstrate opening a blank sheet
- Introduce basics of excel-
  - Rows
  - Columns
  - Cell
  - Tabs at the top

10 Minutes
### Activity 1: Discuss and draw a table
- Ask students to sit with their group members
- Ask them to open MS Excel in their handbook and read the instructions for Activity 1
- Students will get 5 minutes to discuss and decide the table they want to create and why
- Ask group representatives to tell the rows and columns they would like to create and why
- Create the following table on the board, and then with the help of projector, demonstrate creating the same table in excel

<table>
<thead>
<tr>
<th></th>
<th>Sales</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan</td>
<td>10</td>
<td>17</td>
</tr>
<tr>
<td>Feb</td>
<td>15</td>
<td>21</td>
</tr>
<tr>
<td>March</td>
<td>29</td>
<td>20</td>
</tr>
<tr>
<td>April</td>
<td>33</td>
<td>23</td>
</tr>
</tbody>
</table>

### Activity 2: Create a table
- Ask students to read instructions of Activity 2 in the handbook:
  - Create tables in excel with months as rows and Sales, Cost as columns.
  - Fill dummy data
  - Perform arithmetic
  - Summation, =SUM
  - Subtraction, = sales-cost
  - Adding percentages
  - Formula = revenue-cost/ revenue
- With the help of projector, demonstrate creating table as per the instructions
- Ask students to create the same table in excel, give them 10 minutes to do this activity
- After 10 minutes, ask students to check each other’s excel
- Randomly check some excels
- Demonstrate again if students found this activity difficult

Outcome:
### Profit Calculations

<table>
<thead>
<tr>
<th>Months</th>
<th>Sales</th>
<th>Cost</th>
<th>revenue</th>
<th>profit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan</td>
<td>10</td>
<td>17</td>
<td>-7</td>
<td>18.16667</td>
</tr>
<tr>
<td>Feb</td>
<td>15</td>
<td>21</td>
<td>-6</td>
<td>22</td>
</tr>
<tr>
<td>March</td>
<td>29</td>
<td>20</td>
<td>9</td>
<td>18.5</td>
</tr>
<tr>
<td>April</td>
<td>33</td>
<td>23</td>
<td>10</td>
<td>21.33333</td>
</tr>
<tr>
<td>Totals</td>
<td>87</td>
<td>81</td>
<td>6</td>
<td>80</td>
</tr>
</tbody>
</table>

**Concept Discussion:**
- Ask if some columns are more important than others?
- Can changing the colour of certain values give it more importance?
- Introduce them to Formatting.
- Take suggestions to make the table more readable
- Tell them the importance of formatting in Excel to make the information more relevant

**Concept Demonstration: Formatting**

<table>
<thead>
<tr>
<th>Explain and demonstrate the following functions:</th>
<th>10 Minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add Rows</td>
<td></td>
</tr>
<tr>
<td>Add Columns</td>
<td></td>
</tr>
<tr>
<td>Add titles</td>
<td></td>
</tr>
<tr>
<td>Merging Cells</td>
<td></td>
</tr>
<tr>
<td>Highlighting</td>
<td></td>
</tr>
<tr>
<td>Changing the colour of Cells</td>
<td></td>
</tr>
<tr>
<td>Changing the font</td>
<td></td>
</tr>
<tr>
<td>Bold/ Italics</td>
<td></td>
</tr>
<tr>
<td>Change size</td>
<td></td>
</tr>
<tr>
<td>Adding symbols</td>
<td></td>
</tr>
</tbody>
</table>

**Activity 3: Practice**
- Ask students to use the table they created in Activity 2 for practice and practice all the formatting options that can be used to make the information more relevant
- Encourage them to ask questions if they find applying any option difficult
- At the end, ask students to save and close the Excel on their computers with a relevant name

**Closing Protocol:**
- Thank the participants for their time
- Announce the next time you will be visiting them
- Share the topic of the next session

**5 Minutes**
- Collect 1-2 most interesting activity sheets/artefacts from students and show to Nodal officer and institution head after session
- Click pictures of the artefacts for documentation