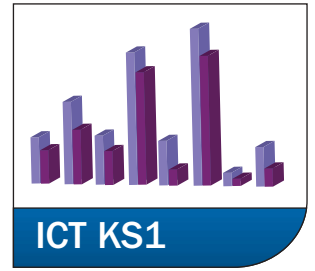


LESSON PLAN



LEARNING TARGET: Insert data into a table.

LEARNING OUTCOMES: How to:

- complete a table in a spreadsheet
- review a classmate's work and suggest improvements.

GLOBAL DIMENSION CONCEPT/S INCLUDED: CONFLICT RESOLUTION / SOCIAL JUSTICE / VALUES & PERCEPTIONS / SUSTAINABLE DEVELOPMENT / INTERDEPENDENCE / HUMAN RIGHTS / DIVERSITY / GLOBAL CITIZENSHIP

CURRICULUM

Finding things out

1 b) enter and store information in a variety of forms

Reviewing, modifying and evaluating work as it progresses

4 a) review what they have done to help them develop their ideas

RESOURCES

The supporting PowerPoint for this lesson can be downloaded from our website at www.worldleprosyweek.org under Free lessons Key Stage One

KEY WORDS

Excel
Table
Graph
Review
Sum
Total
Grid
Cell
Row
Column

LESSON ACTIVITIES

Teacher Notes

It is likely you may wish to use pictograms to assist the children. The budget has been created in excel to allow you to import it or adapt it to whatever spreadsheet programme you would like to use.

This lesson can link to the Numeracy lesson where children put together a budget for Chanchaga in Nigeria. Children can either use the budgets they have created or the complete budget which can be downloaded from www.worldleprosyweek.org/lessons/ICT/Chanchagabudget_no_numbers_KS1.xls. You will also need a hard copy of the complete budget for each workstation called [Chanchaga_budget_KS1.xls](http://www.worldleprosyweek.org/lessons/ICT/Chanchagabudget_KS1.xls).

Whatever programme you decide to use to enter the data make sure each workstation has the spreadsheet open and ready for the children to enter data in Activity one.

Introduction

Share with the children that it is World Leprosy Week (26 – 30 January). This year The Leprosy Mission is focusing on a project in Chanchaga, a rural village in Nigeria. During this lesson we will be learning how to enter data into a spreadsheet.

Today we want to have a look at the Chanchaga budget that you reviewed in Numeracy.

Show children how to open a file in excel (open [Chanchaga_budget_KS1.xls](http://www.worldleprosyweek.org/lessons/ICT/Chanchagabudget_KS1.xls)).

Excel holds data in 'cells'.

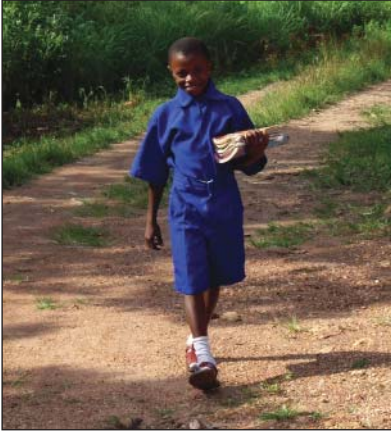
It can hold words alongside numbers (the words are used to label the numbers /data it is referring to).

To identify a particular cell it uses a grid reference (like Battleships). (If needed, explain rows and columns)

So looking at the screen, what item is in A5? Build classroom.

What about cell C9? 10.

Turn to a partner and ask them a couple of questions using grid references.



Entering data

Now we are going to have a go at entering some information into a cell. Show the children the budget that has the items included but no numbers (Chanchagabudget_no_numbers_KS1.xls).

Use the mouse to select the cell you want. We are going to select C4 and enter 8 under Price.

We can also use the arrows on the keyboard to move the highlighted cell up, down, left or right.

We are going to use the down arrow key to select C5 and enter 15 under Price.

Activity one

Ask the children to use the hard copy of the budget to fill in the missing numbers under Price. Once completed review a fellow classmate's data to ensure accuracy.

Plenary

Conclude by using a big number to show one of the many advantages of using a computer (we can add and review very complicated data).

If your software allows you to you could extend / follow the lesson by looking at simple graphs.

