

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

<b>Topic:</b> Excel Spreadsheet Functions part 2	<b>Room:</b> LG5	<b>Date:</b> 16 <sup>th</sup> January 2006
<b>Tutor Name:</b> Jon Witts	<b>Day:</b> Monday	<b>Time:</b> 10.15 – 11.15
<b>No. in attendance:</b> 4	<b>Delivery style:</b> Practical session with demonstration, structured to include whole class instruction and 1:1 assistance and advice.	

<b>General aims (including development of key skills)</b>	<ol style="list-style-type: none"> <li>1. Learners will gain a more in depth knowledge of Microsoft Excel, drawing upon the skills acquired in the first session.</li> <li>2. Learners will be able to implement the skills acquired in their day to day work with ease.</li> </ol>
<b>Specific outcomes for the session:</b>	<p>At the end of the session users will be able to: -</p> <ol style="list-style-type: none"> <li>1. Resize columns</li> <li>2. Rename tabs</li> <li>3. Add headers and footers</li> <li>4. Format cells</li> <li>5. Lock cell references</li> <li>6. Sort data</li> <li>7. Filter data</li> </ol>
<b>Anticipated learning difficulties/inclusive learning issues for the lesson</b>	<ul style="list-style-type: none"> <li>• Learners will be at different levels, depending on the understanding they achieved in the previous session.</li> <li>• The higher spectrum learners may feel slowed down by the other learners. Allowing these learners to continue with the exercises on the handouts at their own pace, giving individual instruction when required, will empower the learners and ensure that they can learn at the pace best suited to themselves, thus keeping motivation levels high.</li> </ul>
<b>Assessment planned for during session, including key skills:</b> Observations of the first 15 minutes of the session, along with the assessment from the first 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 10.15	Introduction	Explain Objectives and introduce session,	Listen, take notes, ask questions should clarification be needed.	PDF/paper handout IWB	
40 Mins 10.20	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 11.00	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.
- Due to uncontrollable circumstances, a significant proportion of the learners could not attend the session, as they were required to cover lessons in school at short notice. This was unfortunate for the learners that could not attend, but allowed greater 1:1 time with the learners that were present. All the learners that could not attend approached me after the session and took the handouts and spreadsheets with them to study in their own time, indicating that the learners are engaged with the course and want to get the most out of the sessions.
- General observations indicate that by the end of this session, all learners had accomplished the seven specific outcomes mentioned in the plan.