

LESSON PLAN

Trainer: _____ **Course:** Excel Intermediate 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 learners will be able to use certain features available in a Excel Spreadsheet application that will enable them to create simple professional business spreadsheet driven 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>
Introduction to Session	<ul style="list-style-type: none"> • Explanation of the content that will be covered in the session <ul style="list-style-type: none"> ➤ Working with large spreadsheets ➤ Working with multiple spreadsheets ➤ Using conditional formatting ➤ Using conditional functions ➤ Working with tables ➤ Worksheet and spreadsheet protection 	<ul style="list-style-type: none"> • Listening • Watching 	<ul style="list-style-type: none"> • General overview of the content of the course
Section 1 Working with large worksheets	<ul style="list-style-type: none"> • Understand how to Zoom in and out of a spreadsheet • Understand how to Freeze and Unfreeze panes • Understand how to Hide and Unhide columns and rows • Using the Group and Outline feature 	<ul style="list-style-type: none"> • Start up laptop • Activate Excel Spreadsheet Application • Complete exercise one – Working with Large Worksheets (Part A) • Complete exercise one – Working with Large Worksheets (Part B) 	<ul style="list-style-type: none"> • Demonstration one – Working with Large Worksheets (Part A) • Demonstration one – Working with Large Worksheets (Part B)

<p>Section 2 Working with multiple spreadsheets</p>	<ul style="list-style-type: none"> • Learn how to Move and Copy worksheets • Learn how to create 3-D formula between worksheets • Learn how to link spreadsheets on different worksheets • Be able to manipulate worksheets in different ways 	<ul style="list-style-type: none"> • Complete Exercise two – Using 3-D formula and Linking (Part A) • Complete Exercise two – Using 3-D formula and Linking (Part B) 	<ul style="list-style-type: none"> • Demonstration two – Using 3-D formula and Linking (Part A) • Demonstration two – Using 3-D formula and Linking (Part B)
<p>Section 3 Conditional formula and formatting</p>	<ul style="list-style-type: none"> • Understand how to use conditional formula • Understand how to use conditional formatting 	<ul style="list-style-type: none"> • Complete Exercise three – Conditional formula and formatting (Part A) • Complete Exercise three – Conditional formula and formatting (Part B) 	<ul style="list-style-type: none"> • Demonstration three – Conditional formula and formatting (Part A) • Demonstration three – Conditional formula and formatting (Part B)

<p>Section 4 Working with Tables</p>	<ul style="list-style-type: none"> • Learn how to use a variety of different features relating to tables • Learn how to use filters on tables • Learn how to use sorting and sub-total features 	<ul style="list-style-type: none"> • Complete Exercise four – Working with tables (Part A) • Complete Exercise four – Working with tables (Part B) 	<ul style="list-style-type: none"> • Demonstration four – Working with tables (Part A) • Demonstration four – Working with tables (Part A)
<p>Section 5 Worksheet Data Validation</p>	<ul style="list-style-type: none"> • Understand how to add different validation rules to cells • Understand how to add different input messages and alerts 	<ul style="list-style-type: none"> • Complete Exercise five – Worksheet data validation (Part A) • Complete Exercise five – Worksheet data validation (Part B) 	<ul style="list-style-type: none"> • Demonstration five – Worksheet data validation (Part A) • Demonstration five – Worksheet data validation (Part B)

<p>Section 6 Worksheet and Workbook protection</p>	<ul style="list-style-type: none"> • Understand how to add cell and worksheet protection • Understand how to remove cell and worksheet protection 	<ul style="list-style-type: none"> • Complete Exercise six – Worksheet and workbook protection (Part A) • Complete Exercise six – Worksheet and workbook protection (Part B) 	<ul style="list-style-type: none"> • Demonstration six – Worksheet and workbook protection (Part A) • Demonstration six – Worksheet and workbook protection (Part B)
<p>Session Recap</p>	<ul style="list-style-type: none"> • Recap of what has been covered during session • Question and answer session 	<ul style="list-style-type: none"> • Answering Questions 	<ul style="list-style-type: none"> • Questions <ul style="list-style-type: none"> ➤ Filtering question ➤ Sorting and sub totals question