

South Hunsley School – Training School and Learning Resource Centre
Session Plan

To	Topic: Excel Spreadsheet Functions part 1	Room: LG5	Date: 9 th January 2006
	Tutor Name: Jon Witts	Day: Monday	Time: 11.30 – 12.30
	No. in attendance: 7	Delivery style: Practical session with demonstration, structured to include whole class instruction and 1:1 assistance and advice.	

General aims (including development of key skills)	<ol style="list-style-type: none"> 1. Learners will gain a basic understanding of using Microsoft Excel 2. Learners will gain a confidence in using Excel and computers in general to assist their day to day work and organisation. 3. Learners will as a result work more efficiently in terms of time spent on tasks and processing of data.
Specific outcomes for the session:	<p>At the end of the session learners will be able to: -</p> <ol style="list-style-type: none"> 1. Navigate with confidence around workbooks and worksheets 2. Insert and delete rows and columns 3. Calculate with the Auto Sum function 4. Calculate using +, -, * and / 5. Copy formula 6. Create charts using the chart wizard 7. Print worksheets and charts
Anticipated learning difficulties/inclusive learning issues for the lesson	<ul style="list-style-type: none"> • Varied levels of experience with the software. • Frequent pauses structured into the session to allow for question/answers to clarify key points and ensure comprehension. • Different learning styles may slow the session down for more advanced students. • Differentiation within the session will enable more advanced learners to continue with guided instruction at their own pace, enabling the teacher to work with the less confident learners on a 1:1 basis.
Assessment planned for during session, including key skills: Observations of the first 15 minutes of the session is to be used as a diagnostic to indicate each learner's individual level of competency in Excel. This will also enable differentiation to occur where appropriate for the remainder of the session and the future sessions.	

Lesson planning:					
Time	Topic	Teacher Activity	Learner Activity	Resources	Notes
5 Mins 11.30	Introduction	Explain Objectives and introduce session,	Listen, take notes, ask questions should clarification be needed.	PDF/paper handout IWB	
40 Mins 11.35	Cover course in detail	Work through the examples and exercises on the handout with the group.	Ask questions to clarify and develop comprehension, complete exercises with guidance from handout or session leader as required.	Excel Spreadsheets IWB Handouts	
15 Mins 12.15	Practice and exploration of topics and techniques covered	Offer help when required by learners, reiterate points covered earlier. Monitor each learner's progress throughout to check comprehension through observation. Offer encouragement to less confident learners. Offer differentiation task to the more advanced learner.	Attempt and complete exercises using Excel, ask questions to develop understanding, utilise prior learning, develop confidence.	Excel Spreadsheets IWB Handouts	

Evaluation and notes for next time. Have the learning objectives been achieved?

- Feedback to be gained from the preprepared 'training evaluation' sheets which will be handed out to learners at the end of the 3 session course.
- General observations indicate that by the end of this session, all learners had accomplished the seven specific outcomes mentioned in the plan.
- Two learners found the session particularly challenging, this was identified through the speed at which they completed the exercises and the amount of clarification they required. Both learners were enthusiastic however, and I intend to further support these students through implementing a three tier differentiation in the subsequent sessions. This is vital in order to ensure that all learners obtain a positive learning experience.
- Some learners needed clarification or repetition of initial instructions in order to internalise the process and accomplish the tasks. In future sessions I will plan more time to deliver 1:1 instruction for less confident learners.