

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

<b>To</b>	<b>Topic:</b> Excel Database Functions	<b>Room:</b> LG5	<b>Date:</b> 23 <sup>rd</sup> January 2006
	<b>Tutor Name:</b> Jon Witts	<b>Day:</b> Monday	<b>Time:</b> 13.30 – 14.30
	<b>No. in attendance:</b> 8	<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. Move around a worksheet</li> <li>2. Recognise cell references</li> <li>3. Sort data alphabetically</li> <li>4. Insert rows and columns</li> <li>5. Delete rows and columns</li> <li>6. Use the Convert Text to Columns wizard</li> <li>7. Use Auto Filter</li> <li>8. Add a header and footer to worksheets</li> <li>9. Set print areas</li> <li>10. Print Worksheets</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 assessments from the first two sessions, will 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.	

Lesson planning:					
Time	Topic	Teacher Activity	Learner Activity	Resources	Notes
5 Mins 13.30	Introduction	Explain Objectives and introduce session,	Listen, take notes, ask questions should clarification be needed.	PDF/paper handout IWB	
40 Mins 13.35	Cover course in detail	Work through the examples and exercises with 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 14.15	Exercises of topics 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 ten specific outcomes mentioned in the plan.
- The next time these sessions are delivered, more attention will need to be paid to the lower end learners to ensure that enough time is set aside to enable effective differentiation.