

Digital Literacy (21st Century Literacies)
Microsoft Excel 1
Lesson Plan

<u>Objective:</u> Participants will be able to understand, apply and interpret basic arithmetic and formatting in excel.	
<u>Total Time:</u> 90 Minutes	
<u>Materials Required:</u> Computer lab with projector and screen, MS Excel installed on all the computers for students	
<u>Instructor Note:</u> 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.	
<u>Opening Protocol:</u> <ul style="list-style-type: none"> ● 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
<u>Opening Activity:</u> <ul style="list-style-type: none"> ● 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- <ul style="list-style-type: none"> - 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

15 Minutes

	Sales	Cost
Jan	10	17
Feb	15	21
March	29	20
April	33	23

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

25 Minutes

Outcome:

Profit Calculations				
Months	Sales	Cost	revenue	profit
Jan	10	17	-7	18.16667
Feb	15	21	-6	22
March	29	20	9	18.5
April	33	23	10	21.33333
Totals	87	81	6	80

<p><u>Concept Discussion:</u></p> <ul style="list-style-type: none"> ● 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 	10 Minutes
<p><u>Concept Demonstration: Formatting</u></p> <p>Explain and demonstrate the following functions:</p> <ul style="list-style-type: none"> ● Add Rows ● Add Columns ● Add titles ● Merging Cells ● Highlighting ● Changing the colour of Cells ● Changing the font ● Bold/ Italics ● Change size ● Adding symbols 	10 Minutes
<p><u>Activity 3: Practice</u></p> <ul style="list-style-type: none"> ● 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 	10 Minutes
<p><u>Closing Protocol:</u></p> <ul style="list-style-type: none"> ● Thank the participants for their time ● Announce the next time you will be visiting them ● Share the topic of the next session 	5 Minutes

<ul style="list-style-type: none">● 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	
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